

2015

2016

# STUDENT HANDBOOK



INDIANA WESLEYAN UNIVERSITY

All members of the Indiana Wesleyan University family are encouraged to be living examples of character in action as we direct our minds to focus on God's commands and desires for our lives through:

**Faithfulness: Being steadfastly loyal, adhering to duty, and true to one's word**

It gave me great joy to have some brothers come and tell about your faithfulness to the truth and how you continue to walk in the truth. I have no greater joy than to hear that my children are walking in the truth. (3 John 1:2-4)

**Truthfulness: Being open, honest, upright, just, and sincere in relating to others**

Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body. (Ephesians 4:25)

**Self-Control: Using restraint and good judgment in thought, word, and action**

It teaches us to say "No" to ungodliness and worldly passions, and to live self-controlled, upright and godly lives in this present age. (Titus 2:12)

As our hearts are turned to focus on the needs of others and the ways that we can show God's love through the example of our lives:

**Humility: An accurate assessment of self that is free of pride and arrogance**

Humble yourselves, therefore, under God's mighty hand, that he may lift you up in due time (1 Peter 5:6)

**Reconciliation: Bringing harmony in my relation with and between others**

Finally, all of you, live in harmony with one another, be sympathetic, love as brothers, be compassionate and humble. (1 Peter 3:8)

**Gratefulness: Appreciating the kindness of others and willing to express it.**

Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful (Colossians 3:15) And then we extend ourselves through the commitment of our time, energy, resources, and gifts by:

**Service: Placing well-being of others above self interest**

Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms. (1 Peter 4:10)

**Compassion: Having sincere concern for others that leads to action**

Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave us. (Ephesians 4:32)

# INDIANA WESLEYAN UNIVERSITY STUDENT HANDBOOK 2015-2016

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## **IWU MISSION**

Indiana Wesleyan University is a Christ-centered academic community committed to changing the world by developing students in character, scholarship and leadership.

## **LIFE CALLING AND INTEGRATIVE LEARNING MISSION**

Life Calling and Integrative Learning contributes to our transformative, educational community by committing to:

- Guide students toward discovering their life calling
- Equip students through deep, integrative learning
- Empower students to fulfill their purpose

## **STUDENT RESPONSIBILITY FOR ITEMS IN HANDBOOK**

IWU students are responsible for the behavior expectations and policies set forth in this handbook. All students should be familiar with and abide by the expectations set forth in this publication.

## **RIGHT TO AMEND**

Please note the University reserves the right to revise the policies and statements included in this publication. The Student Handbook is subject to updates and efforts will be made to inform the campus community of such revisions. Changes to items in this publication will be published in the next Student Handbook. Revisions made between publications will supersede what is included in this printing.

## **PARENT PARTNERSHIP**

Our community takes seriously the opportunity to help students gain competence and learn the skills necessary to be effective leaders in the world. Such an endeavor cannot be achieved by University efforts alone; we believe that it is most successful when there is a partnership between the student, parents, and Indiana Wesleyan University. With this in mind, we expect students to take responsibility for their learning, choices, and actions; therefore, we intentionally engage them as adults. We also understand this is a transitional period for many of our students and believe that parents often still play a vital and influential role in the development of their children as they manage new independence.

Indiana Wesleyan University wants to partner with parents in providing that guidance and support; we hope that parents will support their student as they learn and seek to maintain, and take responsibility for, their commitment to the IWU community values and standards. It is our hope that, alongside the support parents provide, we can share the responsibility of providing a rewarding educational outcome for our students.

\* It should be noted that Indiana Wesleyan University complies with FERPA (the Family Educational Rights and Privacy Act), which is a federal law designed to protect the privacy of student education records. It also provides guidelines for appropriately using and releasing such records. As such, IWU respects the right of the student to determine parental involvement while, simultaneously, encouraging students to communicate openly with their parents. Students can provide consent to release education records by completing a FERPA Release form.

# CAMPUS LIFE

Campus Life encompasses many offices and organizations servicing students. Each area contributes to building community among students and to make it a home away from home. Through involvement in extracurricular activities at Indiana Wesleyan University, students receive a well-rounded college experience where friendships are made and skills are developed for lifelong learning.

Students are encouraged to get involved in student groups and in leadership so that they may put into practice the things they are learning in the classroom. Part of the IWU experience lies in taking advantage of all the opportunities for interaction with other students and with faculty and staff. The following pages list many areas where students may get involved and offices that provide services to meet the various needs of students.

## ADVENTURE LEARNING

Indiana Wesleyan's Adventure Learning program offers both indoor and outdoor opportunities. The University's 65 acre Ketcham Woods property includes a low ropes challenge course, hiking trails, disc golf course, pavilion, fire pit, and campsites. On campus, an indoor climbing wall and high ropes course are available in the Recreation and Wellness Center. Adventure Learning is the place to go for programs such as team building, adventure trips, and outdoor equipment rentals.

Participants engaged in Adventure Learning programs will learn to solve problems, make decisions, set goals, work together and develop communication skills in an atmosphere that is challenging, supportive, and fun. In this environment, participants should:

- Appreciate their personal strengths and weaknesses.
- Respect and value differences in others.
- Be involved in conflict resolution.
- Trust in themselves and others.
- Accept risk-taking as a positive experience toward growth.

## MINISTRY TEAMS

HIS Instrument, a mixed ensemble, exalts Christ through a balance of contemporary Christian and traditional gospel music. As they glorify God through music and testimony, they remain a favorite among teens and adults alike.

The Master's Praise provides the best of southern gospel music all in praise to our Lord Jesus Christ. This group of college men loves to sing.

Redeemed, a distinctly unique group, blending voices to perform ac apella, southern gospel, and traditional hymn arrangements with a newer upbeat sound

Summer Christ-in-Action Teams take the ministry of recreation, and camp counseling to youth and family camps. They lead campers into a deeper relationship with Christ through their servant leadership.

Summer Worship Bands focus on bringing worshippers into the presence of God using live instrumentation and vocals. Worship bands travel to camps and churches throughout the summer.

## MUSIC GROUPS

One hour of credit may be earned for each of the following groups. Zero credit is also available.

Participants who are enrolled in the first semester are expected to enroll again for the second semester in all ensembles. Exceptions may be granted by the director of each group.

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Instrumental ensembles including: Brass Quintet, Jazz Combo, Saxophone Quartet, Woodwind Quintet, Clarinet Quartet, Percussion Ensemble, Flute Ensemble, and Guitar Ensemble present various styles of music on campus during the school year. Admission is granted by permission of the director. (Low enrollment could cause cancellation of smaller ensembles.)

The IWU Orchestra is open to all string performers on campus and to wind and percussion performers by audition.

Jazz Ensemble is an auditioned traditional big band, playing historical and contemporary jazz arrangements.

One Voice is a unique group formed out of Indiana Wesleyan University's outstanding Chorale. Twenty premier voices (10 women/10 men) make up One Voice. Their repertoire features a wide range of music including sacred, contemporary, secular and patriotic selections. They are designed for a more contemporary, cutting edge, musical experience. One Voice features close, tight harmony offered in a spirit of excellence directed to bring praise and adoration to our Lord and Savior Jesus Christ! Admission is by audition at the beginning of each year.

The Piano Ensemble was created to familiarize pianists with the wide variety of literature available for piano ensemble playing, from duets to works for multiple pianos. This is primarily for piano majors and minors.

The University Chorale is an 80 voice mixed ensemble. The Chorale travels extensively throughout the U.S. presenting sacred choral concerts. The group has also toured in Europe. The Chorale sings repertoire of all styles and periods. Admission is by audition at the beginning of each year.

University Singers is a 75 voice mixed ensemble which performs choral music of all styles. This ensemble performs sacred concerts both on campus and in the community. Admission is by audition at the beginning of each year.

The Wind Ensemble plays band music of all styles. They perform in concerts on campus and travel extensively throughout the U.S. representing the University as well as the Division of Music. Admission is open to all players of brass, woodwind and percussion instruments by audition at the beginning of each semester. Indiana Wesleyan University Women's Chorus is an auditioned SSAA choir, comprised of music majors and students from other disciplines. This chorus assists in various campus and community programs and represents the university in concert. Admission is by audition and approval of the director. The Women's Chorus is the only exclusive female choir at IWU.

## **RECREATION/SPORTS**

### **ATHLETICS**

IWU competes in men's intercollegiate baseball, basketball, cheer team, cross-country, golf, soccer, tennis and track and field. Women compete in basketball, cheer team, golf, cross-country, soccer, softball, tennis, track and field, and volleyball.

Students are eligible to participate in intercollegiate athletics if they meet University standards of eligibility for participation in extracurricular activities and meet all NAIA and league eligibility requirements.

### **CAMPUS RECREATION**

The mission of the Department of Campus Recreation is to provide a wide variety of quality recreation, sports, fitness, and leisure activities that will increase the overall wellness of the campus community and to provide dynamic programming that enhances leadership and social development in an environment that is fair, safe, and Christ-centered.

All enrolled students (resident and commuters), as well as faculty, staff, administrators, and their spouses are eligible to participate in any activity sponsored by the Department of Campus Recreation.

Intramural activities include, but are not limited to: sand volleyball, flag football, racquetball, wallyball, soccer, volleyball, basketball, inner tube water polo, and tennis ball campus golf.

### **RECREATION AND WELLNESS CENTER**

Students, faculty, staff and administrators have access to a state-of-the-art recreation and wellness facility, as well as an expansive layout of athletic fields. Some highlights of the Recreation and Wellness Center include:

- 3-court intramural activity center
- 6 lane swimming pool
- Elevated running track
- 4 racquetball courts
- 25' climbing wall
- Free weight room
- Fitness room
- Group Fitness Classes
- Hodson 10K and Half Marathon Events
- Weightlifting Competitions

## **STUDENT ACTIVITIES**

The Student Activities Council (SAC) provides a variety of events for IWU students throughout the academic year. These activities are put in place to carry out tradition, build community, and enrich their studies and take time to be with other members of their IWU community. There are many opportunities to engage in points of interest, challenge one's creative side, learn new skills, and meet new people. These activities will be promoted throughout campus several weeks prior to the event.

Most of the larger activities on campus have returned year after year and are seen as part of the IWU tradition. Some of these activities are:

- **Family Weekend:** A weekend when families/loved ones can visit their student(s) on campus and create memorable moments by sharing in the IWU weekend fun together. Whether it is catching the latest movie at the Globe theatre, experiencing the thrill of watching the IWU wildcat basketball team play, or attending the family weekend banquet with live entertainment, there are many activities for the family to join (fall semester).
- **Rebash:** Students can ring in the New Year by re-celebrating with IWU friends (January).
- **JK:** The stand-up comedy show of the year. Auditions are held to find the funniest students on campus and the top 3-4 comedians are assembled to create a show. They perform, and students get to vote for who wins the grand prize (spring semester).
- **Spotted Cow Music Festival:** It is the biggest bash of the year! Live bands, student vendors, free food, games, and giveaways. It is the best way to end the academic year (spring semester).

## STUDENT ORGANIZATIONS

Student Organizations promote learning, spiritual growth, service, and leadership development by bringing students together for specific activities, purposes, or interests. IWU's current organizations provide a wide range of involvement opportunities, including academic, media, professional, and recreational groups.

### ACADEMIC- RELATED

The **Association of International Relations (AIR)** provides members the opportunity to learn to integrate faith in the involvement of international affairs, to generate awareness of and foster active participation in issues of international affairs, and to compete in Model UN events

The **Community of Accountants** is to supplement classroom learning by helping students to apply the accounting and finance knowledge they have acquired in the classroom and passing that knowledge on to other students as the organization seeks to master accounting and finance in a fun-filled learning environment. Membership is limited to accounting and finance majors and minors.

The **Council of Exceptional Children (CEC)** is about advancing the education of individuals with exceptionalities and to promote related educational, scientific, and charitable purposes. Specifically, the CEC intends to assist and provide support to the Indiana state/provincial unit of the Council of Exceptional Children in all its efforts on behalf of persons with exceptionalities, and to participate in all appropriate governance activities of CEC.

**Kappa Delta Pi** is an international honor society in education that promotes excellence in and recognizes outstanding contributions to education.

The purposes of Lambda Tan Chapter of **Sigma Tau Delta** shall be literary and educational. The Society shall strive to confer distinction for high achievement in English language and literature in undergraduate, graduate, and professional studies; provide cultural stimulation on campus and promote interest in literature and the English language in the surrounding communities; foster all aspects of the discipline of English (including language and writing); promote exemplary character and good fellowship among its members; exhibit high standards of academic excellence; and serve society by fostering literacy.

The **Literati** will create opportunities for spiritual and academic growth as well as developing a sense of community and planning activities for English and Writing majors. Membership is limited to those English and Writing majors that maintain a minimum GPA of 2.0.

The **Honors College Student Association** will promote spiritual growth and academic achievement through a challenging intellectual environment in which students (both within the association and on campus) can broaden their perspective on the world and maximize their intellectual gifts and leadership potential. They will accomplish this by creating opportunities for spiritual development, service, intellectual discovery and growth, as well as personal enrichment. All members of the John Wesley Honors College are "active" members of the John Wesley Honors College Student Association.

The objective of **La Amistad Hispanica** shall be to stimulate a desire to learn the Spanish language and culture by enhancing the classroom experience through extracurricular activities; sponsor activities and social events related to the Spanish language and culture; and represent the Spanish department with the purpose of expanding and developing the program and provide service to IWU and the Hispanic community in the area.

**Mathematical Academia Consortium (MAC)** wishes to provide educational, spiritual, and social enrichment for the IWU mathematics community. Membership is limited to IWU students who are pursuing a major or minor in Mathematics or Mathematics Education and have completed one semester in the Mathematics department.

**Music Therapy:** Unify music therapy students and provide opportunities to share knowledge and receive hands on training related to the field of music therapy. The organization also desires to promote the field of music therapy both on campus and in the surrounding community, as well as to explore ways that faith can be integrated into the field.

**The Nurses Christian Fellowship (NCF)** consists of Nursing and Pre-nursing majors, provides a supportive environment for students to grow holistically, and coordinates community health care activities

**Pre-Art Therapy Society:** The Pre-Art Therapy Society strives to benefit its members and the community by providing information pertaining to the Pre-Art Therapy major at Indiana Wesleyan University both now and in the future. Through this organization we hope to provide resources to the program, provide mentorship, and deliver awareness for mental health.

**Psi Chi** is a national honor society whose purpose shall be to encourage, stimulate, and maintain excellence in scholarship of the individual members in psychology, to advance the science of psychology, and integrate psychology and Christianity.

The **Psychology Club** is about creating community by connecting Psychology majors and friends together for fun and fellowship. Also doing outreach by compassionately touching the Marion community with the love of Christ and serving them in a meaningful manner. Members strive for academic development by pushing each other to pursue academic excellence to become competent in the Psychology field. Many opportunities are provided for friendship, fellowship and fun while engaging in planned meetings and events.

The **Science Club** promotes scientific interest and knowledge through participating and planning activities related to the Physical Sciences and Math. The club sponsors films and speakers on topics of current interest and schedules outings and field trips. Students enrolled in Science or Math courses are eligible for membership.

The **Social Work Club** is open to all Social Work Majors and is structured to assist members in increasing their professional awareness and to expand their knowledge of social work and social service issues. The group also assists with special campus and community projects.

The **Society of Physics Students** will promote the advancement and diffusion of the knowledge of physics as well as encourage interest in physics throughout the academic and local communities while introducing students to a professional community.

The **Student Education Association (SAE)** provides the community with educational opportunities open to public and private schools, teachers, and residents of Marion and the surrounding areas. SEA also provides students with opportunities to discuss their clinical, practica, and student teaching experiences as well as fellowship and informal conversation about issues that are of interest to pre-service teachers. SEA is open to all students that have declared education as their major.

## INTEREST-RELATED

**The Bureau:** As a student section under the American Institute of Graphic Arts (AIGA), this organization aims to inspire graphic designs students, advance design as a professional craft, share valuable resources, promote comprehension and education, connect communities through ideas, and establish goal design standards.

The purpose of **Christian Medical & Dental Association (CMDA)** exists to glorify God -- by motivating, education and equipping Christian students to serve with professional excellence as witnesses of Christ's love and compassion. The CMDA also intends to advance biblical principles of healthcare within the Church and to our culture.

The purpose of the **Creation Care Alliance** is to research, initiate, experiment, and manage projects that will help to make the undergraduate campus of IWU more sustainable and environmentally responsible; as well as, to bring about awareness of the importance of sustainability to the student body at IWU.

**Delight Ministries:** Delight exists to be a place that IWU women can come and grow in relationship with one another, ask difficult questions, and find a strong community of Christians and non-Christians alike. Delight provides an opportunity for the women of IWU to explore their faith in a nonjudgmental and open environment. In addition, Delight will provide a variety of service opportunities each semester in order to help engage in the IWU campus and local community.

The purpose of **Doulos** is to inspire passion among the students of IWU to meet both the physical and spiritual needs of the world and to provide them with an avenue to learn about and take action against issues of social injustice.

**Future Health Professionals Club:** This organization will provide an opportunity for health-related majors to grow spiritually, be involved within the community, and meet other peers with the same interests. We will work closely with the professors within health-related majors to develop a close-knit community of mutual learning and growth. In addition, we will spend time observing and asking questions of medical professionals in order to learn practical on-the-job information and to make professional connections.



**Gadson Club:** The Gadson Club is dedicated to educating individuals about firearms and to provide a place for firearm enthusiasts to share their common interest. The club also desires to place an emphasis on the amorality of weapons, reducing and preventing violence, and negligent fire arm use. We desire to promote the responsible use of firearms for competent individuals for defense and recreation.

The purposes of the **International Student Association** shall be to create a community of international students who encourage each other in Christ at Indiana Wesleyan University. As well as provide international students with connections, opportunities, and continual support during their time at this institution. Members will help facilitate the orientation process of incoming international students to connect international students of Indiana Wesleyan University with opportunities both internally and externally. Members will also be the voice of the international community at Indiana Wesleyan University.

The purpose of **Launch** is to cultivate a missional culture, propagating the local church.

The **Military and Leadership Club** works to learn to integrate faith-based living in a military mindset; offer an opportunity to experience the military in a non-binding and informal environment; and to generate awareness of military values and demonstrate leadership skills in a military environment.

