

WELCOME FROM THE DEAN OF STUDENT LIFE

Dear Students,

Welcome to Westminster College for the 2011-2012 academic year! You are part of a wonderful community – one with a history of producing outstanding college graduates for 160 years. Those who have walked through the columns before you now leave the stewardship of this college in your hands.

This handbook is designed to be your reference to the many services, policies, and procedures you may need during your time on campus. We have done our best to create a living-learning environment that not only challenges you, but also provides support for those times when you need it. Like every community, we have behavioral expectations – campus rules that help keep our environment safe, positive, and enriching. The rules associated with the stewardship of this college are based on our campus values of respect, fairness, integrity, and responsibility.

Everyone at Westminster – faculty, staff, alumni, and your fellow students – is dedicated to your success here. If you fully commit to this experience, we are confident that your time will be educational, fun, challenging, and life-changing. When you “commit” to the Westminster Experience, you become actively engaged in the classroom, in your living unit, in co-curricular experiences, in the community, and ultimately, in the world.

Now that you call Westminster “home”, you need to understand the benefits and responsibilities of membership into this community. This handbook is designed to do just that. Don’t hesitate to let me or any other Student Life staff member know if you have questions about the contents of this handbook.

Let’s have a great year!

Tina Barnett Rajmaira
Vice President & Dean of Student Life

Revised 7/11/11

“The mission of Student Life is to complement and enhance Westminster’s mission through a dynamic student developmental experience. This includes creating a safe, healthy, and comfortable living-learning community, involving students in meaningful activities and athletics, and providing opportunities that foster experiential learning, character, and career development, a sense of service, and spiritual growth.”

TABLE OF CONTENTS

I. STUDENT SERVICES			4
ADA/Equal Access Policy	4	Housing Policy Violations.....	21
Athletic & Recreation Facilities	4	Guests and Visitation	21
Bookstore	4	Prohibited Items	22
Campus Address & Mail.....	4	Grills & Barbecuing.....	22
Campus Security	5	Pets	22
Career Services.....	6	Room Inspections & Searches	22
Change of Address.....	6	Residence Hall/Facility Furnishings	23
Dining Services.....	7	Cable Television Service.....	23
Mueller Leadership Hall	7	Student Appliances.....	23
Johnson College Inn (JCI).....	7	Decorations & Wall Adhesives	23
Campus Meal Plans	7	Windows, Window Blinds & Screens.....	24
Emerson Center for Leadership & Service.....	8	Noise & Disturbance.....	24
Leadership Studies & Development	8	Solicitation.....	24
Community Engagement/Service Learning.....	8	Fire Safety & Alarm Procedures.....	25
Campus Involvement.....	8	Tornado &/or Other Severe Weather Procedure.....	25
Multicultural Student Development	8	Student Health Insurance	26
Spiritual Life.....	8	Required Health Insurance for US Citizens	26
Financial Aid	9	International Students	
Financial Disclosure.....	9	Student Personal Property Loss.....	26
Hunter Activity Center	9	Transportation to Fulton	26
Information Technology.....	9	The Wellness Center.....	26
Institutional Scholarships – Room & Board.....	10	Counseling Services	27
Kent & Judith Mueller Student Center.....	10	Student Health Clinic.....	27
Library Resources	11	Student Health Forms & Immunizations	27
Lost & Found	12	Required Health Insurance for US Citizens	27
Missing Student Policy	12	Wellness Program	28
Residential Life Policies	12	Peer Health Educators	28
Facilities	13	Alcohol & Drug Support Programs	28
Housing Review Board	14	Warning Signs of Alcohol/Drug Use Problem	28
Residency Policy	15	How to Help a Friend with Use Problem	29
Residency Exception for Transfers	15	Withdrawal Policy for Military Deployment	29
Residency Exception for Fraternity Men	15	Withdrawing from College or a Class	30
Campus Meal Plans	16	Withdrawals	30
Vacating Campus Housing.....	17	Official Withdrawal Date	30
Move-in Policies	17	Medical Withdrawal	30
Student Insurance/Loss of Property	18	Who Qualifies for a Medical Withdrawal?	30
Summer Storage of Items.....	18	Verification by a Health Care Provider	30
Room Inventories/Process	18	Extent of Withdrawal	31
Damages & Charges	19	Notification of Withdrawal & Forms	31
Common Area Damage.....	19	Factors that Influence Receiving Medical WD	31
Room Changes/Switches.....	19	Re-Admission Due to Medical Withdrawal	32
Room Occupancy.....	20	Involuntary Withdrawal (Non-Medical).....	32
Housekeeping & Maintenance	20	Involuntary Medical Withdrawal	32
Room Entry & Lockouts	20	Disruptive Student	32
Roommate Assignments, Mediation.....	21		
II. STUDENT TRADITIONS & ACTIVITIES			34
Air Force, Army & Navy R.O.T.C	34	American Red Cross Blood Drive.....	34
Alumni Outstanding Senior Award.....	34	Baccalaureate & Commencement	35
Alumni Weekend	34	Columns Ceremony.....	35

Donald B. Gordon College Bowl Trophy.....	35	Fraternity Costs.....	38
Drosten Cup	35	Intramural Program	38
E.C. Henderson United Way Award.....	35	John Findley Green Lectures	38
English Plaque.....	35	Kemper Lecture.....	39
Fall Family Weekend	35	Lectures & Diversity Education Series	39
Honorary Greek Fraternities & Sororities.....	35	Music Groups.....	39
Honors & Awards Convocation.....	36	Recognizing Student Organizations	39
IBM Lecture	36	Risk Management (General)	39
Intercollegiate Athletics	36	Risk Management (Social).....	40
Interfraternity & Panhellenic Councils	36	Skulls of Seven	40
Formal Recruitment & Membership.....	37	Student Government Association	40
Affiliate Program (IFC only).....	37	Student Publication	40
New Member Education Program.....	37	Winston Churchill Memorial & Library	40
Hazing.....	37		
Social Fraternity House Mgt. (Men only).....	38		
III. COLLEGE VALUES.....	42		
Appeal Procedures.....	42	College Identification Card	66
Complaint Resolution	43	Firearms, Weapons, Fireworks &	
Faculty/Student Relationships &		Explosives Policy	66
Responsibilities	43	Medical Amnesty Policy	67
Integrity.....	44	Parental Notification Policy.....	68
Academic Review Board	44	Payment of Fees	68
Computer Use Policy.....	45	Snowballs & Water Balloons	69
Contact Information.....	45	Student Disciplinary Procedures	70
Copyright Law.....	45	Honor Commission	70
Dishonesty & Falsification of Records.....	45	Honor Commission Constitution	70
Gambling	45	Disciplinary Procedures	77
Honor Code.....	45	Roles	77
Inspection of Property.....	45	Temporary Suspension.....	77
MOREnet Acceptable Use Policy	46	Initial Hearing	77
Fairness.....	46	Disciplinary Sanctions	77
Athletic Conference Conduct.....	46	Sanction Guidelines.....	78
Smoking Policy.....	47	Smoking	78
Respect.....	48	Alcohol.....	79
Assault	48	Group Alcohol Offenses	79
College Official Cooperation.....	48	Drugs	80
Disorderly Conduct	48	Student Judiciary Board Constitution.....	81
Disruptive Activity.....	48	Overview of Disciplinary Process—Chart.....	85
Disruptive Student	48	College Wide Policies & Procedures for	
Disturbing the Peace	49	Course Syllabi.....	86
Harassment & Discrimination	49	ADA/Equal Access Policy	86
Hazing.....	56	College Duty Policy.....	86
Motor Vehicle Regulations	57	Complaint Resolution.....	88
Noise & Disturbance.....	57	Emergency Procedures.....	88
Sexual Misconduct	58	(FERPA) WC Institutional Policy.....	89
Skateboarding and Rollerblading	60	Harassment & Discrimination Policy	92
Solicitors	60	Honor Code	93
Stolen Property/Theft	60	Missing Student Policy.....	93
Student Respect Towards Faculty	61	Student Respect Towards Faculty.....	94
Responsibility.....	61	Alma Mater	95
Alcohol & Drugs	61		
Class Attendance & Verification of Care.....	65		

I. STUDENT SERVICES

ADA/EQUAL ACCESS POLICY

Under the Americans with Disabilities Act, the College must provide a reasonable accommodation requested by a student to insure access to instructional programs, unless it would present an undue hardship to the College. A student who feels he or she may need an accommodation based on the impact of a disability should contact the Director of the Learning Opportunities Center located in Room 34 of Westminster Hall (573-592-5304). At that time, the Director will discuss possible curricular and co-curricular accommodations and may make appointments with all of the student's professors to discuss course formats and to anticipate the student's needs. For a full statement of the College's ADA policies, see the *Westminster College – ADA/Equal Access Policy* http://www.westminster-mo.edu/explore/offices/business/hr/Documents/ADA_index.pdf.

ATHLETIC & RECREATION FACILITIES

Sports and exercise facilities at the College include the Westminster Gymnasium with a playing floor, swimming pool, locker rooms, and shower facilities. The Gymnasium is reserved primarily for intercollegiate athletics and physical education classes. The swimming pool hours will be posted. The Gymnasium also includes a Fitness Room and a Multipurpose Studio for activities such as Yoga and dance.

Priest Field, a ten-acre section of campus, includes the football field, soccer field, the Robert M. Elder Tennis Courts, the Frank Saucier Baseball Field, a softball field, and practice fields. The Wetterau Center for Field Sports includes home and visitor dressing rooms, a training room for varsity athletics, offices and a weight room. Scheduled hours for use of the weight room by students and faculty will be posted. Intercollegiate and intramural activities have priority over free play at Priest Field. The use of Priest Field, as well as Westminster Gymnasium, is coordinated and supervised by the Director of Athletics.

The Hunter Activity Center contains the multi-purpose Mabee Gymnasium, the SGA and Weidlich Racquetball Courts, the Confer Game Room (ping-pong and pool), the Daniels Indoor Track, the Pendleton Weight Room (Nautilus weights), locker rooms and shower facilities.

BOOKSTORE

Westminster College Bookstore is located in the lower level of Mueller Leadership Hall. Textbooks and supplies needed for classes can be purchased here. Other items available include "Westminster" imprinted sweatshirts, t-shirts, shorts, jackets and many other memorabilia items. There is also a large selection of fraternity and sorority merchandise for the respective chapters on campus. Mastercard, Visa, and Discover credit cards are accepted. Students may cash checks up to \$30. The Bookstore and Mail and Printing Services are open Monday through Friday from 8:00 a.m. to 5:00 p.m.

CAMPUS ADDRESS & MAIL

Every Westminster College student is assigned a mailbox (with a combination) in the Hunter Activity Center. Even though a student's college residence is likely to change several times, the mailing address will be permanent. While students should give their correspondents their residence, it is essential that a student's mail contain the exact address, as follows:

Student's Name
Westminster College
501 Westminster Avenue
Campus Box _ _ _ _
Fulton, MO 65251-8000

All mail addressed to students must have this expanded ZIP code in order to assure timely and accurate delivery of mail. Mail sent without the proper ZIP code will likely be delayed in delivery. Mail is delivered to the college Monday through Friday and is usually distributed in the mailboxes by 2:00 p.m. Students receiving packages or other large items will receive a mail slip in their mailbox indicating these items must be picked up in the Mail & Printing Services Department in the lower level of Mueller Leadership Hall. Faculty and Staff mailboxes are also in Mail & Printing Services Department on the lower level of Mueller Leadership Hall. The Fulton Post Office is located at the corner of Fourth and Court Streets, within easy walking distance of the campus.

A student's mailbox number and combination should be confidential information. If a student loses or forgets the mailbox number or combination, contact the Director of Campus.

Packages or other items sent to the College should be properly addressed with the student's name and complete mailing address. The U.S. Postal Service and other parcel delivery services will deliver packages and other items to the College Mail & Printing Services Department on the lower level of Mueller Leadership Hall.

CAMPUS SECURITY

The college will take reasonable action to secure college buildings and all property on the grounds and in the buildings against vandalism, theft, and fire. Students are responsible for protecting and securing their own property as well as their roommates'/suite mates' personal property and college property. The college is not responsible for the security of personal property or its loss due to a man-made or natural disaster and will not reimburse students for losses.

While Westminster College will take all reasonable precautions to prevent crime and protect property from loss due to fire or theft, students are encouraged to seek insurance coverage on their personal property and to exercise good judgment in securing that property. The cooperation, involvement, and personal support of students in a campus safety/security program are crucial to the success of the program.

Campus Security Service Officers conduct vehicle and foot patrols on campus and are charged with the enforcement of College policies and regulations. Additionally, Security maintains a close working relationship with all local law enforcement agencies. However, we do not want our campus community to be looked at as a security force that mimics the police. We want to be viewed as a service-oriented ally for the students.

In addition to the above duties, the Campus Security also offers a nightwalk escort service from 6:00 p.m. through 6:00 a.m. seven days a week and serves the entire campus and nearby fraternity houses. Students may call 592-5555, and an officer will be dispatched to the on-campus location and walk with the student to his/her destination.

Numerous efforts are made to advise members of the campus community on a timely basis about campus crime and crime-related activity. These efforts include the following:

Clery Act Report – This report of crime related information is compiled, published, and distributed each year.

Special Alerts - If circumstances warrant, special printed crime alerts will be prepared and distributed either selectively or throughout the campus.

To report a crime or fire or to summon police or an ambulance in an emergency, DIAL 911. This should be followed by a call to Campus Security (592-5555) and a report of incidence shall be filed immediately following its occurrence.

CAREER SERVICES

The Office of Career Services offers students a wide range of programs that are designed to prepare them for satisfying lives after graduating from Westminster, whether it is in a career of their choice or gaining acceptance into graduate or professional school.

Professional career counseling, one-on-one resume assistance, an on-line and print resource library, job searching assistance, and a centralized internship program are career-related services available to all students. Every year workshops are presented on Job Searching, Resume Writing, Interviewing, Networking, and the Application Process to Graduate School, among others. Additionally, the office also hosts a Professional Etiquette Dinner in the fall and includes business and community leaders as Table Hosts.

In early spring the annual Career EXPO is held - an event that typically attracts around 50-60 employers and graduate programs. Throughout the year additional employers and graduate programs recruit on campus; these local, regional, and national employment opportunities are open to all qualified students. Services are provided by professional staff to all levels of students, freshmen through seniors, with the majority of services offered free of charge. An annual Career Services fee is charged to all seniors to help cover the costs of registration with the campus on-line job listing service, special events, career-related assessments, and use of an automated credential management system for targeted majors.

Internship Program

Students are strongly encouraged to take advantage of experiential learning opportunities offered through the Westminster Internship Program. Internships are designed to extend student learning beyond the traditional classroom setting into professional work environments. Internships allow students to earn academic credit while undertaking planned, professionally supervised work experiences related to their academic programs and career interests. The Internship Program provides a rewarding avenue for both students and sponsoring organizations.

An internship is a carefully monitored work experience, in which an individual has intentional learning goals and reflects actively on what she or he is learning throughout the experience. The intern is the chief architect of his or her learning experience and must initiate a learning contract, keep a learning journal, participate in regular discussions with the faculty sponsor, and complete a final project. Working through the centralized internship office, internships may be arranged with a wide variety of organizations and institutions, including corporations and businesses, health care facilities, social service agencies, environmental organizations, historical societies, recreational programs, museums, political organizations, and government agencies.

CHANGE OF ADDRESS

A student with a change of address for the student or their parents/guardian should report the change to the Office of Academics Affairs/Registrar in Westminster Hall as soon as possible. It is important that students who have two parents' mailing addresses make that known to the Registrar's Office.

DINING SERVICES

Mueller Leadership Hall

Meals for students in College housing or on a meal plan are provided in Mueller Leadership Hall. During the semester, a full breakfast is served along with a continental breakfast under extended hours, a lunch along with a soup and deli bar, and a full dinner. A brunch and dinner are served on Saturday and Sunday. The menu for the day is recorded at 592-5124. There is no meal service during regular college holidays and vacations, such as fall holiday, Thanksgiving, and spring break. Dining hall hours are posted online at <http://www.westminster-mo.edu/studentlife/dining/Pages/HoursofOperation.aspx>.

Johnson College Inn

The Johnson College Inn (JCI), located on the lower level of the Hunter Activity Center, serves sandwiches, specialties, soft drinks, and other snacks. Students on a meal plan receive Blue Jay Bucks for use at the JCI. Students not on the meal plan can pay cash or set up a Blue Jay Bucks account with dining services. The JCI is open to the public and hours of operation can also be found at <http://www.westminster-mo.edu/studentlife/dining/Pages/HoursofOperation.aspx>.

Campus Meal Plans

All students who reside in a college-owned residence hall (all of the Quadrangle and Triangle, including Emerson Hall) must participate in a campus meal plan. The meal plans offered include:

- 19 meals/week*, plus \$100 Blue Jay Bucks each semester (for use in JCI or other meal needs)
- 15 meals/week*, plus \$75 Blue Jay Bucks each semester (for use in JCI or other meal needs)
- 10 meals/week*, plus \$50 Blue Jay Bucks each semester (for use in JCI or other meal needs)

**Unused meals do not carryover or cannot be “banked” from one week to the next.*

First time, full time students (i.e. freshmen) are required to participate in the College’s largest meal plan. All other students are permitted to select from one of three approved college meal plans. Any non-freshman living in a residence hall will default to the 19-meal plan each semester. If they wish to select the 15- or 10-meal plan, they must fill out a “Request to Change Meal Plan” form in the Office of Residential & Greek Life prior to census date, the first day of the third week of classes. Requests to lower one’s meal plan after census date will not be approved. However, a student may raise their meal plan at any time during the semester, and their semester charges will be prorated based up the week they submit their request.

Requests to change meal plans will not be received by phone or e-mail. The student is required to fill out the appropriate form to make this request in person.

Students living in other campus housing (with full kitchen service) are not required to be on a meal plan. They will default to “no meal plan” on their College bill unless otherwise requested via their housing contract, or the “Request to Change Meal Plan” form. Students in these areas may opt into meal blocks instead of a regular meal plan, which allows a student to eat a set number of meals at any time throughout the academic semester. Meal blocks are offered in the following bundles:

- 10 meals
- 50 meals
- 80 meals

The two largest blocks may be purchased through the Office of Residential & Greek Life and can be charged to a student’s account. The smallest meal block may only be purchased directly through Fresh Ideas.

Sack lunches and sick trays may be ordered by students whose schedule conflicts with meal hours. Students need to call 592-5352 to make arrangements for a sack lunch. Students with special dietary needs can be accommodated by contacting the dining services director at 592-5352.

EMERSON CENTER FOR LEADERSHIP & SERVICE

The Emerson Center for Leadership & Service is committed to providing developmental opportunities, programs, and services that will lead students to become leaders of character who are committed to the values of integrity, fairness, respect, and responsibility and prepared to live a life of success, significance, and service. The four primary components of the Center for Leadership & Service include:

Leadership Studies and Leader Development

Students may elect to participate in an academic program leading to a Leadership Minor, or they may enroll in a variety of leadership classes or labs. A major in Leadership Studies can be obtained through the self-designed major option. Through a combination of course work and experiential learning opportunities, students will learn leadership theory and apply it in real-world situations. Leadership training is also available to individuals and campus organizations.

Community Engagement and Service-Learning

This office spearheads a variety of service-learning and community service opportunities. Community service is incorporated into many academic courses in all three academic divisions—these are considered *service-learning courses*. With over 40 active community service partnerships in Fulton and the surrounding area, community service opportunities are plentiful. Students may participate in one-day service projects, Alternative Spring Break service trips, and ongoing, long term options. Students are also able to develop and lead their own group service projects with the support of student service organizations like Westminster Service Corps, CIVICUS, Habitat for Humanity, and Blue Jay Buddies.

Campus Involvement

This office is charged with advising student organizations, developing organizational leaders, and providing fun and engaging activities for the entire campus. Westminster currently offers over 60 student clubs and organizations. Student Government Association is also based out of the Student Involvement Office. Every student should have the experience of participating in student organizations and student activities.

Multicultural Student Development

Learning to value the similarities and differences between people is an important lesson to learn during college. The Office of Multicultural Student Development is charged with providing opportunities for members of the Westminster College community to learn about the variety of people who make up the world around them.

Spiritual Life

The Spiritual Life programming at Westminster College contributes an important part of holistic education through experiential learning. Students, faculty, and staff are encouraged to locate their faith/beliefs/values within a diverse global context from a posture of openness and hospitality. Spiritual Life programming provides opportunities for conversation about the Westminster core values and provides meaningful moments of worship, reflection, self-identification, and connections to purposeful practices. The program engages the existing campus culture of service and diversity and asks members of the campus community to reflect on their own beliefs and to engage those of others. The Program Director of Spiritual Life also serves as the campus chaplain for a diverse community and works with the Emerson Center for Leadership and Service. The Church of St. Mary

the Virgin, Aldermanbury Chapel is an important central campus component and reflects the religious heritage of Westminster College. Worship opportunities are offered as well as service projects, study groups, student led programs, and discussion groups. An Interfaith Task Force maintains the R&R (Rest and Reflection), an Interfaith Spirit Spot, which offers a space for the community to mediate or to post on the Spiritual Graffiti wall.

FINANCIAL AID

Financial assistance for students is coordinated by the Financial Aid staff, located in the Office of Enrollment Services below Champ Auditorium. Scholarships may be awarded on the basis of financial need, merit, or a combination thereof. In addition, other financial assistance is available, including loans, grants, and part-time jobs. Financial aid awards are made without regard to the race, sex, religion, color, physical handicap, or national or ethnic origin of the applicant. Whatever a student's demonstrated financial need may be, as determined by the completion of the Free Application for Federal Student Aid (FAFSA), Westminster College will strive to assist in meeting that need within reasonable budgetary constraints. Students are encouraged to meet the financial aid staff and to familiarize themselves with the various programs and procedures of the Financial Aid Office.

FINANCIAL DISCLOSURE

In compliance with federal statutes applicable to tax exempt institutions, students have the right to examine Form 990, Return of Organization Exempt from Income Tax. Students wanting to examine Form 990 should call the Vice President for Business and Finance to schedule an appointment. Copies of Form 990 may be made at the student's expense.

HUNTER ACTIVITY CENTER

The Hunter Activity Center (HAC) is the "central hang-out" for students, faculty and staff. Spouses of students, faculty and staff, as well as children aged 14 and over in their immediate families, are also welcome in the facility. Children under the age of 14 must be accompanied by an adult. Any person using HAC or other college facilities must have a current ID card and must show it upon request of campus security or other college officials. Outside guests wishing to use HAC may purchase a membership from the Emerson Center for Leadership & Service, located on the upper level of HAC. Guests of the College who will be with a member of the campus community may receive a complimentary pass from the Emerson Center for Leadership & Service. All visitors must be accompanied by a Westminster student, faculty, or staff member with a limit of three guests per faculty, staff, or student. The Confer Game Room in JCI is not open to the public nor to those with HAC memberships. This area is for Westminster students, faculty and staff and their guests only.

HAC contains a number of areas for meetings, programs, and other activities. These may be reserved by sending a request to Reservations@westminster-mo.edu. HAC also has a variety of recreational spaces available to the campus and Callaway communities. These spaces can be reserved through Plant Operations. The Mabee Gymnasium, located inside HAC, has a variety of sports equipment available for check-out through the HAC Gym monitors. Locker space may be reserved in the HAC locker rooms, with locks provided by the college. To reserve a locker, please see a staff member in the Emerson Center for Leadership & Service main office across from the Mabee Gymnasium.

INFORMATION TECHNOLOGY

Westminster College provides computing resources to all students, faculty and staff. The campus is served by twenty Dell servers, network equipment from Hewlett-Packard and a variety of other

vendor's hardware. Computing resources provide access to a wide variety of software products, including e-mail and the latest in word processing, database and spreadsheet applications. Specialized software for many departments is provided, along with access to an automated Library software package, an electronic encyclopedia and an on-line journals index – with many entries containing full text. The College provides high speed Internet access to its computer users and also supports an expansive presence on the World Wide Web (www.westminster-mo.edu).

Students have access to publicly located personal computers (Windows and Macintosh) in the Hazel Wing of Reeves Library and Coulter Science Center. Campus residential facilities (Greek houses and residence halls) are wired for two computer connections per room, allowing students to bring their own personal computers to campus for connection to the College's campus-wide, fiber optic-based network (personal computers must meet minimum standards as established by the College and residential students pay a technology fee to help support the campus network). The College's wireless network reaches almost all in-building locations on campus and also serves a number of outdoor areas. Shared laser printers are located conveniently across the campus for use by students, faculty, and staff.

All students, faculty, and staff receive a computer account. This account provides access to all supported services and software on the campus network. Policies concerning use of the computers and the campus network system are found in the General Policies and Procedures Section of this Handbook.

INSTITUTIONAL SCHOLARSHIPS FOR ROOM AND BOARD

Institutionally-funded scholarships for room and board are intended to cover students' on-campus living expenses. In order to ensure that these awards are used for this purpose only, the following regulations apply:

- The room portion of the award may be used in campus housing only and is intended to cover the rental charges associated with living in a double room in a residential hall. Extra charges for single rooms in the residence halls, residential houses, or other on-campus arrangements will not be covered and are the responsibility of the student.
- The board portion of the award will cover the cost of a 19-meal plan in the College dining hall. Students who live in an on-campus residential house, Westminster apartment, or other area where they are not required to have a meal plan may elect to continue on the 19-meal plan or receive a predetermined fixed amount for purchasing their own food. The fixed amount will be determined by the Business Office each year. Students who live off-campus will not receive the board portion of their award.
- The sole exception to this policy is that room and board awards may be applied to living and dining in a fraternity house, with any charges above that of a residence hall double and 19-meal plan being paid by the student. Students may not move from College-managed housing to a fraternity house after the start of the academic year.
- Under no circumstances can institutionally-funded room and board awards be used off-campus, applied to non-room and board expenses, or converted into cash for other uses.

KENT & JUDITH MUELLER STUDENT CENTER

The Kent & Judith Mueller Student Center was designed as a multi-purpose building in order to meet some of the social, recreational, and athletic needs of the students. Student groups may use Mueller free of charge, as may College constituencies planning college-related functions. All groups are subject to charges after their event depending on cleanup needs. To make reservations, send requests to Reservations@westminster-mo.edu.

The Office of Campus Involvement will insure that priority is given for all student functions when reserving Mueller. The facility will not be reserved for any outside parties or non-College functions unless Campus Involvement is assured that there will be no student need or unless the reservation is during a student vacation period. For this reason, requests for Mueller reservations made far in advance will be considered on a case-by-case basis. Rental of the Backer Wing of the Mueller Leadership Hall by an outside group/persons which would displace Westminster student mealtime, will only be approved under the following criteria:

1. The rental does not conflict with any Westminster College events.
2. The Mueller Student Center must be available to accommodate student eating.
3. The only meal in which students will be displaced will be the dinner meal, thus it will be no sooner than 3:00 p.m. in which an outside group/persons may have access to the Backer Wing.
4. In addition to the standard rental rate and food costs, there will be an additional \$2000 fee. This fee is intended to cover the costs for providing a programmed/themed meal upgrade for our Westminster students due to their mealtime displacement and to cover associated set-up/clean-up costs in the Mueller Student Center.

All items (food, decorations, etc.) brought in by organization must be taken out of the building or placed in trashcans before leaving building. There will be a minimum \$50 removal fee added if trash is not removed. Fees for any damages will be assessed and will be charged to the sponsoring organization if in excess of the deposit. Sponsoring groups are responsible for set up and breakdown requirements. Early arrival for event decoration must be scheduled.

LIBRARY RESOURCES

The mission of the Reeves Memorial Library is to enhance students' ability to learn, the faculty's ability to teach and engage in scholarly activities, and Westminster's ability to function as a community of learners by offering effective services to the students, faculty, and staff of the college--using both traditional resources and new technologies. Reeves Library has an excellent collection of books, periodicals, and electronic resources that support the liberal arts curriculum. The knowledgeable and experienced staff of Reeves Library enjoys assisting students with their academic research needs. The library staff is here to help students develop the skills to become life long learners.

The library collection exceeds 100,000 volumes, in-house, with access to over 643,000 volumes in the regional ARTHUR collection and over 23 million items in the MOBIUS system, a statewide academic library consortium. MOBIUS provides two-three day delivery of library resources across the state. Students can place their own requests for materials through the Arthur/MOBIUS catalog or may borrow materials not in the statewide system from out-of-state libraries through regular interlibrary loan. In addition to books, the collection also includes multimedia materials—informational and music CDs, videotapes, DVDs, and slides to support the curriculum. The library subscribes to over 235 periodicals for in-house use and provides access to over 32,000 full text journals through multiple online databases. A proxy server allows access to our online resources from any location at any time. (<http://www.westminster-mo.edu/library/index.asp>)

The Hazel Wing of Reeves Library houses the Information Technology Help Desk in HZ 302. The IT Help Desk will coordinate classroom media support as well as lab and computer support. You may contact the Help Desk at x 5169 or by emailing HELP. The Hazel Wing also includes three multimedia classrooms, one PC lab and one Mac lab along with various other media functions such as scanning, a new mini Skype lab, and foreign language learning stations.

The LIBRARY hours during the academic year are:

Monday-Thursday, 7:45 a.m. to 12:30 a.m.

Friday, 7:45 a.m. to 4:30 p.m.

Saturday, 12 noon to 6:00 p.m.

Sunday, 1:30 p.m. to 12:30 a.m.

When classes are in session the entire Library is open until 12:30 a.m. Sunday-Thursday. The Hazel computer labs are open until 2:00 a.m. Library hours are on the web at

<http://www.westminster-mo.edu/academics/resources/library/Pages/HoursofOperation.aspx>

LOST & FOUND

Items found in buildings or on campus should be turned in to the Emerson Center for Leadership & Service. Likewise, lost items may be claimed at the Emerson Center for Leadership & Service. A student who has had an item stolen should report the theft to Campus Security and to the Fulton Police Department. Any item unclaimed after thirty days may be disposed of.

MISSING STUDENT POLICY

In accordance with the Higher Education Opportunity Act, Westminster College has the following policy and procedure in place for reporting and investigating a report of a missing student.

If a Westminster student has not been seen on campus for more than 24 hours and community members do not know where the student may be or are concerned about their whereabouts, the Dean of Student Life should be notified. If this report is made after typical business hours, community members should immediately notify Campus Security (592-5555), and they will be able to contact the Dean of Student Life or his/her designee.

If the student of concern has been missing for 24 hours and is 18 or older, the College will notify the proper local authorities and cooperate with any initiated investigation. At this time, the College may also begin contacting close acquaintances of the missing student to assist with the investigative process.

If the student of concern has been missing for 24 hours and is under the age of 18, their permanent legal guardian will be contacted immediately by the Office of Student Life. After the permanent legal guardian has been contacted, the College will cooperate with both the guardian and the local authorities to pursue the appropriate course of action.

If community members are concerned about the student's whereabouts and feel that they may be in danger, they should immediately contact Campus Security, the Fulton Police Department, and/or call 911 if there is immediate, present danger.

Depending on the circumstances regarding the student's absence or status, the College reserves the right to notify parents and/or permanent legal guardian regarding the report of the missing student at any time, regardless of their age.

RESIDENTIAL LIFE POLICIES

The Office of Residential & Greek Life is an integral part of the educational program and support services at Westminster College. Our campus housing facilities and trained hall staff provide a significant co-curricular learning experience for all Westminster students. Our Residential Life staff strives to create an engaged and supportive community while providing enriching learning opportunities through campus and hall programming. The staff is available to assist students living on-campus with facility needs, roommate conflicts, or educational concerns. Resident Advisors are employed by this office to serve and educate residential students.

New students are generally assigned to Gage, Marquess, Rice, Scott, and Sloss Halls, which comprise the Churchill Quadrangle. Within each Quadrangle building are up to nine suites with four two-person rooms and a bathroom in each suite. Every residence hall room contains two beds, desks, bureaus and closets.

Westminster upper class students live either in one of the four upper class residence halls, college apartments/townhouses, residential houses, or six national fraternity houses. Single rooms in College housing are on a space-available basis. No refund for students withdrawing from college housing will be made after day 15 day each semester.

All new students desiring to live in college residence halls must complete a housing questionnaire and a housing agreement form. Room reservations for students in college upper class residence halls are made during the spring semester for the following academic year. New students are assigned to rooms in early summer and are notified of their assignment and roommate.

The college residence halls are closed during regular college holidays and vacations. Residents who wish an exception to this policy must contact the Director of Residential and Greek Life or Dean of Student Life for permission to remain in the residence hall. If the exception is granted, a charge may be assessed to the student. While Westminster College will take reasonable security measures, it does not accept responsibility for students' personal property stored on the campus during college holidays and vacations.

A housing option for upper class students is living in one of the college-owned residential houses. In each of these residential houses there will be one set of residence hall furniture provided for each person living in the house. Additional furniture and appliances may be provided as indicated in the descriptions of each of the houses. Maintenance and repairs on the houses will be performed by the college. Utilities are included in the room rate. Residents are responsible for keeping the house clean and the yard picked up. Snow removal from sidewalks is the responsibility of all the residents. Meal plans at Mueller Leadership Hall are optional.

Another housing option for upper class students are the two 32-bed Westminster Apartments on Fifth Street. Each apartment has four single bedrooms and two baths, a kitchen and living room, and all modern appliances. Each apartment also has its own washer and dryer. Cable TV, college LAN, and a campus phone are also provided. All routine and emergency maintenance will be covered in the rental agreement, as well as a small amount of custodial service in only common areas. Campus security patrols the complex.

An additional housing option for upper class students are the five 24-bed Westminster Grove Townhouses located at the corner of Seventh Street and Hickman Avenue. Each townhouse has four single bedrooms, one double bedroom, three baths, a kitchen and living room, and all modern appliances. Each apartment also has its own washer and dryer. Cable TV, college LAN, and a campus phone line are also provided. All routine and emergency maintenance will be covered in the rental agreement, as well as a small amount of custodial service in only common areas. Campus security patrols the complex.

All of our campus housing facilities and relevant policies are founded with the College's four core values in mind: fairness, integrity, respect and responsibility. These values serve as the guiding principles for all Westminster students, and they are expected to uphold these values while living in College owned, managed, or approved housing facilities.

College-Owned, Managed or Approved Housing Facilities

Westminster College has many different housing facilities that are either owned, managed, or approved for campus housing and fulfill the campus residency requirement.

College-owned facilities include all of the residence halls in the Quadrangle (Gage, Marquess, Rice, Scott and Sloss Halls), the Triangle (Weigle, Wetterau, and Sweazey), and Emerson Hall, and each of the Residential Houses available for student occupancy on Fifth Street, Sixth Street, Seventh Street, Hickman Avenue, and Westminster Avenue. Residents in these facilities will sign a housing contract with the College which outlines room and board responsibilities and charges each year.

Although Westminster College leases the Westminster Grove Townhouses on Seventh and Hickman, as well as the Westminster Apartments on Fifth Street from a local developer (Masters Properties, LLC), these properties are **managed** by Westminster College. Residents in these facilities will not see any difference in how they are serviced or billed. Because of the lease agreement with the developers, residents of the Grove or Apartments have the option of signing a five- or ten-month lease with the College, and residency begins on August 1 of each year. All campus and housing policies apply to these facilities.

Westminster College also **manages** one of our six men's International Fraternity facilities. For this chapter, the college is responsible for the maintenance and routine upkeep of the structure. Residents of this facility sign a housing contract with the College, which outlines room and board responsibilities and charges each year. At this time, this includes the following fraternity:

- Beta Theta Pi (founded 1867), 502 Westminster Avenue

The College recognizes our remaining five men's fraternity facilities as **college approved** housing as long as the facilities meet the College Minimum Standards for Housing. Students who live in these facilities are considered campus residents and their occupancy fulfills the terms of the College's Residency Requirement. All campus policies still apply to these facilities, but they are managed by each fraternity's own Housing Corporation. This includes the following fraternities:

- Delta Tau Delta (founded 1939), 604 Westminster Avenue
- Kappa Alpha Order (founded 1890), 602 Westminster Avenue
- Phi Delta Theta (founded 1880), 500 Westminster Avenue
- Sigma Alpha Epsilon (founded 1949), 315 West Fifth Street
- Sigma Chi (founded 1949), Fifth Street and Westminster Avenue

The College recognizes three national women's fraternities: Kappa Alpha Theta (chartered 1981), Kappa Kappa Gamma (chartered 1981), and Alpha Gamma Delta (chartered 2009). The women's fraternities have lounges and chapter rooms in the residence halls, but the members self select their own housing from our various housing options.

Housing Review Board

The Office of Residential & Greek Life utilizes a Housing Review Board to hear requests for exemptions or special consideration to any campus housing policies. The Board makes every attempt to meet in person; however, sometimes they may correspond via e-mail in the interest of timely consideration. The Board is composed of professional staff members in the following areas:

- Residential & Greek Life (Director and Assistant Director)
- Financial Aid
- Wellness Center
- Business Office
- Academic Affairs (Associate Dean of the Faculty)
- Student Life

If a student wishes to be considered for an exemption to current campus policy, they must submit their request, in writing and by the published deadline, to the Office of Residential & Greek Life. The Board will then consider the request and the student's written statement prior to making a decision. The student will be notified of the Board's decision, in writing, no more than one week

(seven days) after their request is heard by the Board. This correspondence will also outline the student's appeal process if they wish to appeal the decision of the Board. All appeals will be directed to the Vice President and Dean of Student Life, or his/her designee.

The majority of the policy exemptions that are considered by the Housing Review Board include residency requests and special meal plan requests. The Office of Residential & Greek Life may elect to refer other policy issues to the Board, depending on the specific nature of the request. In rare cases, the Board may also be used to hear roommate conflicts or mediation.