Members of **Students for Life** work to save lives threatened by induced abortion, euthanasia, and destruction of human embryos for research. Members seek to promote respect for life at IWU and in the surrounding community, to educate on life issues, to help those in need so that life is a promising choice, and to work with others who share common goals, accomplishing all by peaceful, non-violent means.

The **Student Government Association (SGA)** represents the total student body on issues and information concerning student welfare and services. The organization's purpose is to promote service and positive welfare of the students. SGA also distributes funds to student organizations in support of their mission and activities. SGA is comprised of a: President, Executive cabinet, student organization representatives and a Senate. Elections are held each spring.

**Thirst Project:** The thirst projects an organization that raises money to build wells in third world countries. The club also raises awareness about the world water crises in third world countries and encourages the members to share the information with fellow students and people in the community.

The purpose of **Thrive Ministries** is experiencing the Kingdom through Scripture and Prayer. This organization will provide an environment where people can creatively grow spiritually through studying the Scriptures, reaching out to the community through fellowship, and ground themselves in communal prayer.

**World Christian Fellowship** is a student missions organization that provides a means for students to serve as world Christians through worship, prayer, giving and going. Major activities include a weekly worship service and an annual campus missions conference. WCF also has outreach ministries to the local community.

## PROFESSIONAL ORGANIZATIONS

The **American Society of Interior Design (ASID)** is affiliated with the national American Society of Interior Designers; strives to integrate the Christian faith into the profession; and plans events, workshops, seminars and trips to expand members' knowledge of the interior design field outside of the classroom.

The **Association of Computing Machinery** is hosted by the Computing and Information Sciences Department and is open to all students who have an interest in computers and technology. The ACM chapter meets every other week and hosts peer-led workshops on topics such as "Building Your Own Computer" and "The Linux Operating System" as well as pursuing networking, gaming, service projects and beginning and end of the term parties.

**National Association of Music Education (NafME)** provides members with the opportunity to become acquainted with leaders in the music education profession through participation in programs, demonstrations, discussions, workshops, and performances planned by the local chapter, the Indiana Music Educators Association, and the National Association for Music Education. This organization is open to any IWU student that has an interest in music education.

The **Public Relations Student Society of America (PRSSA)** provides an opportunity for the IWU students to gain an out-of-the classroom experience and knowledge of public relations. The PRSSA helps students build relationships with professional public relations practitioners that create an awareness of appropriate professional attitude.

## SPORTS/RECREATION-RELATED

The **Sixth Man Club** provides an opportunity for students to be involved in intercollegiate athletics through fan support. The group works to plan activities to support IWU athletes in preparation for and competition in athletic events.

IWU **Ultimate Frisbee Club** provides Indiana Wesleyan with an opportunity for students and staff/faculty to meet other members of the Indiana Wesleyan community and allow them to interact outside of the classroom. The organization encourages individuals to take care of their bodies through physical exercise; provides an opportunity for students to

grow in character and leadership while learning a popular sport and opportunities for club members to interact and compete with other universities in area tournaments.

## **CLASSIFICATION OF STUDENT ORGANIZATIONS**

### **University Sponsored Student Organizations**

The organization is sponsored by a university office or department; thus, the office or department takes initiative and responsibility regarding the actions of the group. E.g. Student Development sponsors the Student Activities Council. The “advisor” takes an active role in directing the organization.

The University may but is not required to allocate money for the organization to exist.

Students are selected to be an exclusive member of this group. Not just anyone can join. Students may not be elected by popular vote to be members of the group.

Organizations that are University Sponsored have the same responsibilities and privileges of University Recognized organizations except as it relates to constitutions.

### **University Recognized Student Organizations**

University Recognized Student Organizations meet the following criteria:

- The organization is initiated, organized, and led by students.
- In principle, any student may join the organization if he/she shows an interest in the mission of the organization.
- The organization is responsible for its own funding.
- Leadership may be elected by popular vote.
- Leadership of the organization seeks only the advice of a faculty/staff advisor. (Note Advisor information in “Leadership of Student Organizations” section.)
- Religious organizations must adhere to the University statement of faith and the disciplines of the Wesleyan Church.

Organizations that are University Recognized must have a constitution on file in the Community Learning Office. They must also submit the names of the students in leadership positions as well as the name of their advisor.

University Recognized organizations must abide by the responsibilities outlined by the University for student organizations before receiving the privileges of being a University Recognized student organization.

University Recognized organizations are accountable for and subject to all university policies including those set forth by university departments, in the Student Handbook, and in the Student Organization Policy and Procedure Manual. Organizations that fail to abide by policies may be subject to privilege suspension, probation, or loss of recognition status. Policy violations will be reviewed and decided upon by the Community Learning Office.

### **How to Start a New University Recognized Organization**

Students who desire to submit an organization for recognition by the University must meet the following requirements and complete materials as indicated below:

- Student organizers should obtain a “New Student Organization Recognition Packet” from the Community Learning Office.
- A minimum of five students must be willing to serve as charter members and contribute to the establishment of the organization.
- An IWU faculty or staff member must commit to serve as the advisor for the organization.
- Student organizers will need to complete the recognition application and draft a constitution for the organization that outlines its purpose and means of operation. Application requirements may vary depending upon organization type, activities, and/or resource requirements.
- The completed application and constitution should be submitted to the Community Learning Office for an initial review.
- The application materials will be submitted to General Counsel for review as needed.
- Following necessary reviews, the application materials will be submitted to the Student Life Council (SLC) for consideration. The SLC meets once a month during the fall and spring semesters.

- Once approved by the SLC, the organization accepts all responsibilities and receives all privileges of a recognized student organization.

This process is also applicable to the reactivation of organizations that have been inactive for longer than one semester.

## **RESPONSIBILITIES AND PRIVILEGES OF STUDENT ORGANIZATIONS**

### **Responsibilities**

- To maintain an up-to-date and accurate constitution on file in the Community Learning Office.
- To abide by the bylaws of the organization's constitution.
- To uphold the policies and standards of IWU in all activities and meetings on and off campus. This includes representing the University in a positive light in respect for our mission and distinct Christian environment.
- To inform the Community Learning Office each semester of those students who are in leadership (by submitting the Student Organization Directory Form) and provide updates if officers change during the academic year.
- To attend the Student Organization Workshop each academic year.
- To maintain active contact with the organization's faculty/staff advisor(s).
- To supply a representative from the organization to the Student Government Association for funding eligibility.
- To abide by all policies and procedures as outlined in the Student Organization Policy and Procedure Manual.

### **Privileges**

- Use of campus facilities and equipment, i.e. meeting rooms, related equipment, recreation facilities, and the services of student graphic artists in the Firm.
- Establishment of an agency account/project account for maintaining finances in the Business Office.
- Opportunity to participate in events pertaining to student organizations and student leadership e.g. Homecoming, leadership seminars, etc.
- Ability to submit a funding request to the Student Government Association for special projects/needs. (Funding is not guaranteed and for those who receive funding representation at SGA is required.)
- Inclusion in appropriate university publications.
- Opportunity for on campus fundraisers that abide by university policy.

## **LEADERSHIP OF STUDENT ORGANIZATIONS**

### **Student Officers**

Each student organization should have designated students to serve in leadership roles for the organization.

### **Advisors**

Each student organization must have a faculty or staff advisor. Advisors can be recommended by one of three ways, as listed in the Student Organizational Manual:

- Determined by University administration,
- Elected by the faculty, or
- Selected by the student organization. If the advisor of an organization changes, that organization shall notify the Community Learning Office of the change and this must occur prior to the organization resuming activity.

The advisor shall be a member of the organization's executive committee and shall be notified of all general and special meetings of the organization and its committees. He/She shall see that the organization supplies the Community Learning Office with a list of officers each semester. All plans, actions, and requests of the organization must be approved by the advisor before they go into effect, are referred to other groups for action, or are scheduled on the calendar.

### **Student Leadership GPA and Citizenship Requirements**

The general expectation for participating in leadership positions and roles at Indiana Wesleyan University is that students will maintain a minimum cumulative GPA of 2.5. Note that GPA expectations set by select organizations and offices may be higher.

A student leader should be a leader in all areas of life. Therefore, student leaders should be in good standing in all citizenship areas including chapel attendance.

Leadership positions include, but are not limited to, co-curricular activities such as those found in residence life, student activities, intercollegiate athletics, intramurals, travel teams, and the Dean of the Chapel Office. They also include holding office in student clubs and organizations, serving as a cabinet or senate representative in SGA, serving as editor or manager of student publications or athletic teams, and being a university representative to the public.

Student leaders falling below this minimum GPA (or the higher minimum established by their respective group or office) are expected to suspend involvement in leadership until such time their cumulative GPA reaches the prescribed level. Citizenship probation as defined by the Dean of the Chapel Office is also applicable.

## **STUDENT PUBLICATIONS**

Caesura: Caesura (pronounced seh-shur-uh) is a literary magazine published annually by the Division of Modern Language and Literature. All Indiana Wesleyan University students are encouraged to submit original works of short fiction, poetry, prose, and visual art. The editorial staff consists of Writing Majors and English Majors, who review submissions and determine layout and oversee production, and an Art major, who designs the cover. The faculty advisor is Dr. Katie Karnehm. For more information, email [katie.karnehm@indwes.edu](mailto:katie.karnehm@indwes.edu) or [caesura@indwes.edu](mailto:caesura@indwes.edu).

The Sojourn is the University student digital news source, published exclusively online and continuously. Staff positions are open to any student who is interested in journalism, with editorial leadership chosen each spring for the coming year.

# CHAPEL

Chapel is key to the spiritual formation of those who are a part of the Indiana Wesleyan University community. It is a forum for worship, spiritual encouragement, community development, information sharing and cultural enrichment. The primary essence of chapel is spiritual and all chapels should have strong elements of praise and worship included. The inclusion of information sharing and academic connections to our lives are both appropriate and desirable. Chapels are formed and completed within the context of a Christian environment where we seek to love God with all our hearts, soul, and mind.

The aim is to help the IWU community

- To continually go deeper in their knowledge and love of God (worship and the expounding of God's Word)
- To enjoy encouraging fellowship with the "body of Christ" (fostering community spirit)
- To challenge believers to reach out into the world for the glory of Christ (responding to the Great Commission)

Spiritual formation in the Wesleyan-Armenian tradition is central to the University's mission to change the world by developing students in character, scholarship and leadership. With an intentional focus on the development of the whole person and a specific emphasis on becoming a disciple of Christ, university life provides opportunity to develop spiritual disciplines including prayer, Bible study, worship, etc. Such are integrated into every aspect of campus life.

## CHAPEL POLICIES AND PROCEDURES

The Indiana Wesleyan community is dedicated to the value of regular chapel services for all students. It is a time for the campus community to meet together to worship God, to gain instruction in religious and cultural values, to discipline themselves in the means of spiritual growth, and to develop a sensitivity to world outreach.

In addition to on-campus opportunities for spiritual growth, students are expected to regularly attend a local church home for worship and ministry. This attendance is an important area of development as a growing, mature member of the body of Christ.

### CHAPEL ATTENDANCE

Chapel services are held once each day on Monday, Wednesday, and Friday between 10:05AM and 11:00AM in the Chapel Auditorium.

Chapel provides a regular opportunity for communal worship through music and the Word to assist in developing Christ-like students. It is a great privilege for the IWU community to participate together in chapel. Chapel attendance is expected of all students, and required for all resident students. It is also required for all full-time commuting students under 23 years of age with classes both immediately before AND immediately after the Chapel period (e.g., if a student has M,W,F classes at 8:55AM and 11:05AM, then that student is required to attend the chapel service offered on those days. Conversely, if the student has a class at 8:55am and their next class is not until 12:10PM, that student is eligible for a chapel exemption). NOTE: no student is automatically exempt from chapel attendance based on age or class schedule; ALL commuter students must complete a Chapel Exemption form for each semester in order to be officially exempted.

Students are granted a total of six chapel absences per semester for the following reasons: job and grad school interviews, non-emergency illness, medical appointments, class field trips, conferences, athletic contests, and

faculty appointments. Students are encouraged to exercise wisdom when using their allowed absences. Excuses for hospitalization or death of a family member must be submitted to Academic Affairs.

Attendance for Chapel is registered when students get their student ID card scanned by a Chapel Attendant. A student must be prepared to have his or her card scanned at the beginning of Chapel in order to be counted present. Attendance is not registered for any student scanning in late or scanning out early. All students must arrive to chapel within ten minutes of the start time to receive credit. Those arriving ten minutes after chapel begins will not be counted in attendance or able to scan.

Students who forget or lose their student ID card will be able to receive credit – one time per semester – by submitting detailed notes of what happened in chapel, (including an outline of the message if appropriate) to the Office of the Dean of the Chapel located in the Chapel Auditorium. In order to be considered for credit, the notes must be submitted within 24 hours of the chapel. If an ID card is lost, students may get their ID replaced by purchasing one (\$10) or obtaining a temporary ID from Student Development located in the Student Center. Attendance credit will not be given to those students without student ID's. If a student ID card does not scan properly, stop by the Dean of the Chapel Office to report the problem immediately.

Students are expected to be reverent in chapel. Discourteous and distracting behavior is not expected or tolerated. No hats for men are permitted in Chapel. Men will be asked to take off their hats prior to scanning for attendance. Men and women are expected to adhere to the dress code outlined in the student handbook. Food and drinks are not permitted in the auditorium. Studying and homework are not permitted during Chapel. All electronic devices, including cell phones, laptops, and personal music players, must be turned off during the Chapel time. Failure to abide by the above will result in no credit for that day. Above all, you are expected to come prepared to encounter God.

### **Attendance Integrity**

Students who attempt to defraud the chapel attendance system in any manner have committed a serious integrity violation. A student who falsifies his or her chapel attendance in any manner will not receive credit for the falsified chapel and will be required to meet with a representative of the Office of the Dean of the Chapel. Upon determination of a violation, a report will be sent to the Dean for Student Conduct & Community Standards.

### **Attendance Exemptions**

A Chapel Exemption Form must be completed and approved by the Office of the Dean of the Chapel within the first three weeks of school for those students who will be consistently absent from chapel due to student teaching, work schedules (must obtain supervisor's signature), practicum, or internship opportunities relating to the student's major area of study. Students granted exemption for one day a week will be allowed four absences per semester and students granted exemption for two days a week will be allowed two absences per semester.

### **Chapel Accountability**

Students are responsible for monitoring their own Chapel attendance online through 'DataConnect' on the IWU Portal. If there is a discrepancy, students may challenge their attendance by e-mailing chapel@indwes.edu and providing full details about the particular chapel service. Once approved, updates or changes may be processed within 48 hours.

Students who exceed the allowed chapel absences prior to the end of the semester will be notified they have exceeded their allowed absences. Students will receive an email when they reach five unexcused absences and six unexcused absences. These emails may be sent to advisors, coaches, music directors, etc.

Students who exceed the allowed chapel absences for the semester will be required to make up chapels to fulfill the requirement by the following:

### **Chapel Recordings**

Two recordings listened to and report forms completed will make up one excessive chapel absence. Chapel recordings from the current semester will not count toward chapel make-ups. Recorded chapels are available in the Instructional Resource Center on the lower level of Jackson Library and online via the Chapel page on the IWU Portal.

Students who exceed the allowed chapel absences for the semester will be subject to the following:

- 1st Offense: The student will be required to meet with a representative of the Office of the Dean of the Chapel and to make up chapels to fulfill the requirement. At the end of that semester a hold will be placed on his or her account preventing registration for classes for the following semester until all excessive chapel absences are made up. This is a violation of the Student Conduct policy and will be reported to the Director of Student Conduct & Community Standards.
- 2nd Offense: A hold will be placed on the student's account preventing registration for classes for the following semester until all excessive chapel absences are made up. The student may be required to meet with the Director of Student Conduct & Community Standards.
- 3rd Offense: Everything stated under the 2nd offense will apply and the student will be required to meet with the Director of Student Conduct & Community Standards.
- 4th Offense: Everything stated under the 3rd offense. The fourth offense may result in dismissal from the university.

## **OUTREACH**

Reaching out to the Marion community is encouraged so students will develop a positive ministry relationship with IWU's neighbors and gain a greater understanding of fulfilling the Great Commission. Most outreach occurs through student organizations and living units. Opportunities include: working with St. Martin's, Grant County Rescue Mission, Salvation Army, Crisis Pregnancy Center, Boys and Girls Club of Grant County, Habitat for Humanity, MICO, and other agencies.

# CAMPUS SAFETY AND PARKING

## ANNUAL SECURITY REPORT

The IWU Annual Security Report can be accessed on the IWU Portal on the Campus Police page. This report includes crime statistics on certain reportable crimes, as well as IWU Safety Policies. The Policies cover alcohol and drug use, crime reporting and prevention, sexual assault, and other related matters. Anyone wishing a paper copy of the Policies may contact the Office of Campus Police at 765-677-2497.

## BICYCLES

All bicycles kept on campus must be registered with Campus Police. All non-registered bikes will be confiscated starting on June 15th of each year, stored for 60 days and, if not claimed, donated. Campus Police contributes abandoned bikes to specific organizations that support disadvantaged families. If you would like to officially donate your bike, contact the Campus Police office to make arrangements.

To register your bike, log on to the IWU Portal. Under Dataconnect; click on "Residential Students" then "Parking Information" and complete the "Bicycle Registration" form. Bicycle registrations are good for four years.

IWU is not responsible for damage to any student bicycle kept on campus. Bike owners assume all responsibility. All bikes should be secured and properly stored in a bicycle rack. Bikes secured to light poles, trashcans, tables, etc. will be confiscated by IWU Campus Police.

## EMERGENCY TELEPHONE SYSTEM (ETS)

Located in the Performing Arts, Science Hall, New Science Hall, Ott Hall, Center Hall, and Seminary Parking lots. The ETS boxes are painted blue, have a blue light on top, and are marked "EMERGENCY". In the event of an emergency:

- Open the door
- Push the button
- Campus police will answer

## HOW TO REPORT CRIMES AND SAFETY RELATED INCIDENTS

In emergency situations at the Marion campus, dial 4-9-1-1 for Campus Police, and for all other locations dial 9-1-1 for local emergency personnel. Calls are answered 24 hours a day, 7 days a week, 365 days every year. IWU Campus Police, local police and fire or medical departments will respond immediately. In addition to reporting incidents by phone, Marion campus students have the option of visiting the Campus Police office in person. The office is located on the bottom floor on the East side of the Barnes Student Center.