Residency Policy

As a Residential College, Westminster requires all admitted degree-seeking students with freshman, sophomore, or junior academic standing at the beginning of each academic year to live in one of the college residence halls, fraternity houses, college-owned houses, college apartments, or townhouses. Any student who wishes to be granted an exception to this policy must complete a Housing Exception Request Form and submit it to the Office of Residential & Greek Life. Forms can be found on the Residential Life website, or picked up in the Office. Research on Westminster students shows that it is especially important that new freshmen reside on campus. For this reason, exceptions to the residency requirement will be very rare for new students.

Otherwise, exceptions to this policy may be requested by students who:

1. Are living at home with their parents and commuting from within Callaway County;
2. Are 22 years or older or have senior status (88 credit hours) prior to the first day of classes;
3. Are married or the primary care giver of a child(ren);
4. Have a special circumstance that may require them to live off-campus and can provide appropriate documentation of those circumstances.

A student is permitted to submit one Housing Exception Request form during each academic year, and there is one opportunity to appeal this request. The Housing Review Board makes decisions on these requests. Students whose requests are denied by the Housing Review Board are allowed one appeal each academic year. Appeals are submitted in writing to the Vice President/Dean of Student Life. This is the final appeal of the request process. Typically these requests are made and considered for the start of a new academic year, and the exemption runs for the duration of that year. In rare instances, mid-year exceptions may be considered.

Depending on the need and availability of campus housing, exceptions may be granted more or less liberally than previous years. Very rarely are decisions made based upon the exceptions granted the year before, but rather, are considered with the forthcoming year in mind.

Students who fail to comply with the residency policy or disregard the result of their request and therefore reside off-campus without approval will be responsible for full room charges and may also be subject to additional disciplinary action.

Residency Exception for Transfer Students

If a student is coming to Westminster as a transfer student, they may qualify for an automatic exception to our campus residency requirement if they have earned an Associate's degree at another institution. If the student is transferring under other circumstances, the normal exception guidelines will apply to their request.

Residency Exception for Fraternity Men

The College recognizes occupancy in all of our fraternity houses as compliance with our Residency Policy as long as the facilities meet the College Minimum Standards for Housing. However, because fraternity men enter into different housing agreements with their respective House Corporations,

they must gain approval from both the College (through the above outlined process) in addition to their House Corporation.

If a student makes an exception request to the College prior to receiving fraternity approval, they may be pre-approved to live-off campus by the Office of Residential & Greek Life (RGL). When they are notified in writing from RGL, their House Corporation will be copied on their decision letter, thus informing them of the student's intent to live outside of the fraternity house for the upcoming year. If the student does not go through the proper fraternity process and receive exemption from their internal board, the College pre-approval expires and the student is still bound by their fraternity agreement.

The College supports the fraternity's efforts to fill their facility and maintain housing agreements with their members. Therefore, the College refrains from making residency exception decisions that may impact a fraternity's potential occupancy.

Campus Meal Plans

All students who reside in a college owned residence hall (all of the Quadrangle and Triangle, including Emerson Hall) must participate in a campus meal plan. The meal plans offered include:

- 19 meals/week*, plus \$100 Blue Jay Bucks each semester (for use in JCI or other meal needs)
- 15 meals/week*, plus \$75 Blue Jay Bucks each semester (for use in JCI or other meal needs)
- 10 meals/week*, plus \$50 Blue Jay Bucks each semester (for use in JCI or other meal needs)

**Unused meals do not carryover or cannot be "banked" from one week to the next.*

First time, full time students (i.e. freshmen) are required to participate in the College's largest meal plan. All other students are permitted to select from one of three approved college meal plans. Any non-freshman living in a residence hall will default to the 19-meal plan each semester. If they wish to select the 15- or 10-meal plan, they must fill out a "Request to Change Meal Plan" form in the Office of Residential & Greek Life prior to census date, the first day of the third week of classes. Requests to lower one's meal plan after census date will not be approved. However, a student may raise their meal plan at any time during the semester, and their semester charges will be prorated based up the week they submit their request.

Requests to change meal plans will not be received by phone or e-mail. The student is required to fill out the appropriate form to make this request in person.

Students living in other campus housing (with full kitchen service) are not required to be on a meal plan. They will default to "no meal plan" on their College bill unless otherwise requested via their housing contract, or the "Request to Change Meal Plan" form. Students in these areas may opt into meal blocks instead of a regular meal plan, which allows a student to eat a set number of meals at any time throughout the academic semester. Meal blocks are offered in the following bundles:

- 10 meals
- 50 meals
- 80 meals

The two largest blocks may be purchased through the Office of Residential & Greek Life and can be charged to a student's account. The smallest meal block may only be purchased directly through Fresh Ideas.

For additional information on the College meal plan and food service provider, Fresh Ideas, please visit their portion of the Westminster website.

Vacating Campus Housing

In some situations it may be necessary for a student to vacate campus housing in the midst of an academic term. If this occurs, the student is responsible for coordinating their own checkout process with the Office of Residential & Greek Life.

In situations where a student is medically or administratively withdrawn, a student is permitted one week (seven days) to notify RGL of their plans to leave campus. The Director of Residential & Greek Life may approve extensions to this policy at their discretion.

If a student is academically dismissed at the conclusion of the fall semester, they have until the first day of classes in the spring semester to contact RGL to coordinate their moving plans. Failure to do so may result in disposal of their remaining belongings.

In situations where a student must vacate campus housing for disciplinary reasons, they may still be held responsible for full room and board charges for the entire semester. This policy may be appealed to the Director of Residential & Greek Life, with one final appeal being heard by the Vice President/Dean of Student Life.

For all other situations, room charges will be refunded based on the date of official withdrawal or the last date of occupancy, whichever is later. When students withdraw during a semester, they leave rooms vacant that cannot be filled; therefore, no refund of room charges will be made after day 15. Board charges will be refunded based on the end of the week that the meal plan is cancelled. Miscellaneous fees will not be refunded. The preceding policy is part of the financial contract the student makes with the College. Westminster College assumes that by entering the College and registering, the student accepts these terms.

Move-in Policies

On or before August 1, faculty and staff are invited to send the Office of Residential & Greek Life names of students who need to return to campus early and a suggested move-in date. If approved, these students are permitted to return to campus prior to all campus move-in dates free of charge. The following groups are often considered for early return, but still require approval from RGL: fall student athletes, Resident Advisors, Greek women, Freshmen Seminar Mentors, and Student Government/Campus Activity Board leadership.

As a general rule, New Student Move-in occurs the Friday and Saturday immediately prior to the start of fall classes. Continuing students are permitted to return to campus the Saturday immediately prior to the start of fall classes. Anyone wishing to be considered for an early return must fill out the "Request for Early Return" form and submit it to the Office of Residential & Greek Life. Unless there is a justifiable reason for the request, it is possible that the student may incur a \$75/night charge for each day they wish to reside on campus prior to the Continuing Student move-in date.

Residents in the Grove and Westminster Apartments who sign a fall lease are eligible to return to campus on August 1 when their lease officially begins. However, the Office of Residential & Greek Life requests that students provide at least 48 hours notice to the appropriate staff (apartment coordinator or Grove RAs) prior to arriving to campus to move into one of these areas. This will insure that we have appropriate staff available to meet the student, conduct an official check-in, and issue keys.

During the spring semester, campus housing opens for continuing students the Sunday prior to the start of the classes. New Students are welcomed the Monday prior to the first day of classes, as they participate in a two-day welcome and orientation program.

Student Insurance and Loss of Personal Property

The College will take reasonable action to secure College buildings and all property against vandalism, theft, and fire. Students are responsible for protecting and securing their own property as well as their roommates'/suitemates' personal property and College property. However, the College is not responsible for the security of personal property or its loss due to man-made or natural disaster and will not reimburse students for losses. This also applies to personal items stored illegally on campus or in unapproved areas.

We recommend that all students determine if their personal property is covered by their family's homeowner's insurance policy. If not, then they are encouraged to secure a renter's insurance policy through a local insurance agency.

Summer Storage of Personal Items

Storage is only offered during the summer months, and is available from May 1- September 1 of each year. Any items left in storage after September 1 is subject to removal and/or disposal. *Storage is limited to the items that can fit within the reserved locker or cube.* Thus, furniture is not permitted in any College storage area.

The College has very limited space for student storage of personal items, and all space comes on a first come, first served basis. We have individual lockers available for rent in the basement of Marquess Hall, and private storage cubes are available in the basement of Cedar in the Westminster Grove. There is a \$5 charge to rent these areas from the College, and the College provides locks for each of these units which students are required to use.

Student items left in the common area of College facilities (hallways, lounges, closets, basements) will be disposed of at the discretion of the Office of Residential & Greek Life and the Plant Operations staff. Students are not permitted to store any personal items in Residential Houses, Westminster Apartments or the Grove during the summer.

The College's policy on loss of student property also applies to student items stored over the summer. While the College will provide limited storage, the College assumes no liability for any damaged, lost or stolen items. Students are still encouraged to acquire renter's insurance (or their parent's homeowners' policy) to cover their belongings while at Westminster during the academic year and if applicable, while using College storage facilities.

Room Inventories and Check-in/out Process

Each campus resident will have a Room Inventory form for their housing assignment. This form will be filled out by the RA, documenting the move-in condition of the room and any outstanding damages or missing items. This will be reviewed with the student, and the student will be asked to sign the form. The Office of Residential & Greek Life uses this form to assess damages at the conclusion of the academic year, or whenever the student leaves the current housing assignment. It is the student's responsibility to play an active role to notify their RA if/when they find anything missing or damaged and to send in work orders in a timely manner.

When a student checks out of their housing assignment, they need to arrange a time to meet with their RA to complete the "checkout condition" of the Room Inventory and to return their keys. Failure to complete a checkout or be present during checkout will result in a loss of one's housing deposit (\$200). If the student is moving from their room mid-semester, the date they complete their checkout and sign the Room Inventory form is the date that will be used to prorate or adjust their housing charges.

Student responsibilities of a checkout:

- Schedule a checkout time with your RA, or any other member of the RA staff if they are unavailable. We recommend giving the staff at least 24 hour notice to retrieve your Room Inventory Form.
- Remove all personal items from your room. Your room should only have college-issued furniture remaining at the time of checkout.
- Thoroughly clean your room. Vacuum/wash your floors, empty all trash, wipe down College furniture (inside and out), clean room blinds and windows, and remove all forms of adhesive from walls, doors and ceilings.
- Insure all College issued furniture is returned to the room and in working condition. Beds must be constructed.

Failure to do any of the above items will likely result in monetary fines. In addition, students who fail to checkout by the advertised closing deadlines of the College will forfeit their housing deposit, and are additionally subject to a \$75/day fine for each day they stay past this deadline. This charge goes into effect immediately after the closing deadline has expired (i.e. if the halls/houses close at 6:00 p.m., the charge goes into effect at 6:01 p.m.) This applies at the end of each academic semester, and any summer moving deadlines given to summer residents.

Damages and Charges

Students are responsible for damages which occur to their room during occupancy and for the costs of any College issued items missing from the room at checkout. Upon completion of the checkout process, students will be assessed charges; and they will be sent to the Business Office for posting on their student account.

Listed below is a sampling of the standard replacement/damage charges:

Replace window blinds (large)	\$45.00	Replace window blinds (Small)	\$25.00
Replace bulletin board	\$15.00	Replace door peephole	\$10.00
Replace mattress	\$120.00	Replace window screen	\$45.00
Replace bed ends (2 piece set)	\$90.00	Lost/missing room key	\$50.00
Cleaning/Maintenance fee	\$25.00/hour	Failure to checkout	\$50.00
Removal of abandoned items	\$25.00/hour		

Damage to walls/ceiling will be billed when conditions are beyond typical wear and tear. Billing amounts will vary depending on whether a wall requires spackle and touch-up paint, or the entire wall requires repainting. Charges will cover the cost of the supplies and staffing necessary to repair the damage.

Common Area Damage

At various times during the year, damage may occur to a shared community space within our residential facilities. This may include, but is not limited to: building/suite hallways, bathrooms, lobby space, etc. If this does happen, the community may be held responsible for the damage unless the individuals responsible can be identified.

Once common area damage occurs, the community will receive notice from the Office of Residential & Greek Life with a summary of the damage, the charges associated with the repair/replacement, and a quote of the expected cost, per person, if the entire community is charged. They will also be given one week (seven days) to identify the person(s) responsible. If that does not happen before the one week deadline, each member of the community will be billed for their shared portion of the damage on their next monthly bill.

Room Changes/Switches

On occasion, students may request to change housing assignments. All requests to change rooms or switch rooms with another student must be submitted to the Office of Residential & Greek Life and receive approval from our staff. Students who move illegally will forfeit their housing deposit (\$200), and must return to their original housing assignment.

The College has a room freeze at the start and conclusion of each semester. During the beginning of each term, a room freeze is in effect until census date, the first day of the third week of the semester. Moves will not be permitted to occur during this time. At the end of each term, the room freeze is in effect for the last two weeks of the semester to provide students a quiet and undisturbed study environment. In the event that room changes are approved to occur during the winter break, RGL may allow students to stay on campus and complete their move the day after finals conclude.

Students must have a justifiable reason to change rooms, and in the case the reason is a roommate conflict, they must participate in some sort of mediation process prior to being considered for a move.

Room Occupancy

At this time, the College does not permit students to purchase or “buyout” remaining vacancies in a specific room or housing facility. If a student occupies a room and it is under occupancy, the student may be asked to accept a roommate at any time during the course of the academic year. Unless a student is paying for a private room, they are not permitted to deny another student from occupying this space.

Students who are in a room/space with vacancy are also not permitted to store unused furniture. All college rooms/facilities must retain all sets of furniture at all times.

Housekeeping and Maintenance

Students are responsible for maintaining their rooms and common areas in a clean, tidy, and sanitary manner. Rooms are subject to inspection by the College for reasons of health and safety. The bathrooms, hallways, and other public areas are maintained by the College; however, residents will be held responsible for cleaning areas that have trash/dirt that exceeds normal usage. Problems should be brought to the attention of the Resident Advisor.

Requests for maintenance, such as broken locks, electrical problems, plumbing, and carpentry needs, should be directed to the Plant Operations e-mail (work orders) or by phone (extension 5282). Repairs, replacements, and alterations will be made by the College. Any repair, replacement, alteration, or painting by a student in the residence halls must have the prior approval of the Plant Operations Office.

Room Entry and Lockout Procedures

To ensure the safety and well-being of our entire campus community, students will not be granted access to facilities and/or buildings of which they are not a current resident. This includes common area access (exterior doors or hall lounges) and private resident rooms. Students are also not permitted to loan their keys or proxy card to another person for entry into unauthorized areas. Students found in violation of this policy could be subject to disciplinary action.

If a student has become locked out of their building, room or residence hall, they can call campus security to gain access to their space. Security will respond, confirm the student should receive access, and then grant them access.

Each student will be granted one lockout, per academic year, free of charge. After this first lockout, students will be charged \$25 for their second offense, and \$50 for their third offense. These fines will be posted directly to their student account. If a student has more than three lockouts in one

academic year, their name will be forwarded to the Vice President/Dean of Student Life, and they may face disciplinary charges.

Roommate Assignments, Mediation and Conflict Management

The Office of Residential & Greek Life makes housing assignments for new students around July 1 each year. New Westminster students will be matched with a roommate(s) based upon the information submitted on the Housing Questionnaire. Once housing assignments have been made, students will be notified of their placement and the contact information for their anticipated roommate(s). These assignments are subject to change although every opportunity is made to keep assignments once students have been notified.

If a student is experiencing living challenges with their roommate (suitemate or other community member), they are encouraged to contact one of their Resident Advisors (RA) for assistance. Their RA has been trained in conflict mediation and will be able to offer several solutions or strategies to support the student. If the RA has exhausted their resources or maximized their options for resolution, they will reach out to a professional staff member in the RGL office. At that time, the professional staff member may intervene in the mediation process and work with the student(s) involved to find a reasonable resolution to the situation.

Typically, during roommate conflict and mediation, the problem can often be attributed to one common issue: communication. Therefore, the beginning steps of the mediation process often focus on finding safe ways to communicate with one another. Students are coached to find appropriate ways to approach difficult topics and are encouraged to use RA staff as mediators to their dialogue.

If students are unable to find resolution to a situation, the Office of Residential & Greek Life may need to intervene. We may also collaborate with our colleagues in The Wellness Center to try to find an agreeable solution. We may utilize one or more of the following means to mediate an escalating situation:

- Individual meetings with involved students
- Mediation with conflicting students
- Conversations with other members of the affected community
- Discussion with RA staff

During this process students will be encouraged to make their own decisions about potential moves or room switches. Residential & Greek Life will rarely make a decision on which party or parties should be moving, and the students will be empowered to make this decision on their own. However, in the event that the situation is elevated to a point where others are being negatively impacted by the original conflict, the staff in RGL will reserve the right to move one or more students for the overall health of the community. In these cases, the decision is not one based upon disciplinary action or sanctions, but is something that must occur when the involved students' efforts have not resulted in a positive resolution to the problem.

Housing Policy Violations

Students who violate any of our Residential Life housing policies may receive a written warning, monetary fines, or be subject to campus disciplinary consequences. All Westminster students should have a thorough understanding of all of our housing policies, whether they reside on or off-campus. These policies apply to all students in college housing, even if they are just visiting.

Guests and Visitation

Any person in college-owned or managed housing who is not assigned to live in the room they are located in is considered a guest. The student(s) assigned to the room is considered the host, and the host is responsible for the conduct of his/her guest at all times. The host will be held responsible for any damages, theft, or disturbance caused by his/her guest. Guests are expected to abide by all

campus policies, regulations, and conduct standards, regardless of whether they are a Westminster student.

Students are permitted to invite guests to their room, but are advised to adhere to common standards of decency and be sensitive to their roommate's rights to privacy and use of the room. If a student wishes to host a guest overnight in their assigned residence, they must consider the following:

- They may invite an overnight guest only if they give advance notice and/or receive permission from their roommate(s).
- Guests are not permitted to stay longer than three (3) consecutive nights at any time.
- Guests are not permitted to stay more than fifteen (15) nights in a thirty (30) day period.

Students deemed in violation of our visitation policy, or appear to be abusing the policy may be contacted by a RGL staff member to discuss the policy and their perceived compliance. In some situations, a student may face disciplinary action for repeated violations of this policy.

Prohibited Items

The following items that are prohibited in campus housing facilities:

Halogen Lamps	Incense/Candles	Open Flames
Fireworks/Explosives	Space Heaters	Toasters/Toaster ovens
Coiled Cooking units	Extension Cords	Weapons/Guns
Illegal Drugs	Petroleum Distillates	Waterbeds
Alcohol (if underage)		

Grills and Barbecuing

Charcoal grills are permitted under specific safety conditions, but students are not permitted to keep lighter fluid in their rooms/residence. Gas grills, smoker grills, etc. are prohibited. A Resident Advisor or Security must approve the location for grilling prior to use. Grills must be used on a level surface, at least twenty (20) feet from any vehicle or campus structure, including buildings, trees, shrubbery, etc. Grills must not block any egress from any campus building and must not impede pedestrian or motor vehicle traffic. Attention should be paid to wind speed and direction so that other students are not bothered by blowing smoke. Students should never leave a lit or hot grill unattended and when finished grilling, coals must be doused with water until cold. Cold coals must be discarded in the approved container located in the Churchill Quadrangle. All grills and charcoal must be stored outside campus buildings. If these conditions are not met, the student may be documented for creation of a fire hazard, the Fire Department may be notified, and the grill will be seized. Students will be held strictly liable for any damages resulting from grilling.

Pets

Pets are not permitted in any of our college owned or managed facilities. Pets are not allowed to "visit" students in these residences or stay indoors for any period of time. Animals of any kind are not permitted in college residence halls or other college buildings, out of respect for others' potential allergies, aversion to animals, and the continued good condition of college facilities. Licensed service animals are allowed. "Therapy pets" not trained to meet any specific needs or accommodate a disability defined by law are not classified as service animals.

Students found violating the campus pet policy will be subject to a \$75 fine for their first offense and may potentially be evicted from College housing for subsequent violations. Students removed from housing for violating policies may forfeit any possible refund of room and board fees.

Room Inspections and Searches

Westminster College reserves the right to inspect and/or search college-owned or managed buildings or property, including residence halls and those fraternities recognized by the College if there is reason to suspect that policies are being violated or the health/safety of students is at risk. College officials (including Resident Advisors) may, at their discretion, inspect or search rooms for housekeeping purposes, safety or security purposes, or to determine if the contents of the room, or the actions of the persons within the room, are in violation of college policy. A room search may be conducted by the Dean of Student Life or other appropriate College officials and must be done in the presence of a witness. In some cases, the Fulton Police Department may be called to assist with a search.

An inspection is considered to have taken place when a College official looks in the room, observing only items in view without the need to move or open items. A search is considered to have taken place when a College official moves or opens items in the room to inspect parts of the room or its contents that are not in plain view.

If a student refuses to open a locked container, the container may be confiscated until a search warrant can be obtained or the matter turned over to the police.

Residence Hall/Facility Furnishings

All furnishings and equipment provided in each resident's room and other campus community areas are the property of the College and are provided for the convenience of the residents. Residents are not permitted to remove from the premises, or move to or from other parts of the building, any furnishings or equipment without the written permission of the Office of Residential and Greek Life.

Requests made to Plant Operations or RGL to remove furniture will not be granted. Students are expected to retain the College issued furniture provided in their room for the duration of their occupancy. The only exception to this is for students who live in the Westminster Apartments, Grove, or Residential Houses. Students may provide their own bed and request that the College (i.e. Plant Operations) remove and store their original bed. Students are responsible for making sure this change is noted on their Room Inventory form.

Cable Television Service

The College contracts cable television service through Charter Communications. The cost of this service is included in the student's room charge. If a student has problems with their cable service or cable hardware (i.e. cable box or connector), they should e-mail help@westminster-mo.edu to request a repair. Information Technology (IT) provides oversight and support for our cable services.

Student Appliances

The College does not lease or sell refrigerators or microwave ovens to students. Small refrigerators and microwave ovens, which use 120 volts, are permitted in the college residence halls. Students in any campus housing are only permitted to have one refrigerator per resident and one microwave oven per room. In the event that a student's appliance becomes a hazard and overloads our circuit breakers, they may be asked to remove some items from their room for precautionary reasons.

Decorations and Wall Adhesives

Because of the damage caused to walls, woodwork, and doors, care must be taken in hanging decorations in a student's room. The only approved product for hanging decorations is the 3M Command product which is available in the College Bookstore. However, students must follow the product user guidelines to prevent any damage from occurring.

Students will be assessed a charge for any damages or marks on the wall, floor, or ceiling that result from tape, tacks, adhesives, or other methods of attachment. Adhesive that is not removed when the

student checks out (i.e. poster tack) will be removed by the College, at the student's expense. Any damages beyond normal wear and tear will also be the student's financial responsibility.

Because of the potential for significant wall damage, dartboards are prohibited.

Windows, Window Blinds, and Screens

Windows, window blinds, and screens have been installed in each room for safety and health reasons. The blinds and screens are not to be removed. Any damages done to windows, window blinds, and screens will result in the resident being charged for repairs or replacement.

In addition, student room windows are not meant to be an entrance to the room, building or suite. Students who use the windows for entrance and exit during non-emergency situations may face disciplinary consequences.

Also, the College recommends that students lock their windows anytime they are closed. Failure to do so presents a huge liability to the student.

Noise and Disturbance

The use of radios, stereos, sound systems, televisions, etc. is permitted in all College housing facilities. Their use is a privilege and may be denied if they are an annoyance to other residents. Stereo speakers may be confiscated from those students whose stereos create unacceptable levels of noise.

The use of musical instruments in campus housing facilities, (i.e. trumpets, drums, and guitars) is highly discouraged. Amplified sound systems are prohibited. Students may practice their musical instruments in Champ Auditorium, and piano and choral activities in the Hunter Activity Center/Glass Music Room. Noise in other college residences (fraternity houses) or in off-campus residences must be within Fulton City ordinances and not be disruptive to neighbors, businesses, or the College.

Anyone living on campus is expected to be courteous toward their fellow residents at all times. Courtesy hours are in effect 24 hours a day, regardless of whether it is designated "quiet hours". All students are encouraged to both comply and uphold the campus' courtesy hour policy. In order to provide an atmosphere conducive to study, relaxation, and sleep while classes are in session, "quiet hours" begin at 9:00 p.m. Sunday-Thursday evenings and 12:00 am/midnight on Friday and Saturday evenings. "Quiet hours" are in effect until 8:00 a.m. on Monday-Friday mornings and until 10:00 a.m. on Saturday and Sunday mornings. "Quiet hours" are in effect 24 hours/day during final exam periods.

While there are no curfews for students, it is recommended that students confine themselves to their rooms after 12:00 a.m. (midnight) on school nights and 2:00 a.m. on weekends— especially for freshmen making the transition from home to independent living.

Solicitation

Peddlers and solicitors are not permitted in college buildings or on campus without written permission from the Vice President/Dean of Student Life. They must also have any necessary permits required by the City of Fulton.

If someone is soliciting in your living area or appears to be suspicious, students are advised to contact Campus Security immediately. Students are also advised that they should never give money (cash or check), or provide personal information to anyone who has not gone through the Office of Student Life for proper approval. It is important that students report this behavior so that these people can be held accountable.

Fire Safety and Alarm Procedures

All residence halls and other College buildings are equipped with fire alarms and safety equipment including detectors, extinguishers, and hand-activated alarms. If a student discovers a fire, s/he should:

1. activate an alarm;
2. call the Fulton Fire Department (911);
3. notify the Resident Advisor or other staff and other students; and
4. call Campus Security (592-5555).

When a fire alarm is sounded, each student must leave the building immediately. Campus Security, College officials, or emergency personnel will direct students to safe shelter. All students in campus housing will conduct fire drills in the fall semester, and RAs (or other College staff) will indicate where each respective hall will meet in case of a fire emergency. Students are required to abide by the instructions given during emergency situations, including the directive to vacate any facility actively in alarm.

Hallways in the residence halls must be kept clear of debris or other items that restrict the ability of residents to exit the building. Bikes, furniture, and other items may not be stored in the hallways or stairways. In the Quadrangle, the residents of the suite are responsible for keeping their hallway clear and unobstructed. All members of the suite are subject to disciplinary action unless it can be determined who is responsible for the obstruction.

Students who tamper with the fire alarm system or any safety equipment (including smoke detectors and/or fire extinguishers) will be subject to campus disciplinary proceedings.

Tornado and/or Other Severe Weather Procedure

In the event of a severe weather watch, Campus Security will notify all campus community members and remind students to be cautious of a potential severe weather outbreak. Remember, a *watch* means that conditions are favorable for a weather incident (tornado or severe thunderstorm). If the watch is upgraded to a *warning*, this means that the weather condition is actually occurring in your area. Students are advised to watch local news broadcasts (KOMU: Channel 8, KMIZ: Channel 17, or KRCG: Channel 13) for up-to-date information.

In the event of a tornado warning, the City of Fulton will sound the local sirens; and you are advised to immediately seek safe, underground shelter. Students should remain in their shelter location until Campus Security or a Residential Life staff member notifies them that the warning has expired and conditions are again safe.

The majority of our housing facilities have basement facilities that can be used for shelter, and all of our general campus buildings have directions posted for emergency evacuations and/or shelter. If you cannot get to a shelter area below, go to the lowest level of a building away from any windows or doorways. Please see the chart below for additional information about where to shelter in a severe weather emergency:

Facility	Shelter location
Gage, Marquess, Rice and Scott Halls	Basement in hall
Sloss Hall	Basement of any other Quad building
Wetterau, Sweazey, and Weigle Halls	Basement lounges (i.e. Sorority Lounges)
Emerson Hall	Basement of Beta Theta Pi fraternity house
Westminster Apartments (5 th St.)	Basement of Beta Theta Pi fraternity house
Westminster Grove Townhouses	Basement of Cedar (entrance off of 7th St)
Residential houses (7 th and Hickman)	Basement of Cedar (entrance off of 7th St)

Residential Houses (5 th , 6 th , 7 th)	Basement of Beta Theta Pi fraternity house
Residential House (710 Westminster)	Basement of house

STUDENT HEALTH INSURANCE

Required Health Insurance for US Citizens

Effective with the start of the 2007-2008 academic year, Westminster College joined a growing number of the nation's institutions of higher education in requiring health insurance as a condition of enrollment for all full-time students. Students who are US citizens and have health insurance coverage through parents or elsewhere will not be required to buy the college-sponsored plan. However, the students must opt out each semester that they will not need coverage by completing the online form at <http://www.westminster-mo.edu/optout> before the deadline established each semester. Please note: Students will automatically be billed for the insurance premium unless they opt out.

International students

All international students are automatically enrolled in and covered by Westminster College's sponsored Student Injury and Sickness Plan. The cost of this plan is included in the student's first month's bill from the Business Office each semester.

STUDENT PERSONAL PROPERTY LOSS

The College will take reasonable action to secure College buildings and all property against vandalism, theft, and fire. Students are responsible for protecting and securing their own property as well as their roommates'/suitemates' personal property and College property. However, the College is not responsible for the security of personal property or its loss due to man-made or natural disaster, and will not reimburse students for losses. This also applies to personal items stored illegally on campus, or in unapproved areas.

We recommend that all students determine if their personal property is covered by their family's homeowner's insurance policy. If not, then they are encouraged to secure a renter's insurance policy through a local insurance agency.

TRANSPORTATION TO FULTON

Students taking public transportation to Fulton generally use St. Louis or Kansas City as their transfer points. Many students use MO-X Service/Doc and Norm Direct (877-669-4826, 800-333-3026, or www.moexpress.com) or Show-Me USA, Inc. (1-888-844-3701 or 573-642-6551) for transportation to Kingdom City from Kansas City and St. Louis. Kingdom City is located seven miles from Fulton. Students will usually call a friend, Ralph's Taxi Service (573-642-2222 from 6:00 a.m. to 6:00 p.m.), or Fulton Checker Cab (573-353-0114, 24-hour service) for transportation to the College. New students with transportation questions should contact the Office of Enrollment Services.

THE WELLNESS CENTER

Westminster College is committed to the promotion of healthy lifestyles and a wellness model that includes six dimensions: social, emotional, physical, vocational, mental, and spiritual. Educational and prevention-oriented programs are available on campus to encourage students to make good decisions regarding nutrition; exercise; tobacco, alcohol and other drug use; sexual behavior and other lifestyle issues. The Wellness Center includes four different programmatic areas: Counseling Services, the Student Health Clinic, Spiritual Life, and the Wellness Program.

Counseling Services

The counseling staff works with individuals and groups who request help with a wide variety of problems, including relationship and family problems, stress and anxiety, substance abuse, eating disorders, educational and career alternatives, communication skills, GLBT issues, depression, and spiritual concerns. Consultative services are available to student groups concerned with issues that arise from the college environment. Also, staff members are available for consultation with any of the College personnel who deal with student concerns. Congruent with The Wellness Center's philosophy and professional ethics, counseling relationships are voluntary and confidential.

Student Health Clinic

The Student Health Clinic is staffed by a nurse practitioner and/or physician assistant each school day, and its services are provided for all full-time students. The Clinic offers students unlimited clinic visits for acute and minor illnesses, minor injuries, sports physicals, allergy injections, well-woman and man exams, and the management of chronic illnesses. It also provides some in-office laboratory services. Should outside laboratory services be necessary, the student will be charged a reduced at-cost fee. Likewise, should a student need care beyond the scope of the on-site clinic (e.g., x-rays and pharmaceuticals), the student will be responsible for these charges.

Parents are encouraged to review insurance issues with their students before they arrive on campus and to give a copy of the insurance card to the student to be carried at all times. Students should also be given a list of health care providers in the mid-Missouri area that accept their insurance coverage.

Emergencies are handled at the Callaway Community Hospital where a physician is always on duty.

Student Health Forms and Required Immunizations

All new full-time students entering Westminster College must have documented proof of measles, mumps and rubella and Tdap immunity and a questionnaire screening for tuberculosis. This documentation is required prior to class attendance. Documentation of immunity may be accomplished by a) written proof of vaccination or b) proof of immunity by titer (a blood test). Note: Exemptions from these requirements may be accepted by the institution for medical or religious reasons. These exemptions will be granted only after written evidence is submitted to the Dean of Student Life or his/her designated staff member. If a measles, mumps or rubella outbreak occurs, all students who do not have the appropriate immunity documented through the college may be required to leave campus. Westminster College does not require the hepatitis B, the meningococcal vaccine or the HPV vaccine; however, we strongly encourage students to receive these vaccinations.

A student taking medication should indicate on the Student Health Form the drug and the reason for the medication. All medication in the student's possession must be clearly labeled with the name of the drug, dosage and number of pills, as well as the name of the doctor prescribing the drug.

The Student Health Clinic treats information contained on the Student Health Form as confidential and it is the first item placed in the student's health chart. These charts are kept in locked cabinets and are not to be opened by student workers. The Health Form is required and must be completed before enrollment.

Any significant change in a student's health should be brought to the attention of the Director of The Wellness Center or the Dean of Student Life.

Required Health Insurance for US Citizens

Effective with the start of the 2007-2008 academic year, Westminster College joined a growing number of the nation's institutions of higher education in requiring health insurance as a condition of enrollment for all full-time students. Students who are US citizens and have health insurance coverage through parents or elsewhere will not be required to buy the college-sponsored plan.

However, the students must opt out each semester that they will not need coverage by completing the online form at <http://www.westminster-mo.edu/optout> before the deadline established each semester. Please note: Students will automatically be billed for the insurance premium unless they opt out.

Wellness Program

Helping students make informed, responsible lifestyle decisions is the primary aim of our **Wellness Program**, which is comprised of the **HealthTrek Fitness Program; Nutrition Services; Peer Health Educators; and Healthy Graffiti**. All of these services are offered at no charge to Westminster's full-time students. Students have plenty of opportunities to improve their fitness through **HealthTrek**, which offers 1) a variety of fitness classes, such as step aerobics, pilates, yoga, martial arts, kickboxing, and "ab lab"; 2) Days of Fitness Incentive Program, in which students work towards a goal of 25 or 50 days of fitness in a certain time frame; and 3) Get F.I.T. appointments with our Wellness Coordinator to receive a personalized workout plan, body fat testing, BMI charting, and workout machine instruction. In addition to HealthTrek, our Wellness Program also offers **Nutrition Services**. Students may schedule a one-on-one nutrition session with a registered dietician. Session topics can include developing a healthier eating plan, weight management, sports nutrition, food allergies/sensitivities, eating disorders, women's health issues, digestive problems, and chronic health conditions (diabetes, high blood pressure, high cholesterol, etc.) Our registered dietician has a variety of nutrition and fitness presentations, including *College Nutrition Survival; Eating to Maximize Your Energy; Fad Diets; and Quick, Easy & Healthy Meals*.

Peer Health Educators

Peer Health Educators (PHE) is a group of student leaders that actively promotes healthy, safe and responsible living on Westminster's campus and in our community. PHE addresses topics such as healthy relationships; tobacco, alcohol and other drug use; sexual responsibility; fitness and nutrition. PHE coordinates events such as Wellness Week, Alcohol Awareness Week, and Safe Spring Break Week. One very popular and major health education effort of PHE is **Healthy Graffiti**, a weekly health information bulletin that is placed in all campus restrooms.

Alcohol and Drug Support Programs

On Campus – The Wellness Center, Westminster Hall #12, 592-5361. The Wellness Center staff can help you determine if alcohol and other drugs are becoming a problem in your life. Depending on the severity of the problem, individual counseling through this service may be effective in identifying causes and developing coping strategies. Counseling is free and confidential for all students, faculty, and staff.

Community Resources—Support groups, off-campus counseling, and treatment programs are available in the Mid-Missouri area.

Support Groups – Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) support groups are available in Fulton, Columbia, and Jefferson City. Times and locations of these groups are available through The Wellness Center or through their websites at www.aa.org or www.na.org. During some semesters, campus AA/NA groups are also available - see The Wellness Center for more information. Off Campus Counseling—The Wellness Center has a complete listing of public and private counseling programs located in the Mid-Missouri area.

Treatment Programs—For the student seeking an in-patient alcohol/drug treatment program, a number of quality programs are available in the Mid-Missouri area. The Wellness Center staff can help you contact these programs or others located around the country.

Warning Signs You May have an Alcohol/Drug Use Problem

- Do you drink or do drugs to overcome shyness and build up self-confidence?

- Do you usually take a drink or do drugs before going out on a date?
- Do you drink or do drugs to avoid academic or personal problems?
- Have you ever had memory loss from drinking or drugs?
- Have you driven while intoxicated (DWI)?
- Do you miss classes or lose time from studies because of drinking or doing drugs?
- Do you often borrow money in order to purchase liquor or drugs?
- Do you deliberately hang out with friends where your style of liquor or drugs is easy to get?
- Have you dropped certain friends since you've started drinking or doing drugs?
- Do you drink more or do drugs more than your friends?
- Is drinking or doing drugs affecting your reputation?
- Do you hide the amount you are using from others?
- Do you sometimes drink or do drugs alone?
- Do you drink until the bottle is empty or the drugs are all gone?
- Does it bother you if somebody says maybe you drink too much or do too many drugs?
- Do you get annoyed with classes or lectures on drinking or drugs?
- Do you think your use has caused difficulties with (or helped) your social life, family life, or friendships?

If you answered more than a few questions affirmatively, you may be taking serious chances with your alcohol and drug use.

How to Help a Friend with an Alcohol/Drug Use Problem

How do you talk to someone who you suspect has a problem?

- Plan your strategy before you talk to the person. When possible, involve others who are concerned about the person. (Feel free to contact the Counseling and Health Services for assistance.)
- Talk to the person away from friends and peers at a time when you and the person do not need to dash off.
- Talk about the **behavior** that worries you and how you see it affecting the individual, yourself, and others.
- Let the person know you are concerned about his/her welfare; tell how you feel about what is happening.
- Outline any consequences that may happen if the behavior does not change.
- Inform the person of resources where he/she can get assistance.
- Be willing to follow up with the person, often it takes more than one confrontation to help him/her see what is happening.
- Do not argue with the person when he/she is drunk/high.
- Do not drink/use with the person.
- Do not hide or dump bottles or drugs; do not shelter the drinker/user from situations where drugs are present.
- Do not allow yourself to cover-up or make excuses for the person or shield him/her from the realistic consequences of his/her behavior.
- Above all, do not accept guilt or responsibility for another's behavior.