## IWU ALERT

IWU Alert is the Wireless Emergency Notification System for the IWU Marion campus and regional centers. It is used by IWU as a way to instantly reach mobile devices and e-mail when an urgent situation needs to be communicated. IWU Alert notifications are specific to an individual's chosen IWU location(s).

### HOW TO RECEIVE IWU ALERT NOTIFICATIONS

IWU students, faculty, and staff can register by visiting [www.indwes.edu/IWUAlert](http://www.indwes.edu/IWUAlert) and entering your mobile number and/or email address. You will receive a text confirming that you have opted into the alert system to receive emergency notifications. Your registration information is private and will not be shared.

### ACTIVATING IWU ALERT

In the event of a Marion campus-wide emergency, such as violent crimes in progress, severe weather, or a fire, you should immediately contact Campus Police by dialing 4-9-1-1. Campus Police start the process of issuing a crime alert, or emergency notification depending on the situation. For emergencies at regional centers, contact the CSA (building manager) to activate the IWU Alert system. If the CSA is not available, call 9-1-1. Only CSA's Regional Deans, the Director of Non-residential Operations, CSA's, or their chosen designees can activate crime alerts or emergency notifications at the regional centers.

## IWU SAFE RIDE

SafeRide is a free student operated transportation service comprised of criminal justice majors employed through the Campus Police Department. This service is an alternate to walking alone on campus.

Here's how it works...

1. Dial (765)677-SAFE.
2. Provide name and location.
3. Get a ride to your desired location on campus.

Hours of operation during the academic year are...

- Sunday – Thursday: 9:30pm- 12:30am
- Friday: 9:30pm- 2:30am
- Saturday: 9:30pm – 1:30am

For more details, contact campus police at [campuspolice.office@indwes.edu](mailto:campuspolice.office@indwes.edu)

## PARKING

Indiana Wesleyan University seeks to provide adequate parking for students. All students are required to register their vehicle by completing an online vehicle registration form each academic year with the Campus Police Office. The form is located on the IWU portal on the Campus Police page. The registration process will require all students to verify they have read the rules and regulations and are fully aware of their allotted parking areas.

After registration, parking permits must be picked up from the Campus Police Office. The permit (hangtag) must be suspended visibly from the vehicles rear view mirror at all times while on campus. A missing or nonvisible permit will result in a citation. Multiple violations (more than one) are subject to vehicle immobilization (\$25.00) and/or towing (\$60.00) at the registrant's expense and/or a letter to the Director of Student Conduct and Community Standards.

Parking fines may be paid online through the student's account or in the Student Account Services Office located in the Barnes Student Center, suite 230.

If you wish to appeal a citation, you must complete and submit the Ticket Appeals Form, located on the Campus Police portal page, to the Campus Police Office located in the Barnes Student Center, suite 148 within 10 days of issuance.

## SENSITIVE CRIMES POLICY

Indiana Wesleyan University has a zero tolerance policy towards sensitive crimes which include but are not limited to domestic violence, dating violence, sexual assault, or stalking. All reported incidents will be fully investigated within the university and may be reported to local law enforcement.

### POLICY OVERVIEW

Members of the IWU community, guests and visitors have the right to be free from sexual misconduct. Accordingly, all members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. As part of the University's zero tolerance policy for sexual misconduct, when an allegation of misconduct is brought to an appropriate IWU official's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety, including no-contact order, restraining order, criminal trespass notice, modifying academic and living situations if requested and reasonably available. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the University reserves the right to impose different sanctions, ranging from verbal warning to expulsion depending on the severity of the offense. The University will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

Other related Offenses include but are not limited to:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)



4. Sexual Exploitation
5. Domestic Violence
6. Dating Violence
7. Stalking

## **REPORTING PROCEDURES**

### **Criminal Complaint**

File a police report through the Campus Police at x4911 (on campus) or 165-677-4911 (cell phone/off campus), or through another appropriate law enforcement agency.

### **Confidential University Reporting**

Students desiring confidentiality of an incident should:

- Fill out an incident report using “Maxient” online reporting system
- Speak with free on-campus counselors (See “Center for Student Success” under “University Offices and Services” section)
- Speak with the IWU Campus Victims Advocate Dr. Katti Sneed (765-677-3305 or [katti.sneed@indwes.edu](mailto:katti.sneed@indwes.edu))  
Students can also expect confidentiality from the IWU Health Center (see “Health Center” under “University Offices and Services” section)

### **Non-confidential University Reporting**

Students are encouraged to speak to officials of the institution to make formal reports of incidents. The following people are considered “responsible employees”. Notice to them is official notice to the institution. Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual.

- Director of Student Conduct and Community Standards
- Dean for Developmental Learning
- Dean for Residential Learning
- Resident Directors
- Campus Police
- Or complete an incident report at [www.indwes.edu/incidentreport](http://www.indwes.edu/incidentreport)

### **Additional Resources** (These resources offer confidentiality, provided the individual is not a minor)

- Rape, Abuse, and Incest National Network ([www.rainn.org](http://www.rainn.org))
- National Sexual Assault Hotline: 800-656-4673
- IWU Center for Student Success Counseling (free): 765-677-2257
- IWU Graduate Counseling Center (free): 765-677-2571
- Life Center Counseling: 765-674-2208
- Marion General Hospital ER: 765-660-6680\*
- IU Health Ball Memorial Hospital ER: 765-747-3241\*
- Hands of Hope Shelter: 765-664-0701 / 800-434-8973
- Cornerstone Behavioral Health Center: 765-662-3971
- IWU Health Center (academic year only): 765-677-2206
- [www.911rape.org](http://www.911rape.org) • Office of the Dean of the Chapel: 765-677-1771
- The National Domestic Violence Hotline 800-799-SAFE (7233)

## USING THE MAXIENT ONLINE REPORTING SYSTEM

The Maxient system is an online tool in which all IWU students, faculty, and staff may report safety-related incidents. Members of the IWU community are encouraged to use the system after any safety-related incident. The report generated from Maxient will go to appropriate departments, such as Campus Police. Campus Police and/or other IWU administration will review the incident and take appropriate actions. Anyone may choose to report anonymously using Maxient.

Steps for using Maxient are as follows:

1. The IWU Incident Reporting form is found at: [http://www.indwes.edu/Incident Report/](http://www.indwes.edu/IncidentReport/)
2. Fill out "Background Information" as appropriate, noting that red asterisks (\*) indicate required fields.
3. Check the appropriate box(es) under "Reason(s) for Report."
4. Enter known information for "Involved Parties" with specific attention to entering ID Number(s), if known.
5. Enter narrative/description of event, and attach any supporting documents/images that are pertinent to the incident.
6. Click Submit.

# STUDENT CONDUCT AND COMMUNITY STANDARDS

## STUDENT CONDUCT PHILOSOPHY

As part of the Division of Life Calling and Integrative Learning, the Office of Student Conduct & Community Standards aspires to guide, equip, and empower students toward the pursuit of their life calling. We desire for our students to be in the most advantageous situations to thrive during their college experience. Toward those ends, the Office of Student Conduct helps to create a conducive living and learning environment by upholding the values and standards of the IWU community and encourages students to act with character and integrity in all areas.

Moreover, just as God does not anticipate perfection of us, we do not expect perfection of our students. In the event that students are found to be in violation of University policies, the Office of Student Conduct & Community Standards handles each case individually and at the lowest level of accountability necessary. It is our hope that students learn through their time at IWU to hold themselves personally accountable, as well as help to hold their peers accountable. In the event that these forms of accountability go unutilized, or the offense is severe enough that peer accountability is not effective or appropriate, the conduct process will be initiated.

The Office of Student Conduct & Community Standards serves individuals by creating educational space for discussion and reflection and has the fundamental task of engaging students in difficult conversations. The process provides an opportunity to discuss with students their goals (relationally, educationally, professionally, and spiritually), to explore how their values impact their actions, and to examine how their decisions and actions effect both themselves and others.

The primary goal of the conduct process is the growth of the student, not the penalty. As a result, since each student is an individual with unique needs, and at different growth stages, it is possible that cases involving similar violations may result in differing outcomes, sanctions, and/or assignments.

Finally, because we recognize the vital and influential role parents often play in the lives of students, students are encouraged to communicate openly with their parents throughout involvement in the conduct process. Should a parent find their student engaged in the conduct process and have questions the student cannot answer, or desire more information, please contact the Office of Student Conduct to discuss the completion of a FERPA Release form.

## ACCESS, EQUITY, DIVERSITY STATEMENT

Indiana Wesleyan University endeavors to maintain a teaching and learning environment that supports sensitivity to diverse individuals and groups. Acts of racism, hazing, sexism, bigotry, harassment, and violence are not acceptable behaviors from either employees or students of Indiana Wesleyan University. Persons found involved in such behaviors may be dismissed from the institution.

Any persons who believe they are the object of such behaviors should speak to division chairpersons, resident directors, counselors or supervisors. If satisfactory resolution is not found, grievances may be filed in the manner indicated in the employee handbooks, the faculty handbook, or the university catalog.

## STUDENT DEFINITION & CLASSIFICATIONS

### DEFINITION

For the purposes of student conduct at Indiana Wesleyan University, a student is defined as any person who is registered for, or enrolled in, a traditional undergraduate program, either full-time or part-time, on the Residential Campus.

### Classifications

- Students who are under the age of 25 OR choose to live in a residential facility on campus are expected to abide by the Community Standards and University Policies set forth in this handbook.
- Students who are 25 years or older AND do not live on campus are expected to abide by the Community Standards and University Policies when they are on campus, in the presence of IWU students defined in the preceding bullet point, or while attending university-related events. Additionally, any violation of federal or state law may be addressed by the institution through the conduct process.

### Term

For persons who have not previously attended IWU, classification as a student will take effect upon the beginning of their first semester, typically marked by the first day of new student orientation, or their first day on campus in some other

official capacity. Official capacity could include, but is not limited to, students who are affiliated outside of an academic term such as student workers, athletes, and other student leadership positions or representatives of the university. Individuals will continue to be considered a student until they graduate or until an official intent of departure is provided and processed by Residential Academic Services.

## **COMMUNITY STANDARDS AND UNIVERSITY POLICIES**

The following policies apply to all students in the IWU community. Additionally, students may be held responsible for the action of their guests and should, therefore, make sure that guests are aware of university policies and standards.

### **ASSAULT**

A person commits an offense of assault by intentionally, knowingly or recklessly causing bodily injury to another, or intentionally or knowingly causing another to reasonably fear imminent bodily injury.

### **COHABITATION**

Students are not permitted, whether on or off campus, to live or spend the night with someone of the opposite sex or with someone they are in a romantic/physical relationship with. This includes, but is not limited to, sharing combined sleeping space, sleeping together in a car, etc... This does not include spouses or family members.

### **DANCING**

We take seriously and abide by the scriptural admonition in I Corinthians 10:31, and thus as believers are called to glorify God in whatever we do. Upon joining the Indiana Wesleyan community, we encourage our community members to exercise biblical maturity, grounded in the virtues and values of scripture. Our community life at IWU should embody such foundational principles as self-control, avoidance of harmful practices, the responsible use of freedom, and sensitivity to the heritage and practices of other Christians. Our individual choices are largely shaped by our discernment, and require community and individual accountability.

To foster the kind of campus atmosphere most conducive to becoming a Christian community of living, learning, and serving, Indiana Wesleyan has adopted the following institutional standard regarding dancing:

We recognize that dancing is an issue about which committed Christians disagree, and that discretion and maturity are required if dancing is to be an edifying activity. We therefore covenant together as a community to make decisions about our participation in dancing that reflect our commitment to Christ, our pursuit of holiness, our desire for purity in relationships, our adherence to biblical principles, and gracious sensitivity to others.

#### **On Campus Dancing**

Recognized campus entities (including departments, residence halls, student organizations, teams, etc.) that wish to host an on-campus event with dancing must receive the approval of the Student Development Office and comply with all policies with regard to venue, music, type of dance, faculty advisors, etc.

Performance choreography as it relates to public presentations of drama, music and cultural performances are permitted by the artists involved. Performances on campus are carefully screened and selected by University personnel as educational and appropriate to the performance.

#### **Spontaneous Dancing**

With regard to spontaneous dancing and other instances of dance that might occur on campus, it is expected that our community members will exercise appropriate maturity and sensitivity. In both structured and unstructured settings on campus, it is incumbent upon all community members to contribute to the wholesome, edifying environment we are hoping to build on our campus, and not serve as a "stumbling block" for others. (I Cor. 8:9; II Cor. 6:3) We agree to be careful to avoid erotic, sensuous forms of dance that are antithetical to our Christian faith. Students showing disregard to this basic admonition will be disciplined. Due to the more intimate and personal environment found in residence hall rooms and apartments, social dancing between the sexes is not allowed in these environments.

#### **Off Campus Dancing**

With regard to off-campus dancing, community members are encouraged to use biblically-informed discretion and discernment to avoid environments and activities that would compromise their witness and/or their pursuit of full devotion to Christ. In this regard, environments must be wholesome establishments such as churches, Christian organizations, professional dance studios, Christian youth centers and may possibly include, with appropriate supervision, community centers, YMCA's etc. if the dance style avoids inappropriate forms of dance. Any other environments not listed would require the prior notification and approval of Life Calling and Integrative Learning or the student would be subject to discipline. Members of the IWU community are not allowed to go to dancing events at bars, nightclubs, or gatherings where alcohol or other prohibited products are sold or provided. As it is with all examples of off campus activity that is not approved, when University personnel learn of violations, the student's behavior will be resolved through the standard disciplinary channels. Celebratory, folk, and ethnic dancing at wedding receptions is permitted as long as it remains wholesome and avoids any hint of sensuality.

## **DISCRIMINATION**

Because we believe Scripture supports the worth and dignity of all persons, Indiana Wesleyan University strives to be a place where all members of our community are respected, valued, and appreciated for their diversity and role in the University. Discrimination includes but it's not limited to distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived race, sex, color, national or ethnic origin, disability, age, or marital status that is so severe, persistent, or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the university's educational program or activities.

## **DRESS CODE**

Modesty is the prevailing theme for community member attire; this is meant to be a reflection of the mission of the university and our biblical mandate to love and respect both ourselves and our brothers and sisters in Christ. All community members are expected to select clothing consistent with the values of the university. Attire which is sexually provocative, too revealing, or displays advertisements or language violating or encouraging the violation of community standards is not acceptable. Below are general, minimum guidelines regarding attire:

- Tops (includes shirts, tops of dresses, etc...)
  - Should be worn in public places
  - Should not reveal the torso in any fashion (includes mid-riff, cleavage, sides, and mid/lower back)
- Bottoms (includes shorts, skirts, dresses, etc...)
  - Should cover undergarments and be modest in appearance
- Swimwear
  - Should only be worn in the Recreation & Wellness Aquatic Center and only outdoors on-campus as part of an institutionally-sanctioned activity or event
  - Shorts for men
  - One-piece suit for women or two-piece providing equal coverage
- Footwear
  - For safety and health reasons, appropriate footwear should be worn in campus buildings.

Concerns regarding modesty or other dress code concerns may be addressed by University faculty or staff and could result in referral to the office of Student Conduct and Community Standards.

While the above policy reflects broad parameters for community attire, individual faculty and staff members may establish different and more specific standards for particular campus settings and/or programs they are responsible for based on professional standards or appropriateness for specific occasions and activities. This includes, but is not limited to, student employees, compensated student leaders during the term of their responsibility, athletes, and those representing Indiana Wesleyan University in a public way. In the event that the attire required for a particular campus setting and/or program does not meet the dress code requirements, immediately following such activities students should change into attire that meets the guidelines provided above.

## **DISRUPTIVE BEHAVIOR**

Disruptive behavior that hampers the growth or threatens the safety or well-being of the community may limit a student's enrollment and/or ability to remain in University Housing. In such circumstances the University reserves the right to restrict or administratively remove students who:

- exhibit little or no control in adhering to University policies;
- are unable to carry out the normal routine of campus life;
- threaten to harm others, have a health or physical condition that reaches a critical level and becomes life threatening;
- are disruptive to the living and/or learning environment on campus (i.e. create undue emotional or physical stress for others);
- or place consistent unrealistic expectations on the time and energy of other students, faculty or staff.

## **EXERCISE SELF CONTROL**

Those acts which are expressly forbidden in Scripture, including theft, lying, dishonesty, gossip, slander, profanity, vulgarity, adultery, homosexual behavior, premarital sex, drunkenness, gluttony, immodesty, intentional self-harm and occult practice will not be practiced by members of the Indiana Wesleyan community, either on or off campus.

## **FAILURE TO COMPLY**

Students are expected to comply with day-to-day policies and procedures as listed in the appropriate university handbooks. Students are also to comply with reasonable and lawful requests, whether written or verbal, by University personnel acting in performance of their duties. A University official includes, but is not limited to, Campus Police officers, faculty members, staff members, and student residence hall staff.

## **FIRE SAFETY EQUIPMENT**

Anyone tampering with fire alarm systems or fire protection equipment (e.g. fire extinguishers) will be fined \$500 and may be immediately dismissed from the University. Any theft of equipment, criminal mischief to equipment, or false reporting of a fire will be reported to law enforcement and the individual or group subject to penalties associated with the offense.

## **FIREWORKS**

Fireworks, firecrackers, and similar explosives are prohibited for student use on campus or at any campus sponsored function or event.

## **GAMBLING/GAMES OF CHANCE**

IWU students are prohibited from gambling and/or participating in the exchange of money, goods, or services by betting or wagering. This includes, but is not limited to games of chance such as poker, casino games, raffles, bingo, lotteries, etc.

## **HARASSMENT**

Unwelcome conduct or language which creates an intimidating, hostile or offensive working environment, including epithets, slurs or negative stereotyping; threatening, intimidating, derogatory, or hostile acts; denigrating jokes; written or graphic material that degrades or shows hostility or aversion toward an individual or group. It also includes interfering with or blocking a person's legitimate movement or access in the classroom or workplace, the use of profanity to convey hostility toward others and pranks or horseplay intended to embarrass or humiliate others.