WITHDRAWAL POLICY FOR MILITARY DEPLOYMENT

Students who begin a semester and must withdraw due to military deployment will receive a credit on the student account for all fees that exceed the amount of federal financial aid earned excluding federal loans. Federal Title IV assistance must be returned according to federal guidelines as outlined in the College Catalog "Withdrawals and Refunds" section. If there is a credit balance remaining on the student account after all calculations are complete, a refund will be issued to the student.

A withdrawal date will be determined for students who take incomplete grades and are not able to complete the remaining courses before the sixth week of the next semester based on the last date of attendance during the semester they were called to active duty. For these students, the refund will be calculated based on the policy outlined above.

WITHDRAWING FROM COLLEGE OR A CLASS

Withdrawals

In the fall and spring semesters, a student may withdraw from a course during the period which begins after the third week of classes and ends fifteen class days after midterm (see the academic calendar for dates). The instructor for the course must submit a grade for the student's work in the course to the date of withdrawal. On the basis of this grade, either a WP (Withdrew Passing) or a WF (Withdrew Failing) is recorded on the student's transcript. Neither a WP nor a WF enters into the computation of the student's grade point average. Students who do not complete the procedure for withdrawing from a course by the end of the prescribed period will receive a regular passing or failing grade at the end of the semester.

If a student withdraws from the College before the census date, he or she ceases to be a Westminster student and must apply and be accepted by admissions to re-enroll. It is not possible to withdraw from a course after the end of the withdrawal period except for military activation or medical reasons (see Medical Withdrawal Policy below). A student may withdraw for medical reasons up to two weeks before the beginning of finals week. After this point a student may be eligible to receive incomplete grades (see Incomplete Grades above). Withdrawal for medical reasons does not relieve a student of any financial obligations at the College.

Official Withdrawal Date

The official date of withdrawal for academic purposes and for federal financial aid purposes will be the last date of academic attendance or participation in an academically-related activity; however, the institutional refund policy will be calculated based on the date the student notifies the Office of Student Life of withdrawal (by written statement).

Medical Withdrawal

The college understands that certain health circumstances can significantly interfere with the ability to be engaged in academic work; when this happens, a method for modifying one's course load should be available that minimizes negative consequences. The Medical Withdrawal Policy allows students to withdraw from one, a few, or all of their courses without an academic penalty, i.e., the grade of "W" will be placed on the transcript and the student's grade point average will not be affected.

Who Qualifies for a Medical Withdrawal?

A student must be significantly affected by a health-related problem to the degree that s/he is unable to successfully engage in academic work. The types of problems that qualify for a medical withdrawal range from those affecting one's ability to ambulate from class to class (e.g., an orthopedic injury) to the emergence of a serious illness (e.g., diabetes) to a mental health concern (e.g., depression). Having one of these challenges does not, alone, qualify for this policy since many students are able to manage these health problems and succeed in their courses; however, a medical withdrawal is appropriate when the level of challenge exceeds one's ability to continue with the present course load.

Verification by a Health Care Provider

A health care professional must provide a statement that verifies that a significant health care problem exists. This verification letter should be sent directly to the Dean of Student Life and must include the following information: a) a medical rationale/diagnosis and date initially seen; b) the

extent and timing of contact with the student (e.g., family physician, one-time visit, inpatient treatment, six-weeks of counseling); and c) a short prognosis/treatment recommendation and an estimate of future/potential missed class days due to treatment/rehabilitation, etc.

Extent of Withdrawal

The student may request a withdrawal from all courses, some courses, or just one course. When a slight reduction in the number of courses provides enough relief for the student to succeed in the remainder of his/her courses, the student may withdraw from only a course or two; however, in many cases the health concern is so serious that a withdrawal from all courses is appropriate. A partial withdrawal, if feasible, is encouraged in order to preserve any earned credit. The decision to request a partial or full withdrawal should be made with the consultation of the academic advisor, the health care provider, and/or a member of The Wellness Center Staff.

Notification of Withdrawal and Medical Withdrawal Forms

These forms are available in the Office of Student Life. If you are certain that you will be withdrawing from all courses, use the *Notification of Withdrawal* form, which requires the signature of your advisor along with signatures of representatives of the Financial Aid Office, the Business Office, the Office of Residential Life (if in college housing), and the Office of Student Life. If you are seeking a medical withdrawal, you must also provide verification/documentation from a health care provider.

If you are choosing to withdraw from one or more courses, but not all of your courses, you should submit a *Medical Withdrawal* form for each class you are leaving. This form, which can be obtained from the Office of Student Life, requires the signatures of your advisor and the Dean of Student Life. Once the advisor signature is obtained, the form, along with the verification/documentation from your health care provider, should be submitted to the Office of Student Life for the Dean's signature and processing.

If you are physically unable to initiate the withdrawal process and gain the necessary signatures, you may designate a parent to do so; or the signatures may be obtained for you by a representative of the Office of Student Life.

NOTE TO STUDENTS WITHDRAWING FROM ONE OR MORE COURSES, BUT NOT ALL COURSES: Until ALL signatures have been obtained for each course from which you are choosing to withdraw and documentation has been received for a health care provider, you should continue attending the class(es). You are considered enrolled in the class until you receive official notification otherwise.

Factors that Positively Influence Your Receiving a Medical Withdrawal

Early involvement with your academic advisor and/or a staff member in The Wellness Center.

- a) Direct, clear, and timely documentation by your health care provider.
- b) Indications that you were fully engaged in your academic work prior to illness.

If you have questions regarding the medical withdrawal process, you should contact the Office of Student Life or the Director of The Wellness Center.

*Parents or guardians are involved in the process when any of the following conditions are present:

- a) The student is under 18 years of age;
- b) The student gives written permission for parents or guardian to be contacted and involved in this process
- c) The student's health is endangered to the point that s/he is unable to understand the gravity of the situation or is incapable of making an informed and responsible decision regarding his/her academic and/or healthcare options.

Re-Admission Due to a Medical Withdrawal

Regardless of the length of their absence, students receiving a complete medical withdrawal must complete two requirements before re-entering Westminster College. The first is to formally apply for re-admission through the Office of Enrollment Services. This is a very simple procedure but required. Secondly, former students must provide evidence that those factors upon which the medical withdrawal was granted are now diminished to the point that the student can become fully engaged in his/her academic work. In order to establish this change of circumstances, the student must:

- a) Provide documentation from a health care provider verifying that significant progress has been made. This documentation should also include a recommendation for ongoing care so that the condition doesn't reappear.
- b) Write a letter that summarizes how the situation is improved and what s/he will be doing to prevent relapse.

These documents should be given to the Dean of Student Life well in advance (two weeks minimum) of the beginning of the semester which the student wishes to attend. Students should begin the re-admission process as soon as possible once they determine they want to return and work on both requirements simultaneously.

Involuntary Withdrawal (Non-Medical)

When it is determined that a student is no longer engaged in the academic process (not attending classes, not completing class work, etc.), and has not responded to interventions developed by the Academic Review Board, the Academic Review Board may decide to administratively withdraw the student from the College if they determine that the student cannot successfully complete the semester. In addition, when, in the judgment of the Dean of Student Life and the Director of The Wellness Center, a student's behavior constitutes a disruption or danger to the living/learning environment which the college seeks to create, or presents a threat to the health and safety of the student or others, the College has the right to intervene. The college may execute an involuntary withdrawal when a student engages in behavior that poses a danger of causing harm to themselves or others, or disrupts the learning environment. Such dangerous and/or disruptive behavior may be in the form of a single behavioral incident or somewhat less severe but persistent dangerousness or disruption over a more extended period of time. At the time of the involuntary withdrawal, the instructor for the course must submit a grade for the student's work in the course to the date of withdrawal. On the basis of this grade, either a WP (Withdrew Passing) or a WF (Withdrew Failing) is recorded on the student's transcript. Neither a WP nor a WF enters into the computation of the student's grade point average.

Involuntary Medical Withdrawal

Likewise, when a student is physically or psychologically incapacitated to the degree that s/he is not able to make reasoned health care decisions, the College reserves the right to mandate immediate medical care and notify parents. Students who engage in or threaten self-injurious behavior may be subject to these same limitations or involuntarily given a medical withdrawal. This may occur in varying instances even if the student has not directly violated any conduct policy of the college. The college will make every effort to provide support and counseling within the scope of its mission but may deem the student's needs are beyond the capabilities of the services we provide. In the case of an involuntary medical withdrawal, decisions made by the Dean of Student Life and Director of The Wellness Center may be appealed to the Dean of Faculty. In the case of an involuntary medical withdrawal, there is no academic penalty for the student, i.e., the grade of "W" will be placed on the transcript and the student's grade point average will not be affected.

Disruptive Student

When, in the judgment of the Dean of Student Life and the Director of The Wellness Center a student, for whatever reason, has been deemed disruptive to the point of negatively affecting the college community, that student may be removed from college housing, suspended/dismissed from the college, involuntarily withdrawn or otherwise limited in their classes or activities. At the time of an involuntary withdrawal, the instructor for the course must submit a grade for the student's work in the course to the date of the withdrawal. On the basis of this grade, either a WP (Withdraw Passing) or a WF (Withdraw Failing) is recorded on the student's transcript. Neither a WP nor a WF enters into the computation of the student's grade point average.

II. STUDENT TRADITIONS & ACTIVITIES

AIR FORCE, ARMY & NAVY R.O.T.C.

Westminster College, through the University of Missouri-Columbia, participates in a voluntary Reserve Officers' Training Corps program, which leads to a commission as an officer in the United States Air Force, Army or Navy. Scholarship winners and non-scholarship students may enroll at Westminster College but will take their ROTC classes and activities at the University of Missouri in Columbia, Missouri, 20 miles away.

The ROTC programs are distinguished by the manner in which leadership and management instruction is combined with practical application to create an interesting, challenging learning experience. ROTC students may participate in a wide variety of adventurous training such as rappelling, parachuting, small unit, and helicopter tactics. The ultimate objective of the programs is to commission college graduates whose personal qualities, civilian education, and military training suit them for high levels of leadership and management in the military, professional, and business world. For more information contact the ROTC Departments, Crowder Hall, Columbia, Missouri, 65211 or call 573-882-7621 (Air Force), 573-882-7721 (Army) or 573-882-6693 (Navy).

ALUMNI OUTSTANDING SENIOR AWARD

The Alumni Outstanding Senior Award was established by the Westminster College Alumni Council in 1977 to honor a graduating senior for service to Westminster College, to the student's living group, and to Fulton and the surrounding community. The Selection Committee includes the Director of Alumni Relations (Chairperson and ex-officio), the President of the Alumni Council, the Vice President & Dean of Student Life, and the Presidents of the Student Government Association, the Panhellenic Association, the Interfraternity Council, and the Independents Association.

ALUMNI WEEKEND

When Westminster's first graduate, James G. Smith, a minister and the only graduate in the class of 1855, returned to the campus after his graduation, a new tradition was started at Westminster College. In keeping with that tradition, Westminster College holds its annual Alumni Weekend in April.

Alumni Weekend provides Westminster College graduates, young and old, the opportunity to meet and reminisce with old friends, and to discuss "what's happened" since their departure. The weekend's activities include a golf tournament, TGIF, a joint cocktail gathering with William Woods University, Westminster Spring Concert, Picnic Luncheon, Alumni Awards Convocation, Themed Saturday Dinner, Sunday Chapel Service and a Brunch at the President's Home.

AMERICAN RED CROSS BLOOD DRIVE TRAVELING TROPHY

Beginning in 2002-2003, William Woods University and Westminster College began competing for the American Red Cross blood drive traveling trophy. Each year WWU and WC sponsor four blood drives for the American Red Cross. Blood drives are held simultaneously on both campuses and are sponsored by living organizations from each school. At the end of the academic year, a traveling trophy is awarded to the school with the highest percentage of members who donate blood.

BACCALAUREATE & COMMENCEMENT

Baccalaureate and Commencement exercises are held on the Westminster College campus on the Saturday following the completion of spring semester classes and exams. National speakers are invited to address the Westminster graduates at Baccalaureate and Commencement exercises. The Columns Ceremony and the bestowing of degrees by the College give Westminster's newest alumni recognition for their accomplishments.

COLUMNS CEREMONY

The Columns Ceremony is held for all new students during New Student Week and again, for those who complete their degree requirements, on Graduation Day. The two ceremonies, in which students pass through the original Columns in front of Westminster Hall, are the most revered Westminster College traditions. Except on these two occasions, Westminster students do not pass through the Columns. The Columns Ceremony is lead by the Skulls of Seven.

DONALD B. GORDON COLLEGE BOWL TROPHY

Patterned after the original College Bowl, the Donald B. Gordon College Bowl was originally held during the Spring Semester. Faculty and staff submitted questions that student teams had to answer. Later, in response to student suggestions, teams competed against one another during one night of trivia, questions, and activities. This event is no longer held.

DROSTEN CUP

The Drosten Cup was originally awarded to the living group, which had the best overall program encompassing scholarship, campus activities, and community service. In 1981, the criteria for selecting the winner of the Drosten Cup (now a traveling plaque) was changed to community service to the College, community, state, national and international philanthropic projects.

E. C. HENDERSON UNITED WAY AWARD

The E.C. "Slick" Henderson Annual United Way Award is awarded to the living group that contributes the most money to the Annual United Way Drive in Callaway County.

ENGLISH PLAQUE

The English Plaque is awarded in the spring to the organization, which, among its members, achieves the highest overall grade point average during the previous two semesters.

FALL FAMILY WEEKEND

A weekend usually in late September is designated Fall Family Weekend. Family members have an opportunity to meet with faculty and staff members. Early hotel reservations are encouraged. Most family members attend the events and find the weekend to be an informative, rewarding experience.

HONORARY GREEK FRATERNITIES & SOCIETIES

Alpha Chi—National Scholarship Society (1974)
Alpha Mu Gamma—National Collegiate Foreign Language Society (1972)
Alpha Psi Omega—National Honorary Dramatic Fraternity (1929)
Beta Beta Beta—National Honorary Biological Fraternity (1969)
Chi Alpha Sigma—National College Athlete Honor Society (2002)

Kappa Delta Pi—National Honorary Society in Education (1976)
Omicron Delta Kappa—National Leadership Fraternity (1935)
Pi Mu Epsilon—National Honorary Mathematical Fraternity (1974)
Phi Alpha Delta—International Honorary Pre-Law Fraternity (2000)
Phi Alpha Theta—National Honorary History Fraternity (1950)
Phi Sigma Alpha: National Honor Society in Political Science
Phi Sigma Tau—National Philosophy Honor Society (1980)
Psi Chi—National Honorary Psychology Fraternity (1978)
Sigma Tau Delta—National Honorary English Fraternity (1988)
Theta Alpha Kappa—Religion Honorary Society (1996)

HONORS & AWARDS CONVOCATION

The Honors and Awards Convocation is held near the end of the Spring Semester to recognize students who are recipients of various honors and awards earned during the academic year. In addition to the many individual honors and scholarship awards, the winners of the living group awards, such as the Drosten Cup, are also announced.

IBM LECTURE

The IBM Lectureship, established in 1980 by the International Business Machines Corporation, provides for at least one lecture each year by a leader in the world of business and finance and/or a professor of economics or business administration. The lecturer spends one to three days on the campus. IBM Lecturers have included business leaders and CEOs from many Fortune 500 companies.

INTERCOLLEGIATE ATHLETICS

Westminster College is a Division III member of the National Collegiate Athletic Association (NCAA) and the St. Louis Intercollegiate Athletic Conference. At Westminster, women may participate in basketball, cross country and track and field, golf, soccer, softball, tennis and volleyball. Teams for men include baseball, basketball, cross country and track and field, football, golf, soccer and tennis. The Blue Jay is the official mascot of Westminster College athletic teams.

INTERFRATERNITY AND PANHELLENIC COUNCILS

The Interfraternity Council (IFC) is the governing body of the six men's national social fraternities at Westminster College. The Interfraternity Council has the authority to adopt and enforce rules to serve the best interests of its members and interfraternity relationships. Similarly, the Panhellenic Council is the governing body for Westminster's three women's social fraternities, and works to promote, educate and regulate the best interests of its members and all organizations. Westminster's Panhellenic Council follows guidelines and resolutions set forth by National Panhellenic Council (NPC)

All members of our Greek community are expected to abide by Westminster College rules and regulations, the Interfraternity Council and Panhellenic Association Constitutions, the Standards for Fraternities document, and their national fraternity standards. Violation of these rules and regulations will result in disciplinary action against individual members, the fraternity/sorority, or both. Organizations will be held responsible for violations of campus policy that take place on the fraternity property or at a fraternity function, except in those cases where it can be clearly demonstrated that the campus violation was done by an individual who acted without the permission or knowledge of other member(s) of the organization.

Formal Recruitment & Membership

The Interfraternity Council conducts a formal recruitment early in the fall semester open to any unaffiliated student. An allocation system is used during formal recruitment and throughout the academic year designed to balance the number of new members in each fraternity. If a student is interested in seeking membership after the formal recruitment process has concluded, they should talk to the leadership of the particular chapter they are interested in to learn if they are still accepting new members.

The Panhellenic Council also conducts a formal recruitment at the start of each fall semester, open to any unaffiliated student. Westminster's Panhellenic Council follows all resolutions and recommendations for recruitment as outlined by NPC. An allocation system is also used for the women's process, and the Panhellenic Council and College work to insure parity among all organizations. In some instances, chapters may be able to participate in year-around recruitment and offer membership to unaffiliated students through continuous open recruitment. However, it should be noted that not all chapters may participate in year-around recruitment.

Affiliate Program (IFC only)

In the fall of 1995, the IFC established an Affiliate Program which delays formal new member education until the spring semester. Formal recruitment continues to take place early in the fall semester; however, those who accept bids are considered "affiliates" until their new member education program officially begins in January. The IFC provides guidelines that allow individuals who did not go through formal recruitment to accept a bid later in the semester and for those wanting to change affiliations to do so. Affiliates are considered "social members" of their fraternity during this period and they cannot be required by their house to attend any more than two fraternity activities per week during their affiliate status.

New Member Education Program

The purpose of the fraternity and sorority new member education program is to help students be successful academically and socially at Westminster College as well as to introduce them to the responsibilities of membership in a social organization. Each organization has their own new member education program, and the curriculum will vary among each group. For women's organizations, their new member education immediately follows formal recruitment and occurs in the fall semester. Their new member education program concludes with an initiation ceremony.

For men seeking membership in a fraternity, their new member education program begins after their affiliate period has passed and they begin their spring semester at the College. Their programs vary slightly from the women's programs, and typically involve significant time at the fraternity house of their selected organization. As a general rule, the College limits the amount of time that new members should spend doing new member tasks. If a chapter wishes to have all new members remain on campus for a particular weekend during the semester, it should be announced at the start of their education period. Each fraternity should also sponsor seminars on study skills, substance abuse, health issues and personal and social responsibility. Completion of the formal new member education program as well as meeting the minimum academic standards of the Interfraternity Council are two of the prerequisites for initiation into membership. The actual initiation ceremony is scheduled by each individual fraternity in accordance with College policies, and typically occurs around mid or late March.