Retaliation against anyone for reporting discrimination or harassment or for participation in an investigation of a claim of harassment or discrimination is a direct violation of this policy.

## **HARM TO PERSON**

No student shall cause physical harm or threaten to cause physical harm to any person. In addition, no student shall take any action which creates a danger to the health, safety, or personal well-being of others

## **HAZING**

Hazing is both against Indiana Wesleyan University Policy and a violation of Indiana State law as cited in Indiana Code: 35-42-2-2. For the purposes of this policy "Hazing" means forcing someone, with or without their consent; and as a condition of association with a group or organization; to perform an act, in any context and anywhere, whether the act be physical, mental, emotional or psychological, which subjects another, to anything which may abuse, mistreat, degrade, humiliate, discomfort, ridicule, harm, or intimidate.

## **HONESTY AND INTEGRITY**

Students are expected to be truthful in all situations and refrain from activities involving personal and academic dishonesty.

## **IDENTIFICATION CARDS**

All students must have a valid IWU identification (ID) card and are only permitted to possess one IWU ID card at any given time. For general security identification purposes, IWU students are required to comply with requests for identification to any Indiana Wesleyan University official, Campus Police officer, or other emergency personnel acting in performance of their duties.

Persons may receive their card from Life Calling and Integrative Learning. An (ID) card is the property of Indiana Wesleyan University; however, it is the student's responsibility to present the ID for food service, to use the Recreation and Wellness Center, to take attendance in Chapel, and for use of the Library. A fee will be assessed for any destruction or loss of your ID preventing it to be used in these areas.

Student ID cards should be treated just as a debit card which affects the student's account. For protection, report lost or stolen cards so they may be deactivated. The Life Calling and Integrative Learning office will

issue a temporary substitute when an ID card is lost. This allows the student to remain able to access their food service account and record chapel attendance.

A student will be given three business days to locate the lost or stolen card or obtain a new card at Student Development. (There is a \$10.00 fee for a replacement ID card.) After the three business days the student will need to obtain a new card from Student Development.

## **MEDIA POLICY**

Media, in its various forms, may be the most significant influence in American culture today. Unfortunately, Judeo/Christian ideals and principles are not prominent in many aspects of media industries. Although some would argue that media is often purely entertainment, in truth, it can be a powerful teacher, at times introducing us to values, lifestyles and behaviors otherwise outside of our personal experience. Often this is healthy, causing us to think more deeply or understand more fully. But sometimes this is unhealthy, causing us to be intrigued with sin issues and/or building images and addictions that will haunt us for the rest of our lives. Without purposefully constructing and utilizing critical thinking skills, consciences can be badly damaged and thoughtful selection almost non-existent.

This policy has been developed to help our community positively deal with this issue. Indiana Wesleyan University believes in encouraging students to exercise wisdom, discernment, and responsible stewardship in the personal and corporate uses of media and entertainment (including, but not limited to, music, drama, television, internet material, literature, movies, and video and internet games). Choices regarding leisure and entertainment are important aspects of our calling to glorify God in all areas of our lives; such decisions should be guided by the convicting powers of the Holy Spirit and biblical principles about careful use of time, purity of thought, and sensitivity to others. A primary point of reference for this policy is based on Philippians 4:8: "Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things."

While rating standards/policies (i.e. MPAA movie rating system) and media review resources (i.e. pluggedin.com and commonsensemedia.org) for varying media are imperfect, they can serve as helpful guides in selecting and discerning consumption of media. Consumed media should contribute to spiritual, moral, intellectual, and physical well-being, and discretion and restraint used regarding that which is morally questionable or diminishes moral sensitivity (i.e. gratuitous violence or sexual content, media supporting/advocating for the denigration of others, etc.). As a community that cares for each other, dialogue with other community members (friends, roommates, resident assistants, resident directors, faculty, staff, etc.) is encouraged in order to challenge and support one another concerning appropriate uses of media and entertainment.

It should be noted that the following types of media and entertainment are not allowed for consumption by students at any time, whether on or off campus:

- Movies that are NC-17-rated, X-rated, or comparable (as deemed by University Personnel)
- Video games rated AO (Adults only)
- Pornography (see "Abstain from Pornography" in Community Standards for definition)

University personnel reserve the right to address concerns regarding any form of media or entertainment and students are expected to comply with any requests made.

Additionally, due to copyright laws films of any kind are not to be viewed in lobbies or other public areas unless they have received appropriate university approval and one of the following criteria is met:

A public performance license has been purchased (<http://www.mpa.org/contentprotection/public-performance-law>)

The setting falls within the narrowly defined face-to-face teaching activities, as outlined in the Federal Copyright Act, Title 17, section 110.1 (<http://www.copyright.gov/title17/92chap1.html#110>)

## **OBSTRUCTION**

Obstructing the teaching and/or learning process in any campus classroom, building, or meeting area, or any University-sponsored activity, pedestrian or vehicular traffic, classes, lectures or meetings, obstructing or restricting another person's freedom of movement or normal functioning, or inciting, aiding, or encouraging other persons to do so.

## **OUTDOOR FACILITY USE**

The IWU grounds, sand volleyball courts, outdoor basketball court and prayer chapel are to be used by IWU faculty, staff, students and guests exclusively. Guests are defined as supervised paying conferees, friends and guest persons or groups sponsored by faculty, staff or students as well as unsupervised friends of the University with prior approval by a University Official. When prior approval is granted for unsupervised guests, use of the site must be reserved in advance through Conference Services.

## **PERSONAL PROPERTY**

The University assumes no responsibility and does not provide insurance or any financial protection for personal property

of students, including items within residence halls. It is recommended that students obtain insurance protection against loss, damage, or theft of personal property. Information regarding such insurance is available through your personal property insurance carrier.

## **PORNOGRAPHY**

For the purposes of student conduct at Indiana Wesleyan University, pornography is defined as printed or visual material containing the explicit description or display of sexual organs or activity, largely intended to stimulate erotic rather than aesthetic or emotional feelings. Viewing, possession, or distribution of such materials is prohibited.

## **POSTING POLICIES AND PROCEDURES**

Posted and advertised items are generally limited to events and activities sponsored by Indiana Wesleyan University.

In addition to the guidelines listed below, no adhesive of any kind should be used on glass, doors, painted columns, or walls (includes, but is not limited to sticky tack, masking tape, duct tape, and scotch tape).

All Personal classifieds (advertising items for sale, homes for rent, etc...) are limited to a designated area in the Student Center and must be approved and posted by the Office of Conference Services (see Student Center Posting Policy).

## **Interior**

### **Barnes Student Center**

Once university clubs, organizations, or groups have received appropriate supervisor approval concerning the design and content of their advertisement, the Office of Conference Services is responsible for approving, stamping, dating, posting, and removing ALL materials distributed or displayed inside/immediately outside of the Student Center. Items without the proper approval will be removed and discarded (see Student Center Posting Policies on the IWU Portal for more detailed guidelines and directions).

### **Other Campus Buildings**

All interior advertisements (signs, flyers, posters, banners, table tents, etc...) for university clubs, organizations, and groups must be reviewed and approved for content by Life Calling & Integrative Learning (LCIL), located in suite 282 of the Barnes Student Center. A stamp will be placed on approved signs.

Individuals and groups whose advertisements are approved will be provided with a list that contains the number of signs needed for each building advertisement is desired in. The appropriate number of advertisements are to be supplied to LCIL; LCIL will deliver the advertisements to the corresponding building coordinators, and the respective building coordinators (or their designee) will hang the advertisements.

Items without the proper approval will be removed and discarded.

## **Notes**

- Each building may have unique policies relating to hanging advertisements and the decision to hang an advertisement, including where in the building and method used, will be at the discretion of respective building coordinators.
- Signs and advertisements for academic programs, IWU theatre and musical performances, and other official IWU events do NOT have to be approved by LCIL, but should still be hung in the locations designated by building coordinators and according to building-specific hanging guidelines.

## **Exterior**

All external advertisement (i.e. sidewalk chalk, banners, signs, flyers, etc...) must also be reviewed and approved by LCIL, with the exception of advertisement on/immediately outside of the Student Center (see Barnes Student Center posting policy above).

Sidewalk chalk should never be used on campus structures and should not be used within 25 feet of building entrances in order to avoid tracking chalk inside buildings.

## **ROLLERBLADES, SKATEBOARDS AND SCOOTERS**

Recreational equipment including, but not limited to rollerblades, skateboards, and scooters are not to be used indoors in any campus building. Use of this equipment (rollerblades/skates, skateboards, and non-electric/non-motorized scooters) is permitted on the sidewalks on campus when campus pedestrian traffic is light. For reasons of liability and damage, under no circumstances is jumping off curbs, up ramps, or run along seating, sidewalks, handrails, planters, fountains or retaining walls, allowed on campus. Individuals not affiliated with IWU who violate this expectation will be issued a Trespass Warning by Campus Police and the campus will be off limits to them in the future.



## **SEVERE WINTER WEATHER**

Indiana Wesleyan University does not close normal operations due to severe winter weather. Should a rare exception be made, announcements of closings will be made via local radio, television stations, IWU alerts, and by postings in the residence halls.

## **SEXUAL ACTIVITY**

Engaging in, or the appearance of, sexual activity in relationships outside of marriage is unacceptable and prohibited. This may include, but is not limited to, groping, inappropriate physical contact, or instances when doors are closed, when lights are off, and/or students are not fully clothed.

## **SEXUAL MISCONDUCT**

### **Sexual Assault**

Sexual assault is coercion or attempted coercion with or without the use of physical force for the purpose of sexual relations; or sexual contact or attempted contact to which any party involved does not give full and free consent. Force may include, but is not limited to, the use or display of a weapon, physical battering, or the immobilization of the other person. Consent shall be defined as the act of willingly and verbally agreeing to engage in specific sexual contact or conduct. Psychologically pressuring or coercing an individual or any attempt to take advantage of an individual under duress or when incapable of making a decision on his or her own is a direct violation of this policy. This includes situations in which an individual incapacitated by alcohol, drugs, and/or prescribed medications.

The guidelines to support the University's response to a reported sexual assault are available in the Life Calling and Integrative Learning Office and in the Annual Security Report (found on the IWU health & Safety page at <http://www.indwes.edu/Safety>).

\*\* Note that Indiana Wesleyan University is fully committed to the Biblical standard of sexual purity, and at no time should the discussion of sexual behaviors cited within this policy be construed as an endorsement of inappropriate sexual activity.

### **Sexual Harassment**

Sexual harassment is defined as unwelcome, gender-based conduct that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone's ability to participate in, or benefit from the University's educational program and/or activities. Sexual harassment can be carried out by a University employee, other students, as well as non-employee third parties. Both male and female students can be victims of sexual harassment, and the harasser and the victim can be of the same gender.

Examples of sexual harassment include:

- The distribution or showing of e-mails, text messages, pictures, or electronic content of a sexual nature;
- Propositioning or pressuring an individual for sexual activity;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Touching of a sexual nature;
- Performing sexual gestures or touching oneself in front of others;
- Spreading sexual rumors or describing sexual experiences; and,
- Telling sexual jokes.

Sexual harassment falls under three categories: quid pro quo, hostile environment, and retaliatory harassment.

Quid pro quo sexual harassment exists when there are: (1) unwelcomed sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and (2) submission to or rejection of such conduct results in adverse educational actions. An example of quid pro quo sexual harassment would be a faculty member lowering a student's grade for not submitting to sexual advances.

Hostile environment sexual harassment exists when an individual creates a contentious environment that is sufficiently serious enough that it denies or limits a student's ability to participate in or benefit from the University's programs. The conduct does not necessarily have to be repetitive. If sufficiently severe, single or isolated incidents can create a hostile environment.

Retaliatory harassment is an adverse action taken against an individual because of a person's participation in a complaint or investigation of discrimination or sexual misconduct.

A statement concerning the University's position on sexual harassment is available in the Life Calling and Integrative Learning Office and in the Annual Security Report (found on the IWU Health & Safety page at <http://www.indwes.edu/Safety/>).

## **SHARPS DISPOSAL**

To prevent injury due to an accidental exposure to a contaminated needle, syringe, or lancet we ask that students dispose of all sharps in a rigid puncture-resistant container with a secure lid and labeled "Sharps". Approved "Sharps Disposal Containers" may be obtained in the Health Center free of charge or a thoroughly rinsed, heavy plastic detergent/bleach bottle with a screw cap may be used. Containers should be stored in a secure location. All full containers are to be disposed of by bringing them to the Health Center during normal business hours, DO NOT throw container in the trash. Also, DO NOT throw loose needles in the garbage, attempt to bend, break, or remove needles from the sharps container, flush needles or syringes, or use glass containers to dispose of needles.

## **SOCIAL NETWORKING WEBSITES**

The internet has provided many advances and opportunities for students to connect in cyber-communities, not only on the IWU campus but also nationwide and globally. Students must be careful that the material that is posted on their accounts falls within University expectations. In addition, students need to be aware that the material on their site is open to public viewing and potential employers, graduate schools, and others can obtain access to postings. In the interest of campus safety, students should avoid publicly posting any personal contact information including, residence hall, room number, phone number, class schedule, etc.

## **SOLICITATION**

The rooms and facilities of IWU are not to be used to host parties, demonstrations, shows or ventures for the purposes of selling or soliciting by individuals or business entities. Furthermore, distributing/providing pamphlets, advertisements, or other goods or services are not permitted on University property without the approval of an appropriate University official. The University will not assist commercial agents in contacting students, nor is it allowed to make student directories or campus postal facilities available.

Students, student groups, and off-campus persons selling or promoting commercial products or services are not permitted to sell door-to-door in the residence halls. The residence halls are not public or private venues for business ventures by students (including babysitting or solicitation of magazines, makeup, home décor, cookware, jewelry, etc.).

The only exceptions are:

- The use of appropriate venues for approved fundraisers and events sponsored by recognized IWU student organizations and university departments.
- University-approved use of specific, university-designated, entrepreneurial spaces.

## **STALKING**

Intentional, repetitious, or continuous actions, directed at a specific person, individuals related/connected to that person, or a group of people, which would cause a reasonable person to feel frightened, harassed, threatened, or intimidated is prohibited. Examples include, but are not limited to, unwelcome communication (e.g. face-to-face communication, electronic communication, communicating through a third-party, written letter, gifts, etc...), threatening or obscene gestures, and following a person or group of people.

## **STUDENT ACCEPTABLE TECHNOLOGY USE POLICY**

Indiana Wesleyan University (IWU) provides technology systems for the purposes of educating university students, promoting academic research, communicating with university constituents, and administering the daily business of IWU. It is the desire of IWU that technology systems provided by the university be used in a manner that reflects the goals and mission of Indiana Wesleyan. These policies have been established to promote an environment that is safe and secure for all constituents and encourages students to act in a professional and responsible manner.

All technology usage at Indiana Wesleyan University is a part of community life and therefore the Community Lifestyle Statement applies to any and all uses.

### **Technology Equipment**

Technology equipment provided by the University is the property of IWU, and as such IWU retains the right to remove, reallocate, or change equipment at its discretion. No information residing on any computer hardware owned by IWU should be considered private and therefore is subject to review by University staff.

Reporting abuses of technology equipment is expected as it assists the University in providing ongoing services.

### **Computer and Network Access**

Students shall not access files or retrieve any digitally stored information unless authorized to do so. Students shall not attempt to gain access to any entity within the University or external to the University via electronic means without authorization. Examples of activities that are inappropriate include attempting to gain unauthorized access to other computers or networks; and use of an account on a shared computer or network other than the one assigned to the user.

## **Internet Usage**

The IWU Lifestyle Statement applies to all student activities which includes the use of the internet. The use of proxies and/or inappropriate use of the internet to access sites such as pornography, gambling, illegal downloads of content, and hate speech outside of legitimate academic research is prohibited. Internet usage is tracked on IWU's network and the University seeks to take a developmental approach when dealing with violations of University policy.

## **E-mail**

### **Email account creation / account termination**

- Email accounts are created when a student enrolls for classes at IWU. The accounts are maintained while the student is actively taking classes.
- Accounts will be terminated for inappropriate use, after graduation, or termination of a student's enrollment.
- Accessing email
- Email access is achieved via a University supported web browser. These include MS Explorer, Firefox, and Safari.
- Only users for which an email account has been created are approved to use the Indiana Wesleyan University email system.
- Students are required to protect their user name and password and NEVER share this confidential information.
- No user should ever allow someone else to use their email account for sending or receiving email unless under direct supervision of the authorized user. By granting access, the authorized user assumes responsibility of any and all activities of the guest user.

## **Proper and Ethical Use of Email**

The email system exists to enhance the communication abilities of the Indiana Wesleyan University community. It should be used for purposes that enhance communication and reflect our desire to be Christ-like.

### **Appropriate Content**

At any time and without prior notice, Indiana Wesleyan University administration reserves the right to examine email, personal file directories, and other information stored on Indiana Wesleyan University computers. This examination helps to ensure compliance with internal policies, supports the performance of internal investigations, and assists with the management of Indiana Wesleyan University information systems. As such, the Associate Vice President for Information Technology or any of his/her assigned representatives may monitor the content of email. Use of the email system constitutes acceptance of such monitoring.

This policy should be read and interpreted in conjunction with all other Indiana Wesleyan University policies including but not limited to policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior. Students are expressly prohibited from using email for any unethical purposes, including but not limited to pornography, violence, gambling, racism, harassment, or any illegal activity. Further, transmitting any message that may be perceived as containing derogatory, obscene, profane, lewd, harassing, or inflammatory images or remarks about an individual or group's race, color religion, national origin, age, disability, gender, or other protected class status is strictly prohibited, and is subject to disciplinary action.

Indiana Wesleyan University reserves the right to use email filtering / spam blocking technologies in an effort to minimize unsolicited bulk email. As a result, there may be instances where legitimate email may

be inadvertently blocked or quarantined. In such cases, the office of Information Technology will make every effort to correct those situations.

E-mail messages cannot be considered private and may be monitored by management. Such messages also may be subject to disclosure to outside third parties, including the court system and law enforcement agencies, under certain circumstances. Please be aware that e-mail messages are not encrypted and can be viewed by anyone on the internet with the intention, ability, and equipment to do so.

## **Printing**

Printing in labs and the Library is available to all students on a cost per page basis. To print, a student should use their 7digit student ID number as the pin number instead of inserting coins. If the student ID does not have 7 digits, add zero(s) to the beginning of the ID number to total 7 digits. IWU provides an initial \$5 of account balance per academic

year, which approximately covers the first 100 pages. Students can add funds to their account by going to the following website: <http://printmgr.indwes.edu:9191/user>. Login with their IWU username and password, then click the "Add Credit" link on the left side of the page. Select the amount to add to their account, then click the "Add Value" button. Enter the payment information on the screens that follow. Students may also go to the University Print Center in the Maxwell Center or the Library for assistance. Student deposited or institutionally provided printing funds will not be refunded at the end of the current academic year nor carried over from the previous academic year to the next.

### **Copyright**

Students are responsible for complying with copyright law and applicable licenses that apply to software, files, documents, messages and other material they wish to download, copy, or transmit. Proprietary materials belonging to entities other than the student should not be stored or transmitted on the university's e-mail system or via the University's Internet connection. All students obtaining access to any material prepared or created by another company or individual must respect any attached copyrights and may not copy, retrieve, modify or forward such copyrighted materials, except with written permission of the lawful owner. Students receiving electronic files via the Indiana Wesleyan University's e-mail system or Internet connection should ensure that the sender is the lawful owner or has obtained the necessary license.

### **Exclusive Property**

All equipment, services and technologies provided to students as part of Indiana Wesleyan University's computer system constitute the exclusive property of Indiana Wesleyan University. All original material created by IWU students using IWU equipment is the exclusive property of that student unless the University specifically engaged the student to create that material. However, IWU reserves the right to disclose all stored information to IWU personnel and law enforcement, with or without notice to the student.

### **Policy Remedies**

Individuals found to be in violation of any part of the technology use policy will be subject to disciplinary action up to and including dismissal from the University. Any known or suspected violations of this or any other university policy should be reported immediately to the Office of Student Conduct.

### **SUBSTANCE USE**

The possession and/or use of the following substances in any form are prohibited:

- Alcohol: Indiana Wesleyan University prohibits the purchase, possession and use of alcoholic beverages, powders, or alcohol substitutes (i.e. near beer). Additionally, students are not permitted to be in the presence of alcohol e.g. at a night club, bar, party, off campus house etc.
- Illegal/Legal Drugs: Indiana Wesleyan University prohibits the unlawful possession, use, sale, or distribution of illegal drugs, controlled substances or paraphernalia (including "rolling" papers, pipes, etc...) by students on or away from campus. Additionally, intentionally or recklessly inhaling or ingesting substances (i.e. nitrous oxide, glue, paint, K2, Spice, etc...) that will alter a student's mental state is also prohibited.
- Prescription Drugs: Students are expected to use legal prescriptions according to their prescribed purpose and dosage. Sharing or selling prescription drugs will be considered a violation of this policy. In addition, over the counter medications should only be used for their intended purposes.
- Tobacco & Smoking Devices: Indiana Wesleyan University prohibits the purchase, possession and use of tobacco products or tobacco substitutes in any form, as well as smoking devices including, but not limited to, hookah and e-cigarettes.

Violators of this policy may be referred Campus Police for violations of local and state laws.

The following is a summary of the laws in Indiana that pertain to substance abuse. Dealing cocaine, marijuana, hash oil, hashish, narcotic drugs, a controlled substance or paraphernalia is also a felony. Alcohol possession or illegal consumption for minors (under the age of 21) is a misdemeanor offense.

Students should be aware of the risks associated with the use and abuse of alcohol and illicit drugs:

- Drinking and driving is a leading cause of injury and death.
- Alcohol can react dangerously with many medicines (both prescription and over-the-counter).
- Drinking and/or using drugs during times of emotional stress only makes problems worse.
- Drinking and/or using drugs can cause problems with law enforcement.
- Drinking and/or using drugs can negatively impact academic performance

Indiana Wesleyan University offers the following services to students who are dealing with alcohol and drug abuse problems:

The Center for Student Success has professionally trained counselors that can assist students in the beginning stages of a substance abuse problem. The Center for Student Success can use the assessment services of the Cornerstone Professional Treatment Services, Substance Abuse Center or the Wabash Addictions Center. Students may be referred to these community agencies if they are assessed as needing more intensive outpatient treatment or residential treatment. The Center for Student Success staff members are not specialists in the treatment of substance abuse and will usually work in conjunction with these agencies.

### **SUNBATHING**

IWU does not permit sunbathing in swimsuits on campus (See “Dress Code”).

### **THEFT**

Theft is defined as taking or possessing the property of another without right or permission. Students shall respect the property of the University, its guests, and all members of the University community. Because theft is also a violation of the law, reports of theft will also be reported to Campus Police.

### **VANDALISM**

Attempted or actual damage to, defacing of, or destruction of public property, University property or personal property is prohibited.

### **USE OF INDIANA WESLEYAN UNIVERSITY IDENTITY**

The Indiana Wesleyan University name, seal, logo, telephone numbers or address are reserved for official University business and may not be used for any other purpose including electronically (fax, internet, etc.) in advertising or for non-University sponsored events without explicit written permission.

Indiana Wesleyan University (as an institutional entity) will not represent or promote a particular political candidate, nor will it allow organizations, individuals or groups associated with our institution to endorse or promote a political candidate on behalf of Indiana Wesleyan University.

### **UNAUTHORIZED ENTRY OR USE**

Unauthorized entry to or upon, or use of College property, equipment or resources, including but not limited to the telephone system, mail system, computer system, vehicle keys, buildings and furnishings, ledges, roofs or fire escapes of College-owned or operated buildings, or the duplication or use of keys. Improper use of, or failure to use, designated exits is also prohibited.

### **VIOLATION OF THE LAW**

An Indiana Wesleyan University student who violates local, state, or federal law, on or off campus, may also be subject to the Student Conduct Process. Registered students are expected to report criminal charges and/or being arrested to the Director of Student Conduct within 72 hours of being arrested and/or criminally charged or convicted.

In keeping with scriptural admonitions to be under the authority of government, students are expected to uphold the local, state, and federal laws.

### **WEAPONS**

The possession and/or use of weapons on school property or at any institutional function or event is strictly prohibited. In addition to firearms and ammunition, weapons include, but are not limited to: swords, knives with blades in excess of 3 inches (not including kitchen utensils used and kept in campus kitchens) switchblade knives, butterfly knives, air rifles, BB guns, air guns, firearm reproductions, slingshots, martial arts weapons, bow and arrows, paint ball guns, stun-guns, tasers, etc. Chemical irritants such as pepper spray and mace, while not banned, should never be used in an inappropriate manner such as pranks or other activities. It should be understood that any object used to threaten, intimidate, or harm someone else may be interpreted as a violation of this weapons policy. Violators of this policy will be subject to the Student Conduct Process and may face criminal charges.

# RESIDENTIAL LEARNING

## MISSION OF RESIDENTIAL LEARNING

Partnering in the education of our resident students, the Residential Learning staff fosters purposeful community, life-changing learning, and holistic development in a Christ-centered environment.

## COMMUNITY

Resident students live in a Christian community where they have the opportunity to develop deep, genuine, life-long friendships. In these communities, the students learn to embrace differences and seek unity (not uniformity) while learning that worth comes from being a child of God. The student learns that as a believer, we are called to take an active role in fostering community in our world. Each member of the community has responsibility to the other members of the community.

## MENTORING

Indiana Wesleyan University offers a mentoring program to first year residents on the east sides Beckett and South Hall to match trained student mentors with first year students. The focus of the program is to assist first year students with the transition to college and enhance student success through peer mentor relationships that strive to foster growth in the areas of character, scholarship, and leadership.

## RESIDENTIAL LEARNING PROGRAMMING

In each residence area, the RA staff provides opportunity for students to gather and develop intellectually, spiritually, socially, and emotionally. Some examples of such activities include special speakers, panels, and faculty discussions. Residential Learning programming focuses on development and varies in approach between living areas, with first year students receiving distinctly different programming opportunities from seniors.

## UNIT BIBLE STUDY AND TOPICAL STUDIES

The RA for each unit is responsible to see that a weekly Bible or topical study is offered. The study is open to all members of the unit and their guests.

## UNIT PARENTS

Unit Parents consist of faculty, staff or administrators that RAs have specifically requested to serve their unit. Although not all RAs choose to have Unit Parents, those that do, involve them in the community life of the unit throughout the academic year.

## COMMUNITY OUTREACH

Each residential area has an Outreach Coordinator who provides opportunities for residents to impact the Grant County Community through various outreach projects. These projects range from the annual "Harvest Party" held for area elementary students to clothing drives for the local ministries. Students have the opportunity to experience the need in the world and learn to put "feet to their faith."

## MARRIED HOUSING

Currently, Indiana Wesleyan does offer apartments for married students. To be eligible, one of the residents must be an IWU student who has successfully completed at least 60 credit hours or is 21 years old. Spouses of residents must also be at least 21 years old. Information received about rentals and houses for sale is posted on selected bulletin boards located in the Student Center.

## RESIDENCE HALL LEADERSHIP

### RESIDENT ASSISTANT

Each residential unit has a Resident Assistant (RA). The RA is there to serve the students by building community and helping them to develop holistically. Each RA:

- Develops friendships for in-depth growth and discipleship
- Plans educational programs and social activities
- Develops community in his/her unit

- Works with Hall Chaplains to provide unit devotions and other spiritual activities such as small groups, and Bible studies
- Holds unit community accountable to IWU Community Standards and University Policies

### **RESIDENCE HALL CHAPLAIN**

The Hall Chaplain (HC) serves within the leadership staff and works with the Associate Dean of Chapel to implement a ministry program for the hall. This may include:

- Hall prayer, accountability or Bible study groups
- Discipleship friendships
- Evangelism
- Peer mentoring
- Worship Nights

### **Residence Hall Positions**

Other leadership positions include: Assistant Resident Director, Outreach Coordinator, Diversity Ambassador, Community Coordinator, and Mentoring Coordinator

## **RESIDENTIAL LEARNING POLICIES**

### **ALCOHOLIC BEVERAGE CONTAINERS**

No alcoholic beverage containers, including cans and bottles, will be permitted anywhere on campus. Alcohol advertisements on posters or clothing are not permitted. (See University Policies)

### **ANTENNAS (OUTSIDE)**

No outside aerial antennas for radio or television are permitted. Students may not run cables of any kind outside of the confines of their room.

### **AIR CONDITIONERS**

See “Electric Appliances”

### **BICYCLES**

Bicycles can either be stored in student rooms or in the bicycle racks outside of each residence area. All bikes must be registered with Campus Police. Due to fire regulations, bikes cannot be stored under any circumstances. Bikes are not to be ridden in the residence halls or any other building on campus. (See University Policies)

### **CANDLES**

All Candles are prohibited. This includes wickless gel candles, candle warmers, and decorative candles.

### **CHANGES TO ROOMS AND FURNISHINGS**

No changes to rooms are allowed, (e.g., painting, hardware, fixtures, etc.) In addition, students are not permitted to build lofts of any kind in the residence halls, see “lofts” in this section.

### **CHANGING OF ROOMS**

In order to maintain stability and the opportunity to build healthy relationships between roommates, room change requests during the semester may only be made with sufficient reason. The Residential Learning team will facilitate a roommate mediation process with the students involved. The University will not consider roommate change requests based on actual or perceived race, color, religion, national origin, age, disability, or perceptions based on the profiles/ information found on the Internet. If a situation arises where a change is necessary, the Housing Change Request process may begin. This process ensures all parties affected by the change are notified (roommate, RA’s RD’s and the Director of Housing). Due to the amount of communication that is required, the process may take up to two weeks to complete.

At semester changes: Housing change requests at semester are only allowed to consolidate rooms being vacated at the end of the semester. For other requests, please see the paragraph above regarding the roommate mediation process.

### **CHECKING IN**

Students are not to directly move into their rooms without first reporting to the assigned hall or area and the appropriate Resident Director. The Resident Director will issue the room key. The Resident Assistant will have the student sign a room inventory form that indicates the condition of the room and the furniture and acknowledges receipt of the key. A student may not move into their room until they have signed the room Inventory form. The room inventory form will be used for

check-out and the assessment of any damages if applicable. Students must receive clearance from the Student Accounts Services and Residential Academic Services regarding payment of their school bill prior to checking in.

### **CHECKING OUT**

Residents must check out in person with their RA in the event of a room change, withdrawal, or at the end of the year. Students will turn in their key, and their room will be inspected according to the room inventory form.

Damages will be assessed and charged to the responsible student(s). The residents will sign a room inventory form at the time of their check-out and may keep a copy for their records. Failure to follow this procedure can result in an administrative charge for improper checkout. Students need to schedule a checkout time with their RA at least 24 hours in advance of their departure time.

### **CINDER BLOCKS**

Cinder blocks are not allowed in Residence Halls. The use of cinder blocks creates unsafe furniture situations and causes damage to the floors. Commercial plastic bed risers are allowed provided that they raise the bed no more than 12 inches off of the ground.

### **CLEANLINESS AND INSPECTION OF ROOMS**

Students are responsible for minimum standards of orderliness in their rooms. Vacuum cleaners are available in each residence hall and apartment area. Regular inspections of rooms for cleanliness, safety, and appropriate decorations will take place. (See Health & Safety Inspections)

### **COLLECT PHONE CALLS AND ADDITIONAL PHONE SERVICES**

Residents are not to accept collect phone calls on their student phone line. While most long distance providers block collect calls from our student phones, occasionally a collect call will get through. Students will be charged for the accepted call plus a \$25.00 administrative fee. Acceptance or request of additional phone services not provided by the university is not permitted. Students will be charged any fees related to the service and an additional \$25.00 administrative fee.

### **CURFEW**

During the fall semester, curfew is required of all first-year, residential students, 20 years or younger, regardless of credit hours. This does not apply to students transferring from another traditional undergraduate program. Students sign-in for curfew by scanning their Student IDs using the scanner located at the front desk of their residence halls. Students must scan their IDs anytime after 7:00 p.m. each evening and before curfew each night. Students may not leave the residence halls after they scan in for curfew. Curfew violations are tracked by the ARD of a particular building.

The residence hall curfew schedule is as follows:

- Sunday – Thursday, midnight
- Friday night (Saturday morning), 2:00 a.m.
- Saturday night (Sunday morning), 1:00 a.m.

Access is granted by activating their student ID in the card-swipe system. Students may not lend out their Student ID or let unauthorized students in after curfew hours. Students violating this policy will lose their card-access privileges and may be subject to the Student Conduct Process.

For security reasons, the residence halls are locked at all times.

For information about staying off campus overnight and/or signing-out to another residence hall see “Staying Off-campus” in the Residential Learning Policies section.

### **DAMAGES AND REPAIRS**

The maintenance system at IWU is student initiated. The work request form is available on the Wildcat Page ([wildcat.indwes.edu](http://wildcat.indwes.edu)).

Any damage to student rooms or residence hall common areas should be reported to a residence hall staff member immediately.

The repair cost for any damages in a student room will be shared by the occupants of that room unless an individual assumes responsibility for them. All damage fees will be added to students’ accounts through the Student Accounts Services office.

Damages occurring in common areas for which the responsible person is determined will be held financially responsible and may be subject to further student conduct sanctions. Damages occurring in other areas for which the responsible person cannot be determined will be billed in the following ways:



- Those within a specific floor will be billed to all members on that floor, the cost being divided equally;
- Those occurring in public areas, such as lobbies and lounges, will be billed to all residents of the hall, the cost being divided equally.

Whenever either of the above charges is made, fees will be billed to students found responsible for the damages. All repairs will be made by IWU Facilities Services or by a contractor hired by the University.

### **DART BOARDS**

Dart boards may not be installed in rooms or lounges; their installation and use damages walls and doors.

### **DECORATION GUIDELINES IN ROOMS**

Room personalization and decorating is encouraged. At the same time, the following guidelines must be followed:

- Students are not permitted to use nails or tacks anywhere in their rooms except on bulletin boards. White putty (“Plasti-tak”) and 3M brand “Command adhesive” mini hooks and hangers are the only materials that may be used for hanging. Other types of adhesives such as tape, picture hangers, decals, etc. may not be used since they are damaging to most surfaces. The University reserves the right to require removal of decorations (posters, etc.) deemed to be inappropriate. Posters that display people or products (e.g. alcoholic beverages, R-rated or inappropriate videos) which are in conflict with the values and standards of Indiana Wesleyan University are not deemed acceptable. In particular, men and women displayed in posters should be wearing attire that would be modest and within the attire expectations of Indiana Wesleyan University.
- As a fire safety measure, students may not hang curtains or material across rooms to create barriers or room separators. All furnishings and decorations must allow for unobstructed egress in an emergency situation. No decorations may be hung from the ceiling or cover the ceiling or light fixtures.
- Due to the increased fire hazards/risks that they present, hay, leaves, sticks, live Christmas trees, large posters, lava lamps, or flammable items are not permitted anywhere in University buildings. The use of retardant decorations is desirable in decorating residence halls or other buildings.
- Christmas lights must be UL approved, fused, and In-line style. Christmas lights may not be placed on metal Christmas trees.
- Students may not decorate outside of their room, with the exception being the room door.

### **DECORATION GUIDELINES FOR HALLS**

The following rules apply for hallway and Front Desk decorating:

- No decorations may be left on the floors in hallways or stairwells.
  - Wall decorations must be at least 12 inches below the ceiling. Exit signs must be visible at all points in the hallway.
  - No decorations may hang across the hall or across doorways.
  - No decoration may stick out from the wall more than 2 inches.
  - The maximum amount of wall space that can be covered by decorations is 10 percent.
- Indiana Wesleyan University Student Handbook 39
- No decorations requiring electricity may be used in hallways or corridors.
  - No glass or other sharp materials may be used in hall decorations.

### **DOOR LOCKING**

For security reasons, the main doors and end doors to each hall are to remain locked 24 hours a day. From 7:00 a.m. until the appointed curfew time, all students, faculty, and staff members will be able to access the halls utilizing their Indiana Wesleyan University issued ID card. From the established curfew hours until 7:00 a.m., only those students with a curfew exemption will be able to access their own living area.