Hazing

Westminster College and its students enforce the State of Missouri law on hazing. The College prohibits hazing in any form and will take strong disciplinary action against students and/or organizations who participate in hazing activities.

Missouri law defines hazing as: (a) Any activity which recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance or forced smoking or chewing of tobacco products; or

(b) Any activity which recklessly endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress inducing activity; or

(c) Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state.

If any member of our community experiences or witnesses hazing in any form, they are encouraged to notify a member of the Student Life staff (or Residential & Greek Life) to make a formal statement.

Social Fraternity House Management (Men only)

For facilities not owned and operated by the College, the fiscal responsibility for the operation of the men's social fraternity houses lies with the fraternity House Corporation (College and chapter alumni) and current membership through the officers of each chapter. The House Corporations are responsible for determining the charges for room and board, maintenance and cleaning schedules, and overall operations of the housing facility.

All facilities, regardless of ownership, are required to pass an annual fire and safety inspection each summer before students can occupy the facility at the start of each academic year. Because the fraternity houses are considered College approved housing and their property is owned by the College, the College has specific expectations regarding the appearance and upkeep of the facility and surrounding grounds. Each chapter is responsible for maintaining their yards, parking lots, dumpsters, and various other fraternity space. It is an expectation that all yards are maintained and presentable no later than 8:00 am every morning. Failure to do so may result in a monetary fine for the organization, and repeated non-compliance could result in College disciplinary action.

Fraternity Costs

The costs of joining a men's social fraternity at Westminster College during the student's first year is approximately \$700. The cost of living in a fraternity house varies and is often comparable to living in college residence halls. Students are encouraged to talk to current chapter leadership to learn specifics about the costs and billing schedules for their own organization.

INTRAMURAL PROGRAM

The goals of the Intramural Program are exercise, recreation, and the practice of good sportsmanship in an atmosphere of healthy, spirited competition. This program sponsors both men's and women's intramural sports programs throughout the fall and spring semesters at Westminster.

JOHN FINDLEY GREEN LECTURES

The John Findley Green Foundation was established in 1936 as a memorial to John Findley Green, an attorney of St. Louis, Missouri, who graduated from Westminster in 1884. The deed of gift provides for annual lectures designed to promote understanding of economic and social problems of international concern. It further provides that, in order that there may be "the greatest benefit from this educational effort, it is desired that the speaker shall be a person of international reputation, whose topic shall be within the aim of these lectures, and who shall present it with regard for

Christian tolerance and practical benevolence.” Speakers have included Winston Churchill, J.C. Penny, George H.W. Bush, Ronald Reagan, Lech Walesa, and Mikhail Gorbachev.

KEMPER LECTURE

The Kemper Lectureship was created by a grant from the Crosby Kemper Foundations of Kansas City, MO. It provides for lectures by authorities on British history and Sir Winston Churchill at the Winston Churchill Memorial and Library at Westminster. Lecturers have included distinguished professors, Members of Parliament, and relatives of Sir Winston Churchill.

LECTURES AND DIVERSITY EDUCATION SERIES

The Concerts and Lectures Series Committee is funded by SGA and is a branch of Westminster’s Campus Activities Board (CAB). The Director of Campus Involvement, along with the Student Body Vice President, advises this group, which sponsors a variety of lectures for Westminster College and the Student Government Association. The Committee is responsible for organizing each year’s program and hosting the performer’s visit to Westminster College. Previous programs have included: Jack Gordon (expert on JFK assassination), Ron Jeremy vs. Susan Cole (Debate on ethics of pornography), Ralph Nader (Green Party Representative), Annette Souder (Sierra Club Speaker), Dr. Khidhir Hanza (Iraq defector, author of *Saddam’s Bombmaker*), and Gary Yourofsky (PETA). The other CAB committees (Community Relations, Concerts and Comedy, Intramurals, Social, Special Events, Publicity, and Public Relations) work to bring additional forms of entertainment and activities to campus.

MUSIC GROUPS

Westminster students have many music performance opportunities to enhance the fine arts experience in various vocal ensembles including Westminster Chamber Singers, the large non-audition chorale, Forever Famous Singers Show Choir, Bel Canto Chorale, the select accapella ensemble, and Sublime Harmony, the male vocal ensemble. Students may also choose to participate in the instrumental ensemble, the Blue Jay Jazz Band. All music performance ensembles are offered for class credit along with many music classes including music history, music theory, and private instruction for voice, piano, guitar and instrumental. All vocal and instrumental ensembles perform for various on and off campus activities including two major concerts in the winter and spring. Auditions are held on the first Monday in December and the first Monday in May of each school year and students should audition in the spring before their freshman year. Students may sign-up for music performance classes or contact the Director of Music to schedule an audition.

RECOGNIZING STUDENT ORGANIZATIONS

In order to be considered for official recognition as a college-recognized organization, the organization must have a constitution stating its purpose (filed with Campus Involvement), a list of officers, and a faculty or staff member as a sponsor on file with the Director of Campus Involvement. College-recognized student organizations are eligible to reserve college facilities for meetings of its organization and have the right to apply to the Student Government Association for funding for its activities. A complete list of college recognized student organizations can be found at <http://www.westminster-mo.edu/studentlife/activities/clubs/Pages/default.aspx>.

RISK MANAGEMENT (General)

The Westminster College academic and student life programs are inherently active and experiential. Students will be involved in science labs, recreational activities, group travel, and many other activities that are critical to the educational experience, but which also carry some inherent risk.

Faculty, staff, and student leaders work to ensure that all activities are as safe as possible, but students should be aware of potential risks and do everything in their power to help mitigate them. For more information go to <http://www.westminster-mo.edu/studentlife/policies/Pages/default.aspx>.

RISK MANAGEMENT (Social)

All students are expected to have a thorough understanding of the College's social risk management policies. In particular, Greek organizations are required to adhere to all of the institutional policies and expectations as well as the guidelines of their own inter/national organization. A complete listing of all social risk management policies can be found at: <http://www.westminster-mo.edu/studentlife/greek/Pages/RiskManagement.aspx>

SKULLS OF SEVEN

The Skulls of Seven, founded in 1898, is a mystical society dedicated to upholding the traditions and ideals of Westminster College. The members are students in good academic standing who are respected leaders of the Westminster community and who strive to put the college ahead of personal or special interests. The Skulls of Seven is a self-perpetuating body, which encourages applications from all student leaders.

STUDENT GOVERNMENT ASSOCIATION

The Westminster College Student Government Association is composed of all students of the college. Its officers are elected by the student body. The Student Government Association serves the interests of the individual student and student groups and sponsors and supports various activities and events on their behalf with a budget derived from a student activity fee. Almost this entire budget is administered by a Finance Committee comprised entirely of students.

STUDENT PUBLICATIONS

Students may earn salaries for their contributions to these publications, as well as, gain practical experience in journalism.

The Columns campus newspaper is published several times each semester with funding from the Student Government Association.

Janus is published under the supervision of the English Department. *Janus* is published and available for distribution before the end of spring semester with partial funding from the Student Government Association.

The Alati is an independent student publication partially funded by the Student Government Association and is published multiple times a semester.

WINSTON CHURCHILL MEMORIAL & LIBRARY

The Winston Churchill Memorial and Library is a national historic site in the United States. The Memorial is composed of the Church of St. Mary the Virgin, Aldermanbury, an English church designed by Sir Christopher Wren in 1667, and the undercroft museum with permanent exhibits dedicated to the life and works of Sir Winston Churchill, who made his famous "Iron Curtain" Speech on the Westminster Campus in 1946. The Memorial also houses the Clementine Spencer Churchill Reading Room, composed of works centered about the life of Sir Winston Churchill, many changing exhibits of interest, and a gift shop containing gifts relating to Churchill and the Wren Church. A modest admission charge is collected at the door. There is no admission charge for students at

Westminster College, their families, alumni, and children twelve and under who are accompanied by a parent. Memorial hours are 10:00 a.m. to 4:30 p.m. daily. The Memorial and Library is closed Thanksgiving, Christmas, and New Year's Day.

III. COLLEGE VALUES

As mentioned previously, Westminster College is a community. We're a community that learns together, lives together, gives service together, and leads together. Any community has formal or informal standards it lives by, and Westminster is no different. You will find our formal standards in the College Catalog, the Faculty Handbook, and here in the Student Handbook.

The policies and standards we live by were not created in a vacuum. They are all directly linked to the Westminster College values – Integrity, Fairness, Respect, and Responsibility. It is in accordance to these values that all faculty, staff, and students are asked to conduct themselves. By enrolling as a student at Westminster, you are agreeing to live up to these values at all times – on campus or off. You are a Westminster student at all times until you graduate, and that means you have higher expectations placed upon you than others in society. Joining the Westminster community comes with many benefits, but also comes with many responsibilities. Our students are leaders in their communities and in the world.

The policies listed below, although not comprehensive, are arranged into each of the four values; and the overall College mechanisms for policy enforcement are laid out at the end of this section.

APPEAL PROCEDURES

A student who has a complaint about the conduct of a class or the evaluation of his or her work in a course should first attempt to resolve the issue by discussing it with the course instructor. Having done this, if the student still believes that he or she is not being treated fairly, the matter should be brought to the attention of either the faculty member's department chairperson or the Dean of Faculty. If attempts to settle matters by personal contact or through ordinary administrative channels all fail, the student may appeal to the Professional Standards Committee of the faculty.

The Professional Standards Committee hears cases in which it is alleged that a faculty member has acted contrary to generally recognized standards of professional ethics or to established faculty policy. The committee also hears grade appeals, which allege improper academic evaluation. Improper academic evaluation includes the following: (1) an evaluation that does not conform to the individual faculty member's announced methods and standards of evaluation and/or (2) an evaluation that is arbitrary, capricious, or prejudiced by the consideration of factors unrelated to academic achievement, such as a student's race, color, religion, sex, age, national origin, political or cultural affiliation, life style, or behavior outside the classroom. Cases alleging violations of professional ethics involve conduct that is clearly detrimental to a faculty member's performance of academic or institutional responsibilities.

An individual who wishes to appeal a grade or take action regarding an alleged violation of professional ethics prepares a written statement noting the specific actions which might constitute improper academic evaluation or unethical professional conduct and indicating the nature of the evidence (testimony, witnesses, documents, admissions, etc.) that can be offered to substantiate the charges. The complainant must have evidence to substantiate his or her charges. The written complaint should be delivered to the chairperson of the committee or to another committee member. The committee member notifies the chairperson or the secretary immediately. (A list of the current members of the Professional Standards Committee can be obtained from any faculty member or from the Dean of Faculty's Office.) By making a complaint to the committee, the complainant authorizes the committee to contact the respondent and to initiate a preliminary proceeding to determine whether the complainant appears to have, or to have access to, evidence relevant to the charges. If the committee finds that the complainant's evidence does not merit a detailed investigation or would not be adequate to substantiate his or her charges, the committee may dismiss the charges.

The committee also determines whether the allegations, if proven in a formal hearing, would indicate an instance of improper academic evaluation, a violation of professional ethics, or a violation of established policies. The committee determines which of the complainant's charges presented orally or in writing may be investigated in a formal hearing and, if the evidence warrants, convenes a hearing panel.

COMPLAINT RESOLUTION

The U.S. Department of Education requires institutions to provide its students or prospective students with contact information for filing complaints with its accreditor and with the appropriate state officials.

The Missouri Department of Higher Education serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy may be found at <http://www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf>. This webpage contains information about the complaint process and includes instructions for how to file a formal complaint. Note that the policy provides that a student who wishes to file a complaint with the department must first exhaust all formal and informal avenues provided by the institution to resolve disputes.

The Higher Learning Commission, the accrediting agency for Westminster College, may be contacted at: The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1413; Phone: 800.621.7440 / 312.263.0456; Fax: 312.263.7462; info@hlcommission.org

FACULTY/STUDENT RELATIONSHIPS & RESPONSIBILITIES

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. They demonstrate respect for the student as an individual, and adhere to their proper roles as intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to assure that their evaluation of students reflects their true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for their private advantage and acknowledge significant assistance from them. They protect students' academic freedom.

Members of the faculty will:

1. make adequate preparation for classes.
2. meet their classes when scheduled.
3. inform students of the general content and objectives of the course within the first three class periods.
4. discuss the methods and standards of evaluation, including the importance to be assigned to the various criteria of academic evaluation, within the first three class periods.
5. announce, in advance, whether students are permitted to use any materials or references during examinations.
6. not depart significantly from their areas of competence or divert significant time to material extraneous to the subject matter of the course.
7. permit critical examination of available knowledge and support the expression of conflicting viewpoints and student views.
8. perform their grading duties in a timely manner. Faculty will maintain all grade records for at least two years. Westminster faculty who do not return final exams and/or end-of-course written assignments to their students will retain such materials according to the following schedule:
 - a. Fall semester materials will be retained until the end of the spring semester.
 - b. Spring semester materials will be retained until the end of the fall semester.
 - c. Summer session materials will be retained until the end of the fall semester.

A faculty member, either full-time or part-time, who is not returning to the college will leave these materials with his or her Department Chair or, if the faculty member is a Department Chair, with his or her Division Chair.

9. evaluate students on the basis of academic performance, professionally judged, and not on matters extraneous to that performance whether race, religion, sex, national origin, age, life-style, or any behavior outside the classroom unrelated to academic achievement.
10. make a conscientious effort to be available during posted office hours and be willing to make and keep appointments with students.
11. be conscientious and honest in advising students by (a) fairly and accurately representing the requirements for success in various programs of study; (b) keeping advisees informed of the academic requirements they must fulfill in order to complete a course of study on schedule; (c) giving the welfare of the student priority when there is a conflict between the student's needs and the non academic needs of the institution, and (d) referring students to professionally qualified staff for problems which lie outside the faculty member's area of competence.
12. refrain from any activity which involves risk to the health and safety of a student, except with the student's informed consent and, where applicable, in accordance with College policies regarding the use of human subjects in experimentation.
13. respect the confidentiality of information regarding a student contained in College records and refrain from releasing such information except for academic purposes within the College or with student consent.
14. protect the confidentiality of information about a student's academic performance, personal life, beliefs, and political associations which faculty acquire in the course of their work as instructors, advisors, and counselors.

INTEGRITY

Living with integrity involves adhering to generally accepted standards of morals and ethics, and holding those around you to the same standard. Westminster students are expected to conduct themselves with integrity.

Academic Review Board

The Academic Review Board meets with students who have not acted with integrity for their academic responsibilities, such as failures in class attendance or follow-through on course assignments. The Academic Review Board is intended as a last resort effort to change behavior and improve the likelihood of academic success for a student brought before the Review Board. This is not a disciplinary hearing, but rather an important intervention that is intended to communicate deep concern for the student and his/her academic success.

The Review Board will gather input from faculty, academic advisors, and other campus constituencies regarding students who may be in serious trouble. The Review Board will initially investigate cases of apparent academic disengagement to determine the level of severity and ways to help the student. Action will be taken by the Review Board after traditional attempts to get the student back on track (i.e., contact with the student made by the academic advisor regarding one or more classes) have failed. For some students, it will be a "wake-up call," for others it will be an opportunity to ask, "Do I really want to be academically engaged right now?" or "Is it possible for me to be academically successful right now?"

Once the Review Board determines what action is appropriate, the student will be notified of a required meeting with two members of the Review Board and the student's academic advisor. This group will meet with the student to determine whether the student is prepared to make a commitment to academic work. A behavioral contract may be developed for the student, and he/she will be advised of the possibility that they may be suspended for the remainder of the semester if

they fail to carry out the requirements of the behavioral contract. In some cases, the Academic Review Board may recommend immediate suspension to the Dean of Faculty.

The members of the Academic Review Board may include but are not limited to the following:

- Executive Director of The Wellness Center
- Dean of Student Life, or designee
- Associate Dean of Faculty
- The Student's Academic Advisor
- The Student's Athletic Coach

Computer Use Policy

Westminster College requires all computer users to abide by local, state and national laws and regulations concerning acceptable use of computers and networks. For use policies, please visit: http://www.westminster-mo.edu/wc_info/offices_and_services/computer_services/ITPolicies.pdf

Contact Information

All students are expected to maintain a local phone number and to regularly check their College e-mail account. Phone number changes should be immediately reported to the Office of Residential and Greek Life. Failure to do so may result in the student missing important messages.

Copyright Law

Westminster's policy regarding the use of copyrighted materials is included in the "Guidelines for the Reproduction and Use of Copyrighted Materials by Faculty, Staff and Students," a document available in the library, the Academic Dean's Office, and on the college's computer network: <http://www.westminster-mo.edu/offices/library/infosources.html>.

The guidelines essentially say that the college expects faculty, staff, and students to comply with the United States copyright laws. In addition to photocopying, copyright laws and guidelines also pertain to the showing of videos to campus groups, the copying of music and videos for personal use, the copying of materials from the web for use in publications and web pages, and the copying of computer software. The college guidelines also deal with showing videos in class and copying television programs for classroom use.

Students with questions about copyright laws should read the college guidelines and discuss their concerns with the Reeves Library professional staff or the Vice-President and Dean of Faculty.

Dishonesty and Falsification of Records

Any student who furnishes false or misleading information on admission and registration forms and records, student health form, personal identification, residence hall agreements, or any other college form, or who alters any college record in any manner, or who is dishonest in any other form is subject to disciplinary action usually handled by the Dean of Student Life.

Gambling

Gambling is prohibited on the Westminster College campus and includes any type of internet gambling, office pool, or fantasy league, no matter what the dollar amount may be.

Honor Code

All Students are required to live up to the Westminster Honor Code - *No Westminster student shall commit any act of academic dishonesty in order to advance her or his own academic performance or to impede or advance the academic progress of others.*

Inspection of Property

Students are expected to have integrity with regard to College policies. Westminster College reserves the right to inspect and/or search college-owned or managed buildings or property, including residence halls and those fraternities recognized by the College, if there is reason to suspect that policies are being violated or the health/safety of students is at risk. College officials (including Resident Advisors) may, at their discretion, inspect or search rooms for housekeeping purposes, safety or security purposes, or to determine if the contents of the room, or the actions of the persons within the room, are in violation of college policy. A room search may be conducted by the Dean of Student Life or other appropriate College officials and must be done in the presence of a witness. In some cases, the Fulton Police Department may be called to assist with a search.

An inspection is considered to have taken place when a College official looks in the room, observing only items in view without the need to move or open items. A search is considered to have taken place when a College official moves or opens items in the room to inspect parts of the room or its contents that are not in plain view.

Motor vehicles on college property are subject to visual inspection by full-time college employees at all times. A complete search of such vehicles may be conducted only when there is reason to believe they contain property or articles which are not permitted on college property or are in violation of College policy. Only an appropriate college official, in the presence of another college employee or law enforcement official may conduct such a search.

If a student refuses to open a locked container or a motor vehicle, the locked container or motor vehicle may be impounded until a search warrant can be obtained or the matter turned over to the police.