### **ELECTRICAL APPLIANCES**

The use of electrical appliances is limited because of sanitation, safety, and circuit overload. No microwaves (except for the Microfridge rental program), open-coiled appliances, hot plates, George Foreman type grills, toasters, electric fry pans, crock pots, sun lamps, infrared lights may be used in student rooms. Residence hall students are not permitted to cook meals in their rooms. Air conditioning units are not allowed due to insufficient wiring in the halls. However, electric fans that are less than 5 years old are permitted. Keep in mind that overloaded circuits present the danger of fire.

Lamps and lighting sources must not exceed 60 watts. Bulbs or lighting elements must have a lamp shade. Exposed bulbs and Halogen lights are not permitted. All sources of lighting must be kept clear of combustible items such as blankets and pillows.

Appliances allowed in student rooms such as hot air popcorn poppers, hair dryers, curling irons, irons, etc. must bear the American UL or Canadian SA Underwriter's Laboratory seal of approval and must be less than 5 years old. Appliances of this type should be unplugged when not in use. Electrical appliances may not be mounted to University property.

### **EMOTIONAL SUPPORT ANIMALS**

In compliance with the Fair Housing Act, Indiana Wesleyan University will review requests for emotional support animals in University housing on a case-by-case basis. Requests should be made to the Director of Disability Services in the Center for Student Success. Requests can be initiated by calling 765-677-2257 or emailing center4success@indwes.edu. The Director of Disability Services will work with the person making the request to collect required documentation and to determine if the request will be granted.

### **EMPTY ROOMS**

Periodically, complete rooms will open up after consolidation occurs. These rooms are to remain empty to be used for emergency situations - such as extreme roommate conflicts, health or mental issues, or other various RD appointed uses. It is the goal of the University to be good stewards of all resources - and keeping the room open will save on utilities and other energy related costs.

### **EXIT SIGNS**

Exit Signs must be visible from any point in the hall. Any damage occurring to exit signs must be immediately reported to the Resident Director. Students responsible for damaging exit signs will be financially responsible.

### **EXTENSION CORDS/POWER STRIPS**

All extension cords must be grounded, URL approved, and maximum of 6 feet in length. Currently, heavy-duty extension cords are required for distances of more than six feet. A power strip is required when using more than two appliances at any wall receptacle. No more than one power strip may be use per outlet receptacle.

### **FIREARMS/WEAPONS**

See "Weapons" in University Policies Section.

### **FIRE AND TORNADO EMERGENCY PROCEDURES**

Fire drills will be held throughout the year to insure that residents will be able to evacuate the halls quickly. Anyone in a hall at the time of an alarm must participate in the drill. Fire and tornado procedures will be posted in each residence hall unit and every student apartment.

### **FIRE HAZARDS**

Candles (see candle policy) and incense are not to be used in the residence halls or apartments. Combustible liquids of any type are not to be used or stored in the residence halls. Due to the high fire potential, Halogen lights are not permitted in University housing.

### **FIRE SAFETY EQUIPMENT**

Anyone tampering with fire alarm systems or fire protection equipment (e.g. fire extinguishers) will be charged \$500 and may be immediately dismissed from the University. If a deliberate incident occurs in a residence hall and the responsible party cannot be identified, the hall's students may be charged. Any theft of equipment, criminal mischief to equipment, or false reporting of a fire will be prosecuted to the fullest extent of the law. (See "Fire Safety Equipment" in University Policy section)

### **FIREWORKS**

See "Fireworks" in University Policies Section.

### **FOOD**

Any food should be kept in sealed containers on a shelf or in refrigerator and not on windowsills or building ledges.

### **FURNISHINGS**

University equipment, furniture or plants must not be dismantled, removed from the building or moved from one room to another without authorization. Equipment attached to the walls must not be moved by students.

### **FURNITURE/DÉCOR**

Every resident will be responsible for his or her room furniture, window and wall, for other than normal wear. All residence

hall furniture must remain in student rooms at all times. Residence hall lounge furniture may not be moved into residence hall student rooms. Furniture is not allowed outside of apartment buildings.

## **GUEST HOUSING**

Same-gender guests may stay overnight in the residence hall when space is available. For security reasons, all guests should be registered with the appropriate RD. Guests using a resident's room must have permission of the resident whose bed they use. Guests staying for more than two nights must receive permission from the Resident Director. Guests are under the same residence hall regulations as residents. Their hosts are responsible for their actions. A guest failing to comply with regulations will be asked to leave the hall immediately.

## **HALLWAYS**

Extra furniture, decorations, or belongings should not be stored in hallway or landing area due to National Fire Protection Association (NFPA) regulations.

## **HANGING ITEMS FROM CEILING OR PIPES**

Due to fire safety reasons, nothing is allowed to be attached to the ceiling, or hung over the ceiling or lights. Additionally, nothing may be hung from the automatic fire sprinkler system pipes or other pipes in rooms.

## **HEALTH AND SAFETY INSPECTIONS**

Health & Safety inspections may be conducted two or more times each semester in the residence halls and apartments. Additional inspections may be conducted at the discretion of the RD.

The purpose of a Health & Safety Inspection is to discover and eliminate health and fire hazards in order to ensure the well-being of the resident. However, the staff may also take note of, and follow up on, violations of the Community Standards and University Policies. It is also an opportunity to communicate any room or building concerns directly to the RD and RA. Residents are encouraged to be present during the inspection. Residential Learning staff may conduct inspections with or without the presence of a resident at the scheduled inspection time.

Health & Safety Inspections are generally preceded by at least a twenty-four hour posted notice. However, such notice is not required. Any health and safety violations found during an inspection will result in either a written warning or a fine. Appeals of Health & Safety Inspection findings are handled through the RD of each building.

## **HOLIDAY AND VACATION BREAKS**

All campus residences will be closed during Thanksgiving, Christmas, and spring break vacations. Room charges do not include these vacation periods. There is no food service offered during these break periods. The University will assist international students and missionary dependents in finding off-campus housing during vacation times upon request.

## **HOUSEKEEPING**

Each residence hall has a housekeeping staff that is responsible for the cleaning of public lounges, hallways, and public lounge bathrooms. Housekeepers are only expected to clean that which is a result of normal everyday residential living. Additional cleaning beyond the norm, such as the results of pranks or carelessness, will be the responsibility of the residents in that living area. Please note that all hair following haircuts should be cleaned up immediately.

## **HOUSING EXEMPTION**

All single students enrolled in 7 or more credit hours must live in University supervised housing unless they are a senior with 90+ credit hours, 23 years of age, or living with parents or guardians. To apply for Housing Exemption contact the Director of Housing.

## **KEYS**

If students lose their room key during the semester, they must notify the RD or RA who will assess a fee for a new room lock and key (mandatory replacement). Loss of other University keys will also result in replacement fees. Any student found with an unauthorized key will be subject to the Student Conduct Process.

## **KITCHENS**

All residence halls are equipped with a kitchen. Residents are responsible to keep the kitchen clean and to respect the property of others (e.g. food). Utensils are not to be removed from the kitchen. All cooking is expected to take place in a residence hall or apartment kitchen.

## **LOFTS**

Students are not permitted to build or buy lofts for any residence hall area. The only approved lofts are rental lofts provided through the Housing office. Students must store University provided bed ends not in use within resident's room.

## **LOUNGES**

The main lounges in the residence halls are open to opposite sex guests until midnight on Sunday through Thursday; 2:00 AM on Friday; and 1:00 PM on Saturday. The lounges open at 7:00 AM, Monday through Friday and 8:00 AM on Saturday and Sunday. Lounges are to be used for relaxing and socializing and for entertaining visitors and friends. Public display of affection (PDA), loud music and/or talking and sleeping in the lounges are inappropriate.

Lounges (living rooms) in apartment areas may be open to opposite sex visitors for extended hours; exact hours and policies will be communicated by the RD and RAs.

## **MEALS DURING ILLNESS**

Any serious illness should be reported to the RD and the University nurse by the student or roommate. The student can make arrangements for a sick tray at meal times by picking up a sick tray card from the RA and having one of his/her friends get the meal from the Baldwin Dining Room.

## **MOVIES/VIDEO GAMES**

See "Media Policy" in University Policies Section.

## **MUSICAL INSTRUMENTS**

Any practicing or playing of musical instruments in the residence halls or apartment areas during quiet or courtesy hours is prohibited.

## **OPEN HOUSE**

Open houses provide resident students the opportunity for informal interaction and interpersonal growth within the context of the residence hall atmosphere. Additionally, there are social events which can provide students the opportunity to meet other students within a group context.

As always, but particularly during open house hours, it is expected that students will conduct themselves with discretion and respect the rights of others. They must be careful to maintain a Biblical standard of morality and be sensitive to community standards of good taste and decency. Residential Learning will publish each residence hall's schedule for open house.

The RAs will provide supervision during open house hours. Open houses are not intended to provide complete privacy. Therefore, in order to maintain a suitable environment during open house hours:

- All guests must register at the front desk;
- Doors must remain fully open;
- Lights must be left on while guests are present;
- Excessive or offensive public displays of affection (PDA) must be avoided;
- Noise levels must stay within quiet/courtesy levels.

## **PERSONAL FURNITURE AGREEMENT**

Bedroom furniture is provided in all housing areas. Students who bring furniture from home must complete the "Personal Furniture Agreement" form with their Resident Assistant or Resident Director. Students are responsible for the removal, storage, or disposal of any furniture they bring to campus. If the furniture is left, the student is responsible for the disposal costs.

## **PERSONAL PROPERTY**

See "Personal Property" in University Policies Section.

## **PETS**

Resident students are not permitted to have pets on campus. The only exceptions are fish within a fish tank of 10 gallons or less and leader/sight dogs for visually impaired students. Leader/sight dogs must have prior approval from the Center for Student Success. Ongoing veterinary and sanitary attention is expected and will be monitored for leader/sight dogs. Students who bring animals into their rooms or apartments are subject to a mandatory carpet cleaning charge and a non-compliance fine.

Students hoping to have an emotional support animal on campus can refer to the "Emotional Support Animal" policy in this section.

## **QUIET HOURS/COURTESY HOURS**

Since study and proper rest are vital factors for success at the University, quiet and courtesy hours have been established

as a necessary part of community life. This policy also encourages a sense of community responsibility in being considerate of one another's needs.

Quiet hours are in effect from 10:00 PM to 10:00 AM every day. All residents are expected to refrain from causing any noise or disruption that would infringe on the ability of fellow students to study or sleep. Noise should be kept at a low level with room doors closed. The use of headphones for stereos is recommended during this time. Students who refuse to cooperate with the RA or who continue to violate the policy will be referred to the Resident Director.

Courtesy hours, when residents are expected to be considerate of the needs of others and comply with one another's requests to reduce noise levels, are always in effect.

### **REFRIGERATOR**

Students can bring a refrigerator to use in their student room. The refrigerator must not exceed 5 cubic feet, must be less than 5 years old, and must be plugged directly into the wall outlet. Refrigerators must be unplugged over extended break periods (Christmas and Spring Break).

### **RESIDENCE HALL MEETINGS**

Hall, unit, and apartment meetings will be held periodically to communicate important information, to make critical decisions and to set goals that the unit wants to accomplish during the year. Residents are required to attend and permission for an absence must be secured from their Resident Director in advance of the meeting time or sanctions and/or fines will be administered.

### **ROLLERBLADES**

See "Rollerblades, Skateboards, and Scooters" in University Policies section.

### **ROOM SEARCH POLICY**

The University reserves the right to have authorized personnel open and inspect student rooms for damages, regulation violations, cleanliness and illegal items. The student will be notified of the search thereafter, and confronted if anything against University policy is found.

### **SEVERE WEATHER WARNINGS**

University personnel are kept informed of weather conditions through the National Weather Service. Normal class schedules will be maintained during a weather alert unless otherwise directed. In the case of a tornado, students should stay indoors and follow the appropriate tornado procedures until an "all clear" is issued.

### **SEVERE WINTER WEATHER**

See "Severe Winter Weather" in University Policies Section.

### **SHARPS DISPOSAL**

See "Sharps Disposal" in University Policies Section.

### **SINGLE ROOMS**

#### **Single Room Accommodations**

Students with a documented need or disability may request a housing accommodation for a single room through the Center for Student Success. Decisions regarding single room accommodations are made by the Director of Disability Services in consultation with the Director of Housing and will be dependent on availability.

#### **Consolidation**

Periodically residents find themselves in an under-assigned room with no roommate. The consolidation process requires residents to do one of the following within 10 days after the date they become under-assigned;

- Transfer into another under-assigned person's room on the same unit;
- Have another under-assigned person move into their room on the same unit;
- Request a single room assignment and agree to pay the additional charge. Residents who do not consolidate by the tenth day will be automatically charged for a single room effective the next night.

Resident Directors are not responsible for finding roommates; however, they will furnish a list of residents who are without roommates. The single room charge for under-assigned residents will be stopped as soon as another resident is officially assigned and moves into the room in question.

The Resident Director reserves the right to assign new residents to all under-assigned rooms if the need for space exists.

This policy does not address all scenarios and individual situations may be worked out with the Resident Director and the Director of Housing. This policy does not apply when there is only one under-assigned room in a unit or during the final four weeks of a semester.

### **SOLICITATION**

See "Solicitation" in University Policies Section.

### **STAYING OFF-CAMPUS**

Students on curfew, staying away from campus overnight, must sign out at their front desk by 10PM. All students (including non-curfew) are requested to provide the location and contact information for where they will be staying. This allows the University to contact the student in case of emergency (e.g. illness, accident, or death in the family). All students are required to uphold the community standards and university policies of Indiana Wesleyan University while staying off campus.

Students are not permitted to sign out to other on-campus housing without permission from the RD. Students that do receive permission from their RD to sign out to other on-campus housing must sign in as a guest at the other approved campus housing location.

Excessive sign outs will be addressed by the Resident Director. Providing false information on the sign out sheet will be considered a violation of the Behavioral Expectations of Indiana Wesleyan University and may be addressed through the Student Conduct Process.

### **STORAGE**

In most halls there is little or no storage available beyond a student's room. Students may not store any of their belongings in the residence halls during the summer because of summer conferences, maintenance repairs and lack of space. No provision is made for the storage of motorcycles, mopeds, or flammable items in the residence halls. Items remaining in a student's room or apartment after checkout may be disposed of at the resident's expense, donated to charity, or become property of the university.

### **SUNBATHING**

See "Dress Code" in Community Standards and University Policies Section

### **TELEPHONES**

Telephones are not provided in student rooms. However, students may request a phone for their room.

Any form of telephone misuse, including tampering with phone lines will lead to disciplinary action.

Life Safety phones are provided on each floor of the residence halls and Lodges and in the common areas of the Townhouses. These phones are for emergency communication only. Any tampering or usage of the Life Safety phones other than for their intended purposes is prohibited.

### **TELEVISION**

The University provides cable TV in the residence hall/area TV Lounges (not individual apartment/suite lounges). This cable TV is provided for the common and beneficial use of the residential community.

While residential student rooms/suites/apartments offer access to a cable TV hook-up, students are responsible for individual room/suite/apartment cable contracts and expenses. During select times at the beginning of each semester, students may order cable through Bright House Network in Marion. Only approved IWU plans may be ordered. For information on the available plans, time frame in which plans may be ordered, or Bright House contact information, contact the Housing Office at [housing.indwes.edu](mailto:housing.indwes.edu).

Content viewed on Cable TV, whether in a room/suite/apartment or in a residence hall/area TV Lounge, must align with the principles and values as expressed by the Media Policy (See "Media Policy" in University Policies section). In general, content should contribute to the well-being of the individual and the community-at-large and should be selected using wisdom, discernment, and good stewardship. Cable content viewed in the residence hall/area TV Lounge is subject to additional limitation as discerned by Residential Learning professional staff.

### **THEFT**

See "Theft" in the University Policies section.

### **VISITATION BY THE OPPOSITE SEX**

Except during open house hours, individuals, other than authorized university personnel, are not to enter the student rooms, hallways or stairwells of the residence halls of the opposite sex without prior permission of the RD.

## **WATERBEDS**

Students are not permitted to have waterbeds in the residence units.

## **WATER BALLOON SLINGS**

Water balloon slings or launchers are not permitted on campus.

## **WATER, SNOW AND SPORTS**

Students are not permitted to throw or spray water, snow, shaving cream, etc. within, into or out of a residence unit. Due to the possibility of injury and damage, students are not allowed to play sports in the hall.

## **WINDOWS**

Windows are not to be used for entering or leaving the residence hall. Talking out of the windows should not be disruptive to roommate/suitemates or other community members. Open windows are not to be used to transmit music to the community outside the residence hall. The University reserves the right to limit the quantity and type of items displayed in or on room windows so as to maintain an attractive appearance of the building. Screens are not to be removed from residence hall windows. Under no circumstances are the windows and/or screen fasteners to be broken, bent, moved or removed. Residents of rooms where screen fasteners or screens have been removed are responsible for the cost of replacing/repairing the damages. Absolutely no items are to be thrown from student windows.

## **WITHDRAWAL OR DISMISSAL**

Students withdrawing or dismissed from the University must check out of their rooms within 24 hours. Students who are dismissed or suspended are not permitted back on campus unless they have received written permission from the Student Development office.

# **HOUSING**

## **APARTMENT AREAS**

Living in apartment areas is a privilege. Students who have not demonstrated the ability to live within community standards will not be permitted to reside in small unit or apartment housing. This includes discipline probation, excessive curfew violations, excessive parking issues and chapel misses.

## **APARTMENT ELIGIBILITY**

A student is apartment eligible if they have attained 60 credit hours by the end of May Term or is 21 by the start of the upcoming fall semester.

## **COMMUTER STUDENTS**

Students are required to live on campus unless they are living with their legal guardians, married, 23 years of age or older, a senior by credit hour (90+ credits) or taking less than 7 credit hours. Commuter students must fill out an off campus application found on the housing website (<https://housing.indwes.edu>). A parent verification form, also found on the housing website, is also necessary for students living at home. Students will be charged housing charges for the semester if proper documentation is not submitted.

## **NEW STUDENT HOUSING PROCESS**

New students are housed according to tuition deposit date, the earlier receiving more priority. Students may select a roommate by mutually requesting one another on the housing application by ID number and by appropriate deadlines. If no roommate is selected, the Housing Office makes assignments based on personal preferences stated on the online application.

Once a student has been housed, the assignment is final. The University will not consider roommate change requests based upon actual or perceived race, color, religion, national origin, age, disability, or perceptions based on personal profiles/information found on the Internet.

## **HOUSING SELECTION PROCESS**

A \$50 housing deposit submitted to the Student Account Services is required from all current students planning to return. The deposit must be paid first in order to “unlock” a students’ Housing Application. Housing deposits take 24 hours to process, so students must plan accordingly.

A completed housing application found at <https://housing.indwes.edu> for the Academic Year is required to sign-up for housing. When requesting roommates or suitemates, a student must list the other students by ID#, (7 digit number, no spaces) on their online housing application. Students are then e-mailed a login time and can select their room online.

When self-selecting a room/suite, a suite must be filled. Students must sign-up in groups of 2, 4, 6, or 8 (depending

on the space of the designated area). Students without roommates and suitemates must wait to sign up till the “open housing” dates.

A designated number of singles will be available depending on projections for the following year. Room selection for singles will be by priority points. To participate in single room housing, the student must indicate desire for a single room on his/her housing application by appropriate deadlines.

Once a student selects his/her room, the assignment is final. Students will not be able to move or change their assignment (either online or by request).

Returning students may be able to reserve a space in their room or suite in designated freshman/returning student areas for any incoming fall student by indicating this desire on the housing application. The new student must be an accepted student with a housing application submitted by room selection dates.

### **ROOM SELECTION FOR RETURNING STUDENTS (FOR FALL TERM)**

A point system will designate the room selection order. Selection for apartments is based on the 4-6 members’ average number of credits. Selection for suites is based on the total number of earned credits of the individual signing up the group. Points are also added for paid hall leadership, SGA affiliates (current SGA senators, Voting Members of the Assembly, SGA Executive Cabinet, SGA Executive Staff),

### **CANCELLATION**

All cancellations must be received prior to June 1 for a refund of the \$50 deposit. Withdrawal from classes does not automatically cancel a student’s housing assignment. If students want to change from a residential to commuter student, a new off campus application must be submitted and parent documentation received (if applicable) before a housing assignment is cancelled.

### **MARRIED HOUSING**

Indiana Wesleyan University offers a limited number of apartments for married students. To be eligible, one of the residents must be an IWU CAS student has successfully completed at least 60 credit hours or is 21 years old. Spouses of residents must also be at least 21 years old. Information received about non-University rentals and houses for sale is posted on selected bulletin boards located in the Student Center.

### **MEAL PLANS**

Meal plans are selected on the student’s housing application and can be changed until the end of drop/add. In addition, meal plans can be changed at the end of first semester. Freshmen are required to purchase a full meal plan. All residential students are required to have a meal plan (partial or full.) Meals consisting of points roll over from fall semester to spring semester. Unused points at the end of the spring semester expire.

Meals expire at the end of each semester. If a student withdraws or is dismissed from the University, points and meals expire at the end of the current term without refund.



# STUDENT CONDUCT PROCESS

The Student Conduct Process at IWU supports the Institutional Mission with a process that upholds the Community Standards and University Policies by holding each other accountable through a redemptive approach. We desire to address conduct issues at the lowest level of accountability necessary to accomplish student growth and community thriving.

## SELF-DISCIPLINE

One of Indiana Wesleyan's primary goals is to help students become less dependent on rules to govern their behavior and more dependent on their own ability to discern what is right, independent of peer pressure and external props. Self-discipline is where accountability begins.

## PEER ACCOUNTABILITY

When self-discipline breaks down, then peers can often be the next form of accountability. Students share some responsibility for each other's growth and a willingness to express concern and to caringly confront each other is important.

## INSTITUTIONAL ACCOUNTABILITY

The Student Conduct Process becomes necessary when the means of accountability listed above have gone unutilized or been unsuccessful in producing a positive change in a student's behavior. Additionally, in some cases, when the behavior in question would be deemed a serious violation of the Community Standards and/or University Policies the Student Conduct process may be initiated immediately.

## SELF-REPORT PROCESS

In order to promote personal responsibility, the University may not seek the formal Student Conduct Process if a student who has violated a Community Standard or University Policy (e.g. attending a party where alcohol is served) voluntarily comes to a university official (i.e. Resident Director, Coach, Faculty Member, Director of Student Conduct). This may not apply to repeat or serious violations, criminal activity, or arrests.

The next step is for the student and the university official (if possible) to speak with the Resident Director or Director of Student Conduct and Community Standards to discuss the situation. A Personal Growth Plan will then be discussed and created. If the student chooses not to carry out the Personal Growth Plan, then the formal Student Conduct Process will follow.

## GOOD SAMARITAN CLAUSE

The Good Samaritan Clause acknowledges that, as members of this community, students have a responsibility to each other. It is expected that students take active steps to protect the safety and well-being of our community. The university is aware that students are sometimes reluctant, in alcohol, drug-related, or sexual assault emergencies, to seek medical or other assistance on behalf of themselves or another individual out of fear that they may face sanctions related to their own violations of university policy. Because such emergencies are potentially life-threatening, IWU seeks to create a culture of trust and care, paired with safety and responsibility, while reducing barriers that would prevent students from seeking assistance by implementing this clause.

The Good Samaritan Clause allows those students who, while in violation of the alcohol or drug policies, responsibly report alcohol, drug-related emergencies to the proper authorities for the intention of seeking medical or safety assistance for themselves or anyone in need of emergency care, to go through the Self-Report Process mentioned above.

It should be noted that this policy refers to isolated incidents only and does not excuse or protect those who flagrantly or repeatedly violate university policies. Furthermore, it does not preclude disciplinary action regarding other violations of University standards, such as causing or threatening physical harm, sexual abuse, damage to property, harassment, hazing, etc.... It should also be noted that this policy does not prevent action by local and state authorities.

## RIGHT TO AN ADVISOR

Any student involved (victim or accused) in the conduct process will have the right to be accompanied by an individual of their choice, excluding an attorney or other legal representation. The student must provide the name of this individual to the Office of Student Conduct and Community Standards at least 24 hours preceding the hearing. The primary purpose of such an individual is for emotional and moral support. At no time may the accompanying individual participate directly in the hearing; he/she may only consult with the student.

Though the student conduct process does not typically allow a student to be accompanied by an attorney during the process, the University will allow such advisement if criminal charges are pending concurrent to the University proceedings. Proof of such charges must be presented to the Office of Student Conduct and Community Standards at least 24 hours preceding the scheduled hearing. During such time, the attorney may only advise his/her client and may not speak during the proceedings or serve as an active participant in the process.

The Office of Student Conduct and Community Standards has the right and authority to excuse an accompanying individual or attorney should his/her behavior be deemed inappropriate during the process.

## **CONDUCT MEETINGS**

Just as students with documented disabilities may be eligible for accommodations in their classes, accommodations may be available for Student Conduct hearings as well. Students with disabilities requesting accommodations should contact the Disability Services office (765-677-2257), which will work with the student and conduct officers to coordinate accommodations and ensure that proper documentation is on file.

## **DEFINITIONS OF SANCTIONS AND ASSIGNMENTS**

### **DISCIPLINARY WARNING**

A warning status into which a student is placed when the student is in jeopardy of suspension or dismissal from the University. A Disciplinary Warning is typically issued after a first time violation, and is intended as a caution concerning future behavior. Students who violate Community Standards and/or University Policies while having a Disciplinary Warning on their record may have the new violation treated as a second offense, regardless of the nature of the offense. Additional elements of Disciplinary Warning may be outlined in a student's Outcome letter, but do not include restrictions from representing the University in a public way (e.g. collegiate sports, choir, ministry teams). A permanent record is kept in the student's file.

### **INTERIM RESIDENCE HALL SUSPENSION**

A student may be put on interim suspension from a residence hall or apartment when there is reasonable cause to believe that the continued presence of the resident in the residential community constitutes an immediate threat to the emotional or physical health, safety or welfare of the resident, other residents or staff, and/or to university property. In such cases, the student will be required to leave the residence hall or apartment immediately, regardless of time of day or time of year, and must remain away from the residence hall or apartment and its residents until a hearing can be held to determine the status of the resident as a member of the residential community.

### **RESIDENCE HALL SUSPENSION**

A student may be suspended from living in a residence hall or apartment for a specified period of time when it has been determined that the student's behavior in the residential community is too disruptive to maintain a positive living and learning environment.

Residence Hall Suspension may also be issued if a student is determined to pose a threat to the emotional or physical health, safety or welfare of the resident, other residents or staff, and/or university property. In such cases, the student will be issued a set time by which they are required to be moved out of the residence halls. Students who wish to return to the residence halls after being issued a residence hall suspension may be asked to provide evidence that they are ready for such a privilege.

### **CITIZENSHIP PROBATION**

A warning status into which a student is placed when the student is in jeopardy of suspension or dismissal from the University. Citizenship probation involves exclusion from co-curricular activities, including intercollegiate athletics, from being candidates for positions of honor or leadership, from holding office or any other responsible positions in organizations, from being a member of Student Senate, from being an editor or business manager of a student publication, from representing the cheer team or being a student manager of athletic teams, or being a University representative to the public. NOTE: Music or Theatre majors who are on probation will be allowed to participate in music ensemble classroom rehearsals/ theatre read-throughs rehearsals, and performances only if it is an academic requirement. However, if not required academically Music or Theatre majors may not participate in performances, may not be excused from classes, nor accompany the ensemble /troupe on trips. A permanent record is kept in the student's file.

### **ESSAY/LETTERS OF APOLOGY**

Essays, letters of apology, or other related discretionary assignments may be assigned as reconciliation for a violation.

Interim Restrictions: A student may receive Interim Restrictions prior to the start and/or completion of the Student Conduct process. Interim restrictions may function in the same way as a suspension, however they are issued as a temporary sanction until a final decision is reached through the Student Conduct process. Interim restrictions may be

issued when a student is determined to pose a threat to the emotional or physical health, safety or welfare of the resident, other residents or staff, and/or university property.

### **SUSPENSION**

A student is suspended from the University for a specified period of time (usually a semester or a year). In this case the student is to go home immediately and not return until the specified period has ended and a re-enrollment interview has been conducted by the Student Development staff. A permanent record is kept in the student's file.

### **SUBSTANCE USE ASSESSMENT**

A student is required to take a professionally designed assessment, at their own expense, related to their choices regarding substance use and/or abuse. The student must also sign and submit a release of information form to the assessment center allowing communication to occur between their office and select university officials.

### **DISMISSAL**

A student is dismissed from school immediately, and is not eligible to apply for readmission for a minimum of one year. In this case, substantial change would need to be documented for consideration of re-enrollment. A permanent record is kept in the student's file.

### **EXPULSION**

The permanent separation of a student from Indiana Wesleyan University. The procedures for a student's departure from the residence halls when expelled may be the same as for a dismissal, however with expulsions students are not allowed to return to the university.

### **COMMUNITY SERVICE**

A requirement to provide a service for a violation of a Community Standard and/or University Policy. This can be completed on campus or off campus at the discretion of the administrator assigning the sanction.

### **RESTITUTION**

A requirement for a student to compensate for a loss, damage, or injury that they are found to be responsible for. In certain circumstances restitution may also require the student to restore, clean, or repair something they are found to be responsible for.

### **VERBAL WARNING**

A student receives a verbal warning from a campus official and it is documented to reference for possible future violations.

### **OPEN HOUSE/VISITATION RESTRICTION**

A student is suspended from visitation privileges for a specified period of time. This means that a student may not enter a residence hall occupied by members of the opposite sex or be anywhere in any residence hall with a member of the opposite sex, except for a public lobby or main lounge.

## **NOTIFICATION TO PARENTS/GUARDIANS**

Students will be encouraged at all levels of the Student Conduct Process to share information with their parents. The University may notify parents of a student who has violated any laws or college policy governing the use or possession of alcohol or controlled substance, has been suspended, dismissed, or expelled from the college if the student is under the age of 21 at the time of disclosure. Furthermore, in cases involving serious injury and in situations deemed by the college to be an emergency, the college may notify the parents or guardian of a student.

## **RIGHTS AND PRIVACY ACT (FERPA)**

When a student is enrolled at an institution of higher learning, a substantial amount of personal information and educational data is collected, maintained, used and disseminated. Indiana Wesleyan University recognizes and desires to protect the rights of privacy of the student over the age of 18, providing access to his educational data, and the rights to challenge the content of his records for inaccurate or misleading information.

In general only those persons directly involved in the educational process have access to the student's records unless the student gives written permission to release the information. The University maintains a complete policy statement in accord with the Family Education Rights and Privacy Act of 1974 which can be obtained in the Records Office. The records office can be reached via campus extension x2131 or at registrar@indwes.edu.

## STUDENT CONDUCT CASE REVIEW PROCESS

It is understood that a case review is not considered to be a second hearing of a case but, if deemed appropriate, an opportunity to revisit a case in light of grounds for review. Students have the right to request a review of a decision and/or sanction imposed through the Student Conduct Process. Requests shall be typed and submitted by the student to the appropriate designee within 72 hours of notification to the student of Student Conduct Decision.

Requests for decisions issued by the Director of Student Conduct & Community Standards shall be made to and are considered by the Case Review Board.

Requests for decisions issued by a member of the Residential Learning Staff shall be made to and are considered by the Director of Student Conduct and Community Standards or her/his designee.

Requests must state whether the student is reviewing the decision, the sanction, or both. The correspondence must also state the grounds for which the Case would be reviewed, which are limited to the following:

- Evidence related to the case is now available that was unavailable or unknown at the time of the initial student conduct meeting that could considerably affect the outcome.
- The University significantly deviated from its stated procedures in such a way that materially affected the fairness of the student conduct meeting.
- The sanction(s)/assignment(s) is substantially disproportionate to the severity of the violation.

Case Reviews are not automatic. The appropriate party may review the request and:

- Uphold the outcomes levied through the initial Student Conduct Process;
- Conduct further investigation and/or hold an additional meetings to reach a decision and declare any appropriate sanctions/assignments.

## RESPONSE TO VIOLATIONS

It is important for students to be given consistent and fair responses to misconduct yet also be dealt with in an individual manner. The following examples are given to convey the types of minimum consequences that are used for certain categories of behavior. This list is in no way exhaustive and is only used to illustrate the institutional perspective of violations. Of course, a student will receive more than the minimum consequences for a pattern of repeated misconduct, for a severe violation, for violation of probation, for not being truthful in the discipline process, for multiple violations at the same time, or for failing to comply with or being blatantly disrespectful toward university personnel.

### LEVEL I VIOLATIONS

Level I Violations include but are not limited to the following list. First time violations of these policies by resident students should be referred to the Resident Director for review. First time violations of these policies by non-resident students should be referred to the Director of Student Conduct and Community Standards. The appropriate campus official will address the student(s) regarding the behavior involved and discuss a plan for a changed attitude and behavior. The RD or the Director may determine to initiate the Student Conduct Process. Possible sanctions include, but are not limited to, Verbal Warning, 30-60 days Disciplinary Warning, Apology Letter, Loss of Privileges, Community Restitution, and Curfew Restriction. A permanent record will be kept in the student's file.

- Attending a party where alcohol is served (unsolicited confession)
- Curfew/sign-out Violation (3rd offense)
- Dishonesty or Lying
- Dress Code Violation
- Failure to comply
- Gambling
- Media Policy
- Pornography
- Profanity
- Public Display of Affection (PDA)
- Residence Life Policies (excluding those that are violations of the law)
- Smoking

## LEVEL II VIOLATIONS

Level II Violations include, but are not limited to, the following list. Included in Level II Violations are second offenses of Level I Violations (excluding curfew). Level II Violations are referred to the Director of Student Conduct & Community Standards. The Director will review the case and may determine to initiate the Student Conduct Process, or possibly refer the case to another campus official. Sanctions can range from a Verbal warning through Expulsion from the University. A permanent record will be kept in the student's file.

- Assault
- Curfew Violation (4th offense and higher)
- Fireworks
- Furnishing False Information
- Harassment
- Harm to Person
- Hazing
- Physical Violence (fighting)
- Pranks or Practical Jokes Resulting in Damage or Harm
- Sexual Assault
- Sexual Harassment
- Sexual Misconduct
- Stalking
- Substance Use
- Tampering with Fire Safety Equipment
- Technology Use Violation
- Theft
- Unauthorized Entry or Use
- Unauthorized Possession of University Keys
- Vandalism
- Violation of the Law
- Weapons

At appropriate times, students are dealt with in an individual manner through the discussion of a Personal Growth Plan. Often the student and the University representative will sit down and discuss where the student is (assessment), important areas in which the student would like to grow (goals), the best ways to get there (strategy), and how to check the progress made (evaluation).

Indiana Wesleyan University expects students to wrestle with those feelings underlying their behavior, values, and personal ethics, while “working out their faith” and gaining greater control over those behaviors which resist change.

Though honest discussion and personal struggling is healthy and welcome, students will still be expected to adhere to Indiana Wesleyan's community expectations.

# UNIVERSITY OFFICES AND SERVICES

## ALUMNI OFFICE

The IWU Alumni Relations Office & Alumni Association sponsors a number of activities and events to connect with current students—long before they graduate or leave campus. The Association awards scholarships to children of alumni; provide gifts at various events, coordinates Homecoming reunion activities and national alumni events. We work with all student organizations and athletic teams. The Student Alumni Association, Student Activities Council, and Student Government Association are a few examples. We also assemble and deliver Care Packages during finals week. Our board and advisors welcome your participation.

The Alumni Association celebrates community reflecting the character of IWU by engaging alumni, developing resources, and promoting the university. All IWU graduates and former students who have completed one semester are considered members of the Alumni Association. Pick up your alumni pin at the Alumni House located at the southwest edge of campus near Washington Street and University Blvd.

For more information, call 765-677-2110 or visit <http://alumni.indwes.edu>. Connect via social media on Facebook, LinkedIn, Instagram, and Twitter using the @IWUalumni identifier. We would love to hear your story and we ask you to update contact information with us upon graduation.