MOREnet Acceptable Use Policy

The primary mission of MOREnet is to provide collaborative networked information services to its members/customer in support of education, research, public service and government. For policies, please visit:

http://www.westminster-mo.edu/wc_info/offices_and_serics/computer_services/ITPolicies.pdf

FAIRNESS

Fairness requires us all to conduct ourselves in a just, equitable, and unprejudiced way. Fairness often involves putting aside self-interest for the interests of the wider community. Westminster students are expected to conduct themselves with fairness.

Athletic Conference Conduct

Athletes and fans participating in competition with other institutions are representing Westminster College and should conduct themselves in a manner fair to all involved.

The St. Louis Intercollegiate Athletic Conference, of which Westminster College is a member, has approved sportslike conduct rules & regulations. As an active member of the nine-team conference of NCAA Division III schools, Westminster is committed to adhering to all conference rules, regulations, and policies. Westminster's football team is a member of the Upper Midwest Athletic Conference.

It shall be the responsibility of each member college or university to ensure that all of its students and all individuals employed by or directly associated with it comport themselves in a sportslike manner when representing their college or university, especially at intercollegiate athletic contests.

Unsportsmanlike conduct shall subject the individual to disciplinary action. The member college or university with which the offending individual is associated may also be subject to disciplinary

action if it is found that the member college or university's policies, actions, or failure to act substantially contributed to the individual's misconduct. The primary and/or senior women's administrators will be responsible for the penalties associated with the situation. The administrators at both institutions' involved will discuss the situation with the President of the conference and seek counsel if needed from the President.

A. Acts of Unsportslike Conduct

1. Striking or attempting to strike or otherwise physically abuse an official, opposing coach, staff administrator, spectator, student, or athlete;
2. Intentionally, or with careless disregard for one's conduct, inciting participants or spectators to violent or abusive action;
3. Using obscene gestures or profane or unduly provocative language or action, whether or not directed, toward an official, staff administrator, student, coach, or spectator;
4. Publicly and unduly criticizing a game official, conference personnel, another member college or university, a student-athlete, or personnel from another member college or university.

B. Conduct of Contests

1. It is the responsibility of each home institution to make every effort to assure that:
 - (a) Both teams shall be allowed to prepare and to compete in a safe environment;
 - (b) The contest itself will be conducted in a manner that discourages spectators and any other unofficial persons from disrupting or interfering with the event; and
 - (c) Visiting spectators will be permitted to support the visiting team as a group, free from interference and intimidation from home team fans and, where possible, seated together.
2. It is within the spirit of St. Louis Intercollegiate Athletic Conference competition to encourage a positive attitude among spectators in support of their teams and strong competition between teams in a friendly and sportslike environment. The Administrative Council has noted that banners and signs that contain potentially offensive language or pictures (particularly displays that may be vulgar or obscene) will be discouraged without inappropriately limiting spectators' opportunities to express themselves.

Smoking

Westminster College remains committed to providing its students, employees, and visitors with a safe and healthy environment. All areas of our campus, including streets, sidewalks, and the Stinson Creek Trail that runs through campus, are smoke-free. For the purpose of this policy, “smoking” is defined to include any lighted cigarette, cigar, pipe, hookah, bidi, clove cigarette, and any other smoking product.

Smoking is prohibited in all indoor and outdoor areas of Westminster campus. “Campus” is defined as all campus owned facilities and property of Westminster College from Jefferson Street to Hackberry St. (west of Hickman) and W. 8th Street to 4th Street. Campus map is available on the Westminster College home page: www.westminster-mo.edu. The complete policy and more information can be found at www.westminster-mo.edu/go/smokefree .

Fraternity houses will follow national fraternity guidelines and remain smoke-free indoors. Fraternity houses that opt to allow smoking on their property will designate one outdoor smoking area that is away from main entrances, walkways and windows and has an appropriate cigarette disposal container.

The success of this policy depends upon the courtesy, respect, and cooperation of all members of the Westminster community—smokers and non-smokers, students and employees. Any member of the

College community may take the initiative to inform individuals of the policy and politely ask for their compliance.

The College continues to provide a free tobacco cessation program for all students, staff, and faculty through The Wellness Center. This program provides free nicotine replacement products and a “quit plan” for those wanting to discontinue tobacco use.

All college employees, students, visitors, and contractors are required to comply with this policy, which shall remain in force at all times.

Infractions of the Westminster College Smoking policy by students will result in disciplinary action. The number of infractions is cumulative over the student’s tenure at Westminster College. The sanctions for infractions of the smoking policy are listed under the Disciplinary Procedures section of this handbook. Although the sanctions listed are typical, the Dean of Student Life has wide latitude in assessing punishments and developmental actions to fit the seriousness of the offense.

RESPECT

Respect involves showing deference to, or at least avoiding interference with, the wellbeing of others. A community would not function if its members did not show respect for one another. Westminster students are expected to conduct themselves with respect.

Assault

Striking a person or otherwise threatening violence against another is disrespectful to the community and shall be considered assault. When deemed necessary, cases of assault may be referred to local authorities for further adjudication. Exceptions to this rule may be granted where consent to physical contact has been granted in the context of a College approved athletic or theatrical event.

College Official Cooperation

Failure to respond to a reasonable request made by a College official will be considered a violation of the value respect and may be subject to disciplinary action. Resident Advisors, Campus Security, and all members of the faculty and staff are considered College officials.

Disorderly Conduct

When, in the judgment of the Dean of Student Life or his designee, a member of a fraternity, sorority, or other student organization draws attention to the organization rather than to themselves as individuals, the organization may be found guilty of disorderly conduct.

Disruptive Activity

Unacceptable to the college is any manner of interference with classes, laboratories, or other activities. The hindrance of college personnel and students from entering and leaving offices or other campus buildings cannot be accepted, nor can the destruction of either private or public property. The acts of unauthorized entry, use or occupation of college facilities, including the unauthorized possession, duplication, or use of keys to any college facility is expressly forbidden and will be subject to disciplinary action. Students are not permitted on the roof of any college building including fraternity houses. Only bonded and authorized personnel are permitted on the roofs.

Disruptive Student

When, in the judgment of the Dean of Student Life and the Director of The Wellness Center, a student, for whatever reason, has been deemed disruptive to the point of negatively affecting the college community, that student may be removed from college housing, suspended/dismissed/ involuntarily withdrawn from the college, or otherwise limited in their classes or activities.

Likewise, when a student is physically or psychologically incapacitated to the degree that s/he is not able to make reasoned health care decisions, the College reserves the right to mandate immediate medical care and notify parents. Students who engage in or threaten self-injurious behavior may be subject to these same limitations or involuntarily given a medical withdrawal.

This may occur in varying instances even if the student has not directly violated any conduct policy of the college. The college will make every effort to provide support and counseling within the scope of its mission but may deem the student's needs are beyond the capabilities of the services we provide. In the case of an involuntary withdrawal, decisions made by the Dean of Student Life and Director of The Wellness Center may be appealed to the Dean of Faculty.

Disturbing the Peace

There shall be no undue or excessive disturbances of the normal peace and quiet at any time on the Westminster College campus. Bands, stereos, or other sources of loud music or noises are prohibited until 5:00 p.m. on school days and after 9:00 p.m. Sunday through Thursday nights, and are prohibited until 3:00 p.m. and after 12:00 midnight on Friday and Saturday nights. During the times when bands, stereos, and other sources of loud music are allowed, the noise level must be kept low enough as to not disturb neighbors or other members of the Westminster and/or Fulton communities. This includes roommates and hall mates. Littering, vandalism, physical and/or verbal threats, or intimidation of any person by another person are expressly forbidden.

Students and student organizations are reminded that the Fulton City ordinances may be stricter on noise than the Westminster College policy set forth above. Students and student leaders, such as fraternity presidents, may be subject to arrest and prosecution should a formal complaint by a Fulton resident be made, even if the violation is not an infraction of college policy.

Harassment and Discrimination

This policy is 3.31 in the Faculty Handbook.

Westminster College expects all members of its community to treat each other with respect and dignity. Westminster College seeks to create and maintain an academic, social and work environment in which all members of the community—students, staff, administrators, and faculty—are free from harassment and discrimination. Westminster College prohibits harassment and discrimination on its campus, as well as at, or on, any college sponsored activities and trips, of any of its community members or guests and visitors based on an individual's race, color, national or ethnic origin, religion, age, sex, gender, sexual orientation, marital status, veteran status, disability, or any other proscribed category set forth in federal or state regulations.

Harassment and/or discrimination subvert the mission of the college and threaten the careers, educational experiences and well being of its students, staff, administrators and faculty. Each member of the Westminster community has the right to work, study and/or socialize in an environment that is free from harassment or discrimination. Each member of the Westminster community, therefore, has the corresponding responsibility and obligation to conduct himself or herself so as to create an environment that is free of harassment or discrimination. This includes the acts of supervisors, managers, faculty, employee subordinates and peers, fellow students, guests, visitors, vendors, consultants, and customers. In addition to being responsible for their own conduct, supervisors and managers must ensure that their employees contribute to a work environment that is free of harassment and discrimination.

By issuing a clear policy to members of the Westminster community and by alerting, as well, those non-community members, such as vendors, consultants, and customers, with whom it has a relationship, Westminster College reaffirms its commitment not to tolerate any form of harassment or discrimination on its campus, at campus sponsored events, activities, or trips.

Westminster College is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental to the College. All ideas, including those that may be offensive to some, may be discussed in the classroom provided that the discussion is a reasoned one with a clear academic purpose. Harassment, however, is neither legally protected expression nor the proper exercise of academic freedom; it compromises the integrity of the College, its tradition of intellectual freedom and the trust placed in its members.

Sexual Harassment Definition - Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct of a sexual nature when submission to that conduct or communication is made either explicitly or implicitly a term or condition of employment, advancement or education; or when submission to or rejection of such conduct has the purpose or effect of interfering unreasonably with an individual's academic, professional or employment performance; or that creates an intimidating, hostile, or offensive academic, social or work environment.

Other Forms of Harassment - prohibited harassment may include, but is not limited to epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with a Westminster community member's normal work or movement because of an individual's race, color, national or ethnic origin, religion, age, sex, gender, sexual orientation, marital status, veteran status, disability, or any other proscribed category set forth in federal or state regulations. Harassment also may include written or graphic material placed on walls, bulletin boards or elsewhere on the campus or circulated by other means, including electronic media, that denigrates, shows hostility to, or aversion towards an individual or group because of an individual's race, color, national or ethnic origin, religion, age, sex, gender, sexual orientation, marital status, veteran status, disability, or any other proscribed category set forth in federal or state regulations.

Discrimination Definition - Discrimination also comes in many forms. Title VII of the Civil Rights Act of 1964 prohibits employers from discriminating against employees or applicants on the basis of race, color, national origin, religion or sex. The Equal Employment Opportunity Commission (EEOC) was created to enforce these provisions. Other laws support Title VII in specific areas, to include:

- A. Americans with Disabilities Act (ADA). The ADA protects qualified individuals with a disability from discrimination in regard to job application procedures, hiring, promotion, termination, compensation, job training, and other terms and conditions of employment. To ensure this, the ADA requires equal opportunity and reasonable accommodation (see the college's policy on Equal Access for details).
- B. Age Discrimination in Employment Act (ADEA). The ADEA prohibits employers from discriminating against workers who are 40 years or older. The purpose of the act is to promote the employment of older workers based on their ability rather than their age, to prohibit arbitrary age discrimination in employment, and to help employers and workers find ways of resolving problems arising from the impact of age on employment.
- C. Civil Rights Act of 1991 (CRA). The Civil Rights Act of 1991 amends Title VII of the Civil Rights Act of 1964, the Civil Rights Act of 1866, the ADA, and the ADEA. The CRA of 1991 provides increased damages and jury trials in cases of intentional race, religious, sex, national origin, age, and disability discrimination.

- D. Equal Pay Act of 1963 (EPA). The EPA and Title VII prohibit gender-based differences in pay. The EPA prohibits differentials in pay that are based primarily on gender. Employers covered by the EPA must ensure that male and female employees are paid equal wages for performing substantially equal jobs.

- E. Immigration Reform and Control Act (IRCA). IRCA prohibits employers from knowingly hiring, recruiting, referring, or continuing the employment of aliens who are not authorized to work in the United States because they have entered the country illegally or their immigration status does not permit employment. At the same time, IRCA prohibits discrimination based on national origin and citizenship status.

- F. Pregnancy Discrimination Act (PDA). The PDA amends Title VII to prohibit an employer from treating pregnancy, childbirth, or related medical conditions any differently than it treats other temporary disabilities for purposes of employment, including hiring, firing, promotion, leaves of absence, benefits, pay increases, and other terms and conditions of employment. The PDA does not require employers to treat pregnant employees in any special manner with respect to employment-related matters, to establish any new programs where none currently exists, or to provide pregnancy-related disability leave to any employee.

- G. Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). USERRA was signed into law on Oct. 13, 1994, to replace and strengthen the Veterans' Reemployment Rights Act (VRRA). Under USERRA, employers are prohibited from discriminating against employees in regards to firing, promotion, training, or any other employment benefits or advantages for the employees' past, present, or future participation in uniformed services.

Investigation - It is the college's policy to investigate all complaints in a fair, thorough, and prompt manner. It is important to remember that many instances of harassment or discrimination can be resolved through informal discussions, which do not require extensive procedures. Every effort will be made to eliminate harassment and discrimination from the college campus through these informal means.

However, if informal efforts are not successful, a complete formal investigation will be conducted. To the fullest extent possible, the college will keep complaints, any information obtained during the course of the investigation and the terms of the resolution confidential from individuals who do not have a "need to know." However, the demands of an investigation and the enforcement of the policy preclude any guarantee of confidentiality. The Westminster College member making the claim, as well as the individual accused of the harassment or discrimination, will be given a copy of the Westminster harassment and discrimination policy and procedures.

Resolution - Any Westminster community member found in violation of the harassment and discrimination policy on campus or at campus sponsored events, activities, or trips will be subject to disciplinary procedures, up to and including termination of employment or dismissal from the college. Disciplinary action is not limited to the individual committing the harassment or discrimination. It could also apply to that person's supervisor and/or manager if he or she supported the harassment or discrimination, knew of the harassment or discrimination, or reasonably should have known of the harassment or discrimination and failed to take corrective action.

Disciplinary action will also be taken against any individual threatening or making reprisals against another person because that person rejected sexual harassment or reported any form of harassment or discrimination, or participated in an investigation. Upon completion of the investigation, the

Director of Human Resources will present the findings and a recommendation to the appropriate cabinet member(s), i.e., VP of Business and Finance for staff, Dean of Faculty/VP of the College for faculty, and Dean of Student Life for students. If the results of the investigation confirm the offense took place, immediate disciplinary action, up to and including termination of employment or expulsion, will be taken. If the results do not confirm the offense, this information will be shared with the person initially bringing the complaint and the alleged offender. Either party can appeal to the President.

Procedures for Addressing Harassment and Discrimination Complaints - Prevention is the first and best tool to eliminate harassment and discrimination. However, any person who believes he is being harassed or discriminated against, or any member of the Westminster community who witnesses an incident of harassment or discrimination, should make a report to the Director of Human Resources, located in the Business Office of Westminster Hall, room 106, or at ext. 5226, the Dean of Faculty, in the Academic Office located on the main floor of Westminster Hall, room 127, or at ext. 5212, or other college personnel who have been trained to handle such complaints, to include the:

- Associate Dean of Faculty
- Dean of Student Life
- Chair of the Professional Standards Committee.

If there are fewer than two members of one gender represented in this group, the President will appoint members from the staff and/or faculty to ensure that at least two members of each gender are represented by this group and available to handle harassment or discrimination complaints. The Director of Counseling and Chaplain may also be a good source to discuss concerns, although neither is considered a first point-of-contact for the purposes of this policy because of their inherent role and client privilege.

There are several informal avenues, as well as a formal investigation, available to reach a satisfactory resolution of harassment or discrimination. Informal procedures are recommended as the first option for reaching a resolution but these informal procedures are *not* a prerequisite to a formal complaint and investigation. Every effort will be made to insure confidentiality, but because of the demands of an investigation and the enforcement of the policy, confidentiality cannot be guaranteed.

Immediate reporting of harassment or discrimination is important in reaching a prompt and equitable resolution. The college encourages all members of the Westminster College community to report any complaint in a timely manner and exhaust all internal remedies first before seeking assistance outside of the college. We can only help if we know there is a problem.

Individuals may always pursue complaints directly with the government agencies that deal with unlawful harassment and discrimination claims, e.g., the US Equal Employment Opportunity Commission (EEOC), the Office for Civil Rights (OCR) of the U.S. Department of Education, and the State of Missouri Department of Fair Employment and Housing (DFEH). These agencies are listed in the Government section of the telephone book.

While the College encourages individuals who believe they are being harassed or discriminated against to firmly and promptly notify the offender that his or her behavior is unwelcome, the College also recognizes that power and status disparities between an alleged harasser and a target may make such a confrontation difficult. In the event that such informal, direct communication between individuals is either ineffective or undesirable, the following steps should be followed in reporting a harassment or discrimination complaint.

A. *Informal Reporting of the Incident.* All members of the Westminster College community, its employees, students, guests, visitors, vendors, consultants, and customers are urged to report any suspected harassment or discrimination to the following college personnel who have been trained to handle such complaints, to include the:

- Director of Human Resources,
- Dean of Faculty
- Associate Dean of Faculty
- Dean of Student Life
- Chair of the Professional Standards Committee

The report may initially be made orally or in writing. However, reports made orally will be submitted in writing before a formal investigation can be initiated. The college has a “Harassment/Discrimination Incident Form” that will be used to insure that all vital information is reported.

Once an allegation of harassment or discrimination has been made to one of the contact persons, that individual will discuss with the complainant the three informal options discussed below.

1. *Direct Communication.* An individual may act on concerns about harassment or discrimination directly, by addressing the other party in person or by letter, describing the unwelcome behavior or action and its effect, and stating that the behavior or action must stop.

2. *Consultation or Advising.* Consultation or advising about harassment or discrimination is available from the Director of Human Resources, the Dean of Faculty, or others as named above, dependent on suitability to the complainant and availability. The initial contact person need not necessarily be the consultant or advisor. Since consultation or advising is intended to provide a forum for free and open discussion between the complainant and one of the contact persons, no record will be kept of the advising conversation other than an incident report. This report, used only to keep a yearly record of the number of different types of reported incidents, will be transmitted by the contact person to the Director of Human Resources. Every attempt will be made to protect the privacy of the individuals involved in these consultations about harassment or discrimination.

3. *Mediation Option.* The goal of this option is to provide a forum where the complainant and the accused can, with the aid of a mediator, come to a mutually agreed upon resolution. Mediation will occur only if both the complainant and the accused are willing to participate in the process and can agree upon the selection of a trained mediator. One of the college contact persons noted earlier may assist in completing these arrangements.

The mediator, once selected, will meet separately and privately with only the complainant and the accused, will try to clarify their perceptions and attempt to develop a mutually acceptable understanding that can insure the parties are comfortable with their future interactions. Possible outcomes of mediation include explicit agreements about future conduct, changes in workplace assignments, substitution of one class for another, or other relief the mediator and the parties agree is appropriate. Both the complainant and the accused have the right to reject any proposed solution under the mediation option.

Should mediation lead to a mutually acceptable resolution by the complainant and the accused, the mediator will prepare a summary report, agreed to by both parties, that outlines the charges and the resolution. That report will be placed in the

accused closed personnel file, kept separately from the accused's official personnel file. (Applies only to faculty.)

The college reserves the right to conduct an investigation as needed.

- B. *Formal Investigation of the Complaint.* If the complainant does not pursue the informal options, or if the informal procedures result in no mutually acceptable resolution, the aggrieved party(ies) may submit a written request for a formal investigation to the Director of Human Resources or the Dean of Faculty. Complaints of harassment and/or discrimination must be brought in a timely manner. Both college officials have available a "Harassment/Discrimination Incident Report" form. The Dean of Faculty will forward any reports to the Director of Human Resources in order to begin the formal investigation.

The Director of Human Resources, upon receipt of a formal harassment or discrimination complaint, will within a reasonable period present the accused a written copy of the complaint and will provide both the accused and the complainant a copy of relevant campus policies and procedures relevant to allegations of harassment or discrimination.

While the complainant and the accused have the right to consult legal counsel, they may be accompanied during the process by only one individual from within the Westminster College Community. The purpose of the investigation is to ascertain the truth behind the allegations of harassment or discrimination.

The Director of Human Resources will perform a prompt investigation of the formal complaint. The investigation will be conducted in a way that respects, to the extent possible, the privacy of all of the persons involved. Upon the recommendation of the Director of Human Resources, the President of the College may retain professional investigators to assist in the investigation.

The task of the investigation is to determine the facts. The designated investigator will interview all persons, including the complainant and the accused, who can provide relevant information about the alleged conduct. The need for confidentiality must be expressed to each interviewee. The objective of each interview is to gather and document detailed facts about what was said, what was done, when and where the conduct occurred, and what each believes was the inappropriate behavior or activity. The investigator will also search thoroughly for corroborative evidence of any nature. All members of the Westminster community are obligated to cooperate fully with the investigator(s). This includes testimony by relevant witnesses and the production of records or other forms of evidence that might lead to a fair resolution of the issues involved.

Depending on the circumstances surrounding the complaint, the parties involved, and the parties' request(s) regarding confidentiality, the parties may be given access to evidence collected in the investigation. Confidentiality of the complaint will be maintained to the extent the college finds it practicable. In no case will the investigator(s) consider statements against the accused unless the accused has heard or been given a copy of the statements, and unless the accused has been given an opportunity to refute any unfavorable inferences which might otherwise be drawn. As in the mediation phase, the College will keep complaints, any information obtained during the course of the investigation and the terms of resolution confidential from individuals who do not have a "need to know."

Members of the Westminster College community must cooperate during both informal reporting and formal investigations of harassment and discrimination complaints. Failure to cooperate will be grounds for disciplinary action.

False statements made by a member of the Westminster College community during either the informal reporting or the formal investigation of a harassment or discrimination complaint will be grounds for disciplinary action.

Federal law and college policy prohibit retaliation against any member of the college community for bringing complaints of harassment or discrimination of any kind to the attention of college officials. Disciplinary action will be taken against any individual threatening or making reprisals against another person because that person rejected sexual harassment or reported any form of harassment or discrimination, or participated in an investigation.

- C. *Resolution Procedure.* Based on the factual information gathered, the investigator determines whether the conduct or activity complained of constitutes any of the categories of harassment or discrimination based on an individual's race, color, national or ethnic origin, religion, age, sex, gender, sexual orientation, marital status, veteran status, disability, or any other proscribed category set forth in federal or state regulations. The investigator will make a recommendation to the appropriate cabinet member(s) who will determine corrective action. The investigator may also recommend that the complaint should be rejected as clearly unfounded.

Whatever the outcome, both parties will be given a summary report advising them of the disposition of the matter. A report of a justified complaint will be placed in the accused's official personnel file. No records will be retained in individual personnel files in cases where the individual accused was not informed that there was a complaint or was exonerated.

The Director of Human Resources will track reports of harassment and discrimination for statistical purposes and report at least annually to the Cabinet concerning their number, nature, and disposition.

- D. *Appeal or Grievance and Disciplinary Procedures.* If either the complainant or the accused believe that the initial investigation failed to follow the above procedures, was biased, or if new evidence is found, an appeal, or grievance, may be made to the President of the College. (Note: Faculty, see Section E below.) An appeal can be made by submitting a written request to the President within thirty (30) calendar days of notification of the final investigative report. If the President is involved, the appeal can be made to the Chairman of the Westminster Board of Trustees.

If, after an initial review of the appeal, the President judges that the procedures described in subsection 3.3.2 above were not followed, or that the investigation and/or decisions based on the investigation were biased, discriminatory, capricious, or arbitrary, or that new evidence has been brought forward which might alter the final decision, the President may decide to review the case. The President may interview the complainant and the accused, as well as any witnesses.

If the reason for reconsideration is new evidence, the President may refer the case to the investigator and appropriate cabinet member(s) for consideration.

While the accused has the right to consult legal counsel, he/she may be accompanied during the appeal process by only one individual from within the Westminster College Community. Upon a determination that the appeal is justified, the President will recommend that appropriate corrective action be taken. After reviewing the appeal, the President may also decide that the appeal should be rejected as clearly unfounded.

Results and findings of the appeals process will be clearly stated and substantiated by evidence. After the appeal process is complete, the Director of Human Resources or the Dean of Faculty and VP of the College, with the assistance of President, will send a written report of the appeal

findings to both parties. A report of a justified appeal will be placed in the accused's official personnel file. The results and findings may form the basis for disciplinary action.

Any Westminster community member found in violation of the college's harassment and discrimination policy will be subject to disciplinary procedures, up to and including termination of employment or expulsion from the college. Disciplinary action is not limited to the individual committing the harassment or discrimination. It could also apply to that person's supervisor and/or manager if he or she supported the harassment or discrimination, knew of the harassment or discrimination, or reasonably should have known of the harassment or discrimination and failed to take corrective action.

- E. *Process for Faculty.* If the accused party is a faculty member the procedures outlined in section 2.8.5 of the Faculty Handbook will be followed.

If, in accordance with 2.8.5.2.1, the faculty member does contest the allegations but does not provide information sufficiently compelling for the Dean of Faculty to conclude that no violation occurred, or if the faculty member does not correct the problem(s) within a time period stated, or if the faculty member contests the degree of punishment, the Professional Standards Committee will investigate following the procedures described in Appendix G. The Director of Human Resources will provide a copy of the complete file to the Professional Standards Committee. The committee, in executive session (members only), will meet with each witness named in that file solely to determine whether they are willing at this stage to reveal their identity during a formal PSC hearing. Testimony, obtained during the Director of Human Resources' investigation phase, of witnesses who do not wish to reveal their identity to the accused during a formal PSC hearing will not be considered by the PSC in its deliberations.

Consensual Relationships - Westminster College strongly discourages faculty members from engaging in a sexual or romantic relationship with a Westminster College student, or staff members in supervisory positions from engaging in sexual or romantic relationships with subordinates in a *direct reporting relationship*, unless married to the student or subordinate. Because of the potential for abuse of power, harassment, bias, and favoritism, the college considers that a conflict could exist when any faculty member or supervisor, as described above, engages in a relationship with a student or subordinate that goes beyond friendship to the romantic or sexual.

However, the school understands the impracticability of enforcing a "no dating" policy and is sensitive to issues of privacy. Therefore, although discouraged, if a relationship does exist, we encourage voluntary compliance with reporting and disclosure of relationships, to include voluntary reporting and disclosure when the relationship ends, to the Dean of Faculty or the Director of Human Resources. A voluntary reporting policy allows the college to work with employees to establish guidelines for appropriate conduct, and avoids the embarrassment of prying into employee's intimate affairs that a "no dating" policy can require.

While consensual relationships are not prohibited, we expect employees involved in a workplace relationship to conduct themselves professionally at work, and to leave their private affairs at home. We encourage employees to think ahead as to how they will handle their jobs if the relationship terminates. Dating and consensual dating relationships can lead to sexual harassment, even though the relationship began as consensual.

Hazing

Hazing refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's

willingness to participate. Westminster College actively opposes and prohibits hazing in any form and will take strong disciplinary action if hazing incidents occur.

Motor Vehicle Regulations

The College must regulate vehicle parking in order to ensure respect for all members of the community. All Westminster students must register their motor vehicles with the Plant Operations Department within seventy-two (72) hours from the time the vehicle arrives in Fulton regardless of if they park on Westminster owned parking lots or not. Decals, to be affixed to the lower right hand (passenger) side of the windshield (taping to the windshield is not acceptable), and the motor vehicle regulations are available on the Westminster Website. There is a \$50.00 annual registration and parking fee, which will be charged to your student account receivable at the rate of \$25.00 per semester. Students are responsible for their decals and motor vehicles regardless of who uses the vehicle. New decals and temporary parking permits also may be obtained at the Plant Operations Department. Westminster College students are responsible for knowing and observing the motor vehicle regulations for both campuses.

Between 8:00 a.m. and 5:00 p.m., Monday through Friday, students are prohibited from parking on the circle drive, in the parking lots on the main campus (the "hill"), in the designated reserved spaces on campus, and in marked "no parking" areas.

The schedule of fines for infractions is:

Parking in an unauthorized area	\$20.00 or more
Parking in Visitor section	\$40.00
Parking in Admissions Visitor section	\$70.00
Parking in a Handicapped area	\$100.00
No parking permit on vehicle	\$70.00
Careless and imprudent driving	\$20.00 or more
Parking in Faculty/Staff Area	\$30
Improper Parking	\$40

The college reserves the right to suspend a student's privileges to operate a motor vehicle while at Westminster College for excessive infractions of the motor vehicle regulations or for academic or personal reasons. Vehicles illegally parked or if they receive more than three parking tickets a semester may be towed or impounded at the owner's expense.

A student desiring to contest a motor vehicle infraction must submit an online appeal found at <http://www2.westminster-mo.edu/eforms/appeal.htm> within ten (10) school days of the infraction. Appeals made later than 10 days after the infraction will not be considered.

The city of Fulton requires motor vehicles parked on public streets to be moved at least every 72 hours. While this is usually not a problem during the semester, students should not leave their vehicles on public streets during vacation periods. Students needing to park vehicles during a vacation period should contact the Plant Operations Office.

If a student does not have a vehicle in Fulton, he/she may fill out a parking fee waiver form. The form can be picked up in the Plant Operations Department or located on the Westminster Website. The form must be filled out and can be returned in person, faxed, mailed, or e-mailed to the Plant Operations Department no later than the 15th day after classes start (census date).

Noise

The use of radios, stereos, sound systems, televisions, etc. is permitted in the college residence halls. Their use is a privilege and may be denied if they are an annoyance to other residents. Stereo speakers may be confiscated from those students whose stereos create unacceptable levels of noise.

The use of musical instruments, such as trumpets, drums, and guitars, is prohibited at all times. Students may practice their musical instruments in Champ Auditorium and piano and choral activities in the Hunter Activity Center. Noise in other college residences (fraternities, houses, etc.) or in off-campus residences must be within Fulton City allowances and not be disruptive to neighbors, businesses, or the College.

All residents of the Westminster College community are expected to be courteous toward their fellow residents at all times. Courtesy hours are in effect 24 hours a day, regardless of whether it is designated “quiet hours”. In order to provide an atmosphere conducive to study, relaxation, and sleep while classes are in session, “quiet hours” begin at 9:00 p.m. Sunday-Thursday evenings and 12:00 midnight on Friday and Saturday evenings. “Quiet hours” are in effect until 8:00 a.m. on Monday-Friday mornings and until 10:00 a.m. on Saturday and Sunday mornings. “Quiet hours” are in effect 24 hours/day during final exam periods.

While there are no curfews for students, it is recommended that students confine themselves to their rooms after 12:00 a.m. (midnight) on school nights and 2:00 a.m. on weekends— especially for freshmen making the transition from home to independent living.

Sexual Misconduct

Westminster College does not tolerate sexual misconduct in any form. It is the policy of Westminster College that acts of sexual misconduct constitute unacceptable behavior and are a violation of the College’s core values of fairness, integrity, respect, and responsibility. Violations of the College’s sexual misconduct policy are damaging not only to the living and learning environment, but compromise the safety, security, and comfort of all community members. Westminster College is dedicated to creating an environment that condemns violence, abuse, intimidation, fear, and discrimination.

Westminster College is committed to educating its community members on all forms of sexual misconduct and to empowering students, faculty and staff to speak out against these acts. All members of the College community have an obligation to take all violations of our sexual misconduct policy seriously and to report any violations to the appropriate college officials.

Westminster College commits to working with the victim by outlining options and reasonable courses of action and pursuing recourse if the victim so desires. All incidents will be thoroughly investigated. Keeping in mind the varying forms of sexual misconduct, each case may be decided differently. The College reserves the right to impose differing sanctions based upon the given evidence of each case. The College may refer cases to the campus judicial system, if appropriate. The College also commits to following due diligence and will not rush to conclusions in any alleged case.

Westminster College will take all reasonable steps necessary to prevent incidents of sexual misconduct from occurring, and will address those which do occur in a timely, professional, and confidential manner.

Informed consent is the core of Westminster’s sexual misconduct policy. It is derived from the notion that humans are rational beings with the right to say what will and will not happen to them. Sexual misconduct occurs when any form of sexual activity takes place without informed consent. Informed consent is defined as a decisionally capacitated individual (a person who is capable of making a decision) freely and knowledgably agreeing to take part in any sexual activity.

Westminster College defines sexual misconduct as any nonconsensual sexual act which occurs between two or more individuals.

The following is a list of incidents that fall under the heading of sexual misconduct and therefore will be considered violations of the Westminster College sexual misconduct policy.

- Sexual Assault
- Secret video or audio taping of sexual activity
- Reproduction of a recorded consensual sexual act without consent for distribution (e.g. online posting of videos, photographs, or audios depicting a consensual sexual act)
- Going beyond the boundaries of consent such as allowing others to secretly watch you engage in consensual sex or sexual activity
- Engaging in voyeurism (e.g. peeping Tom)
- Knowingly transmitting an STI (Sexually Transmitted Infection) or HIV to another person
- Engaging in exhibitionism and intentionally exposing oneself in an unwelcomed manner;
- Inducing physical incapacitation with the intent of engaging in sexual activity with another person. Physically incapacitated persons include those who are unconscious, unaware, or otherwise physically helpless and incapable of giving effective consent. Incapacitation may result from the voluntary or involuntary consumption of alcohol or the use of other drugs, including date-rape drugs.
- Non-consensual physical contact of an indecent and/or unwelcomed type, including brushing, touching, grabbing, pinching, patting, hugging, and kissing.
- Actual or implied threats of contact of a sexual nature that result in another person's reasonable apprehension of a sexual assault and/or harm.

Sexual behavior that takes place as a result of pressure, threats, and/or intimidation, and/or that occurs without another person's effective consent. In the most severe instances, this involves any form of sexual penetration.

Informed consent means that all parties involved understand the nature of the sexual activity that is about to take place. This is best understood as "how far we are going to go." Consent (or the lack thereof) can be either verbal or non-verbal, but the absence of clear signals means that you cannot go any further. A person who is passive, unresponsive, or actively resists is demonstrating defective or withdrawn consent.

Informed consent also means that involved parties understand all of the potential risks. These risks include, but are not limited to, sexually transmitted infections (STIs) and unwanted pregnancy. Failure to inform a partner of an STI, or actively lying about one, constitutes a breach of informed consent, as does deception about the presence/nature of birth control.

Involved parties are able to freely express a choice. A person is capable of freely expressing a choice if and only if he or she is able to rationally analyze the situation according to a relatively stable set of personal values. Significant quantities of drugs and alcohol place a person in an altered state of consciousness in which he or she is incapable of making rational decisions.

Examples and Guidelines:

- A person who consents to kissing does not automatically consent to further sexual activity, including intercourse.
- Receive consent about a specific sexual activity prior to becoming increasingly more intimate.
- When in doubt, ask, "Is this okay?" prior to advancing sexual activity.
- Discuss potential risks with your partner prior to engaging in sexual activity.
- If you choose to become sexually active with another through sexual intercourse, select a mutually agreeable source of birth control.

- Intoxicated individuals or those under the influence of other drugs/narcotics cannot give informed consent.

Permissions and Responsibilities - Consent must be given for any and all sexual activities immediately prior to or at the time of the particular activity in question. This includes any physical contact with the other person (e.g., intentionally touching another person's intimate parts without permission constitutes sexual assault). If sexual activities are not mutually and simultaneously initiated, it is the responsibility of the initiator to obtain consent from the other person(s) involved. The obtaining of consent is an ongoing process: it is the responsibility of the initiator of each new level of sexual contact to obtain consent to that contact. Consent may be withdrawn at any time during the activity, provided this withdrawal is communicated verbally or non-verbally to the other person. Just because a person consented to sexual activity sometime in the past does not mean that he or she gives consent to sexual activity in the present or future.

When Informed Consent Cannot Be Given - There are a few very specific situations where consent can never be given. Consent cannot be given:

- By a person who has been forced, threatened, or coerced. Forcible compulsion includes the use of a substance administered without the knowledge or consent of the victim that produces physical or mental impairment, rendering the victim incapable of giving informed consent. This includes taking advantage of a person who is already physically or mentally incapacitated (e.g., a person who has passed out after drinking too much).
- By an underage person. Statutory rape takes place when a person aged twenty-one years or older engages in sexual intercourse with a person under the age of seventeen. No child aged thirteen or younger may give consent to sexual activity of any kind.
- By a person who is incapable of understanding the nature of the sexual situation in which they are placed. Some mentally disabled persons cannot give effective consent if they are incapable of understanding the nature of the sexual situation in which they are placed.

Skateboarding and Rollerblading

Persons who engage in rollerblading or skateboarding activities on the Westminster campus do so at their own risk. The College will assume no liability for injuries or damages resulting from these activities. The College prohibits any activity that can damage buildings and grounds, personal property, or can cause injury to any person. Persons engaging in an unacceptable activity will be asked to discontinue the activity immediately. Persons who continue to disregard College policy or common sense safety will be asked to leave the campus or may have disciplinary action taken against them.

Rollerblading and skateboarding activities are permitted on the sidewalks and flat concrete areas provided that such activities do not interfere with pedestrian safety or traffic on the sidewalks. Rollerblading and skateboarding activities are permitted in parking lots and roadways during times of non-use. Rollerblading and skateboarding are not allowed inside any of the buildings. Due to the fragile nature of the concrete squares that surround the Churchill Memorial, rollerblading and skateboarding are prohibited at this location, as well as other areas which might be designated.

Solicitors

Peddlers and solicitors are not permitted in college buildings or on campus without written permission from the Vice President & Dean of Student Life. They must also have any necessary permits required by the City of Fulton.

Stolen Property/Theft

Possession of stolen property is illegal and can result in disciplinary action and/or criminal charges. Any theft should be reported upon discovery to campus security and to the Resident Advisor.