## BALDWIN DINING ROOM

The Baldwin dining center offers variety food choices in various stations. Selections include hot food main entrée with vegetables and side condiments. Also select food options in the grill area, deli and salad station, Mexican bar, gluten-free bar, or self-cook Asian station. Visit our Italian section for a variety of choice pizzas. Our Rotisserie Fresh Bar chefs cook up our student favorite venue. The Demonstration line chefs are cooking a wide variety of entrées. The dessert, soft and hand-dipped ice cream, and pastries station will satisfy your sweet tooth. Most items are self-serve and all-you-can-eat.

Our highly diversified menu and additional offerings will more than satisfy most dietary needs; however, if you are unable to satisfy your dietary needs, as required by a physician, we will make special accommodations for you. We work closely with our students who have such needs and have been very successful in meeting their needs in most cases. If you would like to discuss your special dietary needs, please contact our food service director at 765-677-2310.

## BOOKSTORE

Located in the Student Center, the University Bookstore offers the following:

- IWU clothing and gift items
- Textbooks
- Textbook buyback
- Office/school supplies
- Art supplies
- Snack and beverages
- Greeting cards
- Trade books
- Gift Cards Available

The IWU Bookstore is available online at [www.iwubookstore.com](http://www.iwubookstore.com), via e-mail at [bookstore@indwes.edu](mailto:bookstore@indwes.edu), or by phone at (765) 677-2210.

## BOX OFFICE

The Box Office that services many ticketed special events on campus is located in the Phillippe Performing Arts Center. Information can be obtained by stopping by the window or calling (765)677-2610.

## CAMPUS POLICE

The overall goal of the Indiana Wesleyan University Campus Police Department is to provide a safe and secure campus for our students, staff and visitors. All Campus Police Officers are officers with the Grant County Sheriff's Office, have graduated from Indiana Law Enforcement Academy and undergo continual training and updating through the Sheriff's

Office. The mission of the IWU Campus Police Department is to work with the campus community to preserve life, maintain human rights, protect property and promote individual responsibility. The officers are committed to providing high-quality, community-oriented, and customer sensitive police service that encourages teamwork, problem solving and continuous improvements. For non-emergency Campus Police assistance, call extension 2109, or 765-677-2109 from off campus or cell phone. For emergencies, call extension 4911, or 765-677-4911 from off campus or cell phone.

## **CENTER FOR STUDENT SUCCESS**

The Center for Student Success promotes holistic development toward well-being for students in their undergraduate journey. Joining curricular and co-curricular dimensions of IWU's distinctively Christian approach to higher education, CSS helps individuals express authentic faith through their lives and learning.

Services include:

- Academic Success, Enrichment, Tutoring (Available in the Learning Center located on the lower level of the Jackson Library)
- Clinical Counseling
- Disability Services
- Testing
- TRiO Scholars Program
- Upward Bound Program

Questions may be directed to The Center for Student Success: Suite 220 in Student Center, 765-677-2257 or [center4success@indwes.edu](mailto:center4success@indwes.edu).

## **CENTRALIZED SCHEDULING**

All conference rooms, classrooms, and event spaces for campus are scheduled through the Conference Services office year round. Requests for space in buildings or for outside program spaces are made through Conference Services. An on-line request form can be found on the Wildcat page through the student intranet. Requests for space must be made at least two weeks in advance of the event being scheduled. Requests for technical assistance (multi-media cart, microphone, Power Point, etc.) also require a two week minimum notice to the Conference Services office. This includes requests that require the assistance of the Instructional Resource Center. Requests made by students for academic purposes will require a staff or faculty contact name and number. Requests for space for personal reasons may involve a fee. A member of the Conference Services staff will follow up with any request submitted to the office.

## **CHECK CASHING AND CHANGE**

Many local businesses may not cash out-of-state checks. However, the Student Account Services office will cash a check up to \$100.00 during its regular hours, Monday through Friday, 8am-5pm. The Student Center Game Room also has a change machine.

Several banks have cash machines and customers can apply for a card to use the machines 24 hours a day. VIA Credit Union provides an Automatic Teller Machine, located in the mallway of the Student Center near the Information Desk.

Information regarding checking and savings accounts and the ATM machine may be obtained by calling the Credit Union at 664-0607.

## **COMMUTER MEALS**

Commuters can enjoy meals in Baldwin and Wildcat. Commuters have an option to set up an account using their ID cards. To set up an account you must purchase points. These points are added to your card. Points are like cash. A point is equivalent to a dollar and is used as such. Points are good in Baldwin, Wildcat, College Store and McConnell. You are able to purchase this account from Pioneer food service office only. You may add any amount to your card. A 25% is added for purchase of \$100.00 or more.

## **COMMUTER STUDENT LOUNGE AND STUDY SPACE**

The Student Center has a lounge specifically designed for commuter students with a kitchen, lockers, lounge furniture, and tables for group study. To receive a locker assignment, visit the Game Room in the Student Center. A \$5.00 refundable deposit is required.

## COMPUTER LABS

There are general access computer labs located in Goodman Hall, Elder Hall, Jackson Library, and residence halls that can be used by all students. These labs offer access to the campus network, the Internet, email, Microsoft Office, and a variety of other software applications. Each lab has centralized printing available from within the lab. In addition to the general access labs there are several discipline specific computer labs throughout the campus in academic buildings. These labs are accessible to students who are taking specific classes or are a major in that program.

## COMPUTER SUPPORT

Computer support is available for all students enrolled at IWU at our IT Xpress location in the lower level of Jackson Library. IT Xpress can provide limited technical support for PC's including virus removal, diagnostics, network connectivity, and email set up. IT Xpress is an authorized Apple Service Repair Center providing full hardware and software support for Apple computers. These services are offered at no cost to the student unless out of warranty parts are needed for repair. For office hours and information, please contact the IT Support Center at x-2209.

## E-MAIL ACCOUNTS

E-Mail accounts are automatically created for every student currently enrolled at IWU at no additional charge. Information regarding accounts will be distributed at the beginning of the fall semester and is also available from the Records Office.

## FINANCIAL AID

The Financial Aid Office is located upstairs in the Student Center, and is open Monday through Friday 8:00 AM to 5:00 PM. Our staff is available to talk with you and your parents regarding the affordability of attending Indiana Wesleyan. To best serve you, we assign a counselor who will work with you throughout your time at IWU.

Financial Aid is available in the form of scholarships, grants, student employment and loans. You must file a FAFSA (Free Application for Federal Student Aid) by the institutional deadline each year to help hold your eligibility for state and institutional money. Not all scholarships require a FAFSA, but we do encourage everyone to file this application at least the first year.

We understand that higher education is expensive and our staff is here to assist in exploring all the options available to assist in paying for this investment. We realize that sometimes circumstances arise that might change your family's financial ability to pay (for instance: loss of job by a family member, death of a parent, etc). Our staff is available to talk with your family if you are experiencing difficult times. For more information regarding:

- Financial Aid Deadlines
- Your assigned financial aid counselor
- The FAFSA Application
- Specific scholarships available
- Scholarship renewal criteria

Please contact our office at 765-677-2116, see the IWU catalog and or check us out online at [www.indwes.edu/Financial-Aid/Undergraduate/](http://www.indwes.edu/Financial-Aid/Undergraduate/).

## GLOBAL ENGAGEMENT OFFICE

Founded in 2012, the Global Engagement Office was established in an effort to enhance international and intercultural education on the residential campus of IWU. Grounded on the biblical foundation of the Great Commandment and the Great Commission, the Global Engagement Office seeks to embody IWU's mission and global vision by: (1) providing intercultural student services; (2) facilitating education abroad programs; (3) expanding the scope of our global influence through centers, institutes, and innovative initiatives; (4) enhancing intercultural academic development; and (5) supporting international student initiatives.

## PROVIDING INTERCULTURAL STUDENT SERVICES

The Intercultural Student Services department exists to advocate for a culturally responsive and inclusive learning community on the residential campus which is reflected through our commitment to both international and domestic diversity. We do this by informing, inspiring, and inviting learning opportunities and effecting policy that promotes culturally responsive pedagogy and praxis, resulting in reconciliation (with God and with others) and transformational learning outcomes and living. Diversity, equity, justice, and inclusion are values that we embrace as we seek to become a more culturally responsive intercultural learning community. The framework for this work includes: curricular, co-curricular, advocacy, assessment, and institutional responsiveness.



## **FACILITATING EDUCATION ABROAD PROGRAMS**

The Education Abroad department exists to provide students with global learning opportunities that enrich their academic discipline and help prepare them to effectively engage with people in multicultural environments. Led by IWU faculty and staff, these education abroad opportunities include: travel classes; World Impact teams; summer/semester abroad programs; and international fieldtrips, internships, student teaching, and practicum experiences.

## **EXPANDING THE SCOPE OF OUR GLOBAL INFLUENCE THROUGH CENTERS, INSTITUTES, AND INNOVATIVE INITIATIVES**

Ideas need places where they can be cultivated and initiatives need places where they can grow. The Global Engagement Office seeks to be a catalyst for educational innovation on the residential campus and a space where students, faculty, staff, alumni, and friends of the institution can share ideas that are international and intercultural in scope and focus. Some of these ideas will develop and grow while others will not, but they will all be considered. Alfred Nobel once said, "If I have a thousand ideas and only one turns out to be good, I'm satisfied." Some of the ideas that have been developed and are growing on and off IWU's residential campus include: the Center for the Study of Human Trafficking; the High School Institute (i.e., pre-college enrollment and high school completion program); and the English Language Institute (i.e., Cultural Immersion Program, Bridge Program, and Semester @ IWU Program for international students).

## **ENHANCING INTERCULTURAL ACADEMIC DEVELOPMENT**

The Global Engagement Office seeks to enhance intercultural academic development on the residential campus through curricular and co-curricular efforts, including: workshops, seminars, and conferences; faculty/staff development opportunities; the "Intercultural Experience" general education requirement; and the Intercultural Effectiveness Scale (IES) online assessment.

### **Supporting International Student Initiatives**

As an emerging global Christian university, the IWU residential campus is increasingly becoming a place where international students desire to reside in order to pursue their academic goals. In an effort to support these students and initiatives, the Global Engagement Office collaborates with divisions, schools, offices, and student organizations on the residential campus in a number of ways—this collaboration includes: international student/faculty/staff recruitment and retention initiatives; international student advising; strategic partnership development with international schools; International Scholars in Residence Program; visiting scholars program; sponsoring and advising globally focused student organizations.

## **OFFICE LOCATION & CONTACT INFORMATION**

The Global Engagement Office is located on the second floor of the Barnes Student Center, suite 260. Guests are welcome to stop by anytime or contact us by email, or web:

email: [global@indwes.edu](mailto:global@indwes.edu)

web: <https://myiwu.indwes.edu/directory/global>

## **HEALTH CENTER**

The IWU Health Center is committed to the promotion of physical, emotional, and spiritual health and wellness of the IWU community; through offering high quality, affordable health care and treatment of acute and minor illness and injuries, and promoting wellness through health education and preventative care. The IWU Health Center is open 8:00 am to 4:00 pm, Monday through Friday and is staffed with Registered Nurses, a full-time Nurse Practitioner and a part-time Doctor. Services include:

- Treatment of acute and minor illness/injury
- Monitoring of ongoing health concerns such as blood pressure and blood sugar
- Immunizations
- Physical exams including school physicals, travel exams, employment physical, pre-nursing physical, women's health (and PAP test)
- Laboratory test diagnostic blood work when ordered by a Health Center provider or outside practitioner. Mono, influenza, strep, blood sugar and urinalysis are provided onsite.
- Travel Care and immunizations
- Tuberculosis Testing including PPD skin test and Quantiferon Gold blood test
  
- Medical supplies including crutches, Ace bandages, hot/cold packs, breathing treatment machines and health education materials

- Allergy desensitizing injections are given by appointments only. The patient is responsible for providing written orders, instructions and serum from their allergist

Many services and some over-the-counter medications are free and there is no charge to see an RN. However, appointments with a Practitioner will incur a charge. Some other services in which charges are incurred include, but are not limited to: lab work, allergy injections, rapid strep and mono tests, urine tests, immunizations, breathing treatments, TB tests, travel exams and physicals.

IWU Health Center will bill to most health insurance companies. We encourage you to contact your health insurance company and find out what benefits your plan offers away from home. IMPORTANT: Health insurance is strongly encouraged for all students. The university has available a student health insurance plan for students that are not already covered through parents, guardian, employee or health insurance exchange under the Patient Protection and Affordable Care Act (PPACA). For information regarding student health insurance contact the Health Center at [healthcenter@indwes.edu](mailto:healthcenter@indwes.edu) or visit [healthcare.gov](http://healthcare.gov) to determine the availability of health insurance marketplace plans.

All, students, including graduate students, who attend Indiana Wesleyan University's Marion residential campus, are required to provide a completed Health Form including proof of immunity to the IWU Health Center. Necessary documents include:

- A completed Health Form
- Record of two MMR vaccines
- Record of a current (within 10 years) tetanus vaccine

These must be received by August 15th of the incoming year for fall semester and December 15th for spring semester. The Health Form can be found at: [indw.es/2015healthforms](http://indw.es/2015healthforms).

Proof of immunization may be provided through the following options:

- Completed immunization record signed by health care provider
- Immunization record forwarded from high school, college, or university
- Copy of a local health department immunization record
- Immunization record maintained by the student or parent (cannot be a baby book record)
- Completed TB screen and TB test if required

Students who do not comply with the Health and Immunization Policy will not be allowed to register for the next semester, attend classes, or reside on campus the first day of that semester until proof of immunization has been submitted to the Health Center.

Excuses from class are defined in each class syllabus and are at the discretion of the faculty member and the college of Arts and Sciences. It is the policy of the Health Center to provide students with documentation for the following circumstances ONLY: an acute contagious illness and an illness requiring an extended period of recuperation.

Students needing excused absences due to hospitalization should contact Academic Affairs.

## IDENTIFICATION CARDS

All students, faculty, and staff must have a valid IWU identification (ID) card and are only permitted to possess one IWU ID card at any given time. Excess cards will be confiscated by University personnel.

Persons may receive their card from the Life Calling and Integrative Learning Office. An ID card is the property of Indiana Wesleyan University; however, it is the student's responsibility to present the ID for food service, to use the Recreation and Wellness Center, to take attendance in Chapel, to gain access to their residence hall, and use of the Library. A fee will be assessed for any destruction or loss of your ID preventing it to be used in these areas.

Student ID cards should be treated just as a debit card which affects the student's account. For protection, report lost or stolen cards so they may be deactivated. The Life Calling and Integrative Learning office will issue a temporary card when an ID card is lost. This card will have the ability to access a student's food service account and monitor chapel attendance.

A student will be given three business days to locate the lost or stolen card or obtain a new card at Life Calling and Integrative Learning. (There is a \$10.00 fee for a replacement ID card.) After the three business days, the temporary card will no longer be accepted and the student will need to obtain a new card from the Life Calling and Integrative Learning Office.

## INFORMATION DESK

The Information Desk, located on the first floor of the Student Center, is a resource that has phone numbers, campus events, and information concerning campus offices and scheduled events. The Information Desk is open during Student Center operation hours with the exception of school breaks and can be reached at (766) 677-4636.

## LIBRARY

The IWU Lewis A. Jackson Library is committed to providing the IWU academic community with access to services and resources that will promote the quest for scholarship and the need to be lifelong learners.

The Library Collection includes print materials such as books and periodicals as well as digital collections which include e-books, streaming video, and a vast collection of research databases which provide online access to hundreds of thousands of scholarly articles and other research resources. Many of the scholarly articles may be printed, emailed, or saved to disk.

The Jackson Library also offers a variety of services that are designed to enhance the students' information access and research experience at IWU. In addition to staffing the Reference Desk on the main floor of the Library, the Reference Department offers research instruction sessions that teach skills necessary to navigate the varied resources and databases available through the Library. These sessions are available to individual patrons or can be arranged by faculty members for entire classes.

The Interlibrary Loan service supports scholarship and research by borrowing books, articles, and other materials, not available at the IWU Jackson Library.

Media Services houses the Jackson Library's audio and video collections, as well as media equipment for use by IWU faculty, staff, and students. This equipment includes such items as video recorders, cameras, tripods, projectors, etc. It also provides media-related services and materials for scanning, color printing, laminating, art projects, die cutting, and more. The Jackson Library provides public photocopiers for making copies (or scans) of non-circulating materials such as reference books and print periodicals within the parameters of current copyright regulations.

Circulation periods that apply to traditional undergraduate students checking out Jackson Library-owned materials include the following:

Books - 3 weeks

Records - 2 weeks

CDs - 2 weeks

DVDs - 2 days

Videos - 2 days

Unreturned materials accumulate fines and replacement costs. Charges in excess of \$5.00 prohibit the borrowing of Library materials. Students are required to have paid all Library fines in order to complete graduation requirements. The Jackson Library encourages students to bring any questions regarding their Library transactions or fines/fees to the attention of the Jackson Library Circulation Desk.

During the regular academic semester (September – April) the Jackson Library hours are:

Monday-Thursday: 7:30 AM – 12:00 AM

Friday: 7:30 AM – 6:00 PM

Saturday: 11:00 AM – 8:00 PM

Hours for breaks, holidays, May Term, and summer are posted in advance on the Jackson Library website ([www.indwes.edu/library](http://www.indwes.edu/library)) where the regular Library hours can also be found.

## LIFE CALLING AND CAREER

The Office of Career Development is here to partner with you as you prepare for your professional life. We offer support with the following: Strengths identification, resume and cover letter writing, workplace assessments, career consulting, job shadowing, mock interviews, professional networking, internship placement, personal branding, social media support, graduate school preparation and job search support/strategies. Our goal is to empower you to live a life of purpose and stewardship so schedule an appointment with us or stop in at see us at our downstairs location in the Barnes Student Center at the "WildcatWorks Kiosk"

## LOST AND FOUND

Check with the Student Center Game Room concerning lost items. Lost and found articles are held for one month.

## MAIL AND POST OFFICE

The Campus Post Office is located on the main floor of the Student Center and provides the following services:

- Processes incoming and outgoing UPS and USPS mail and parcels
- Serves as a drop off point for outgoing Fed Ex
- FAX Processing
- Copying Services
- Free Campus Mail Service

Incoming student mail is delivered to the Student Center Post Office several times a day.

Outgoing mail must be received by 2:00 PM for same day processing.

Hours of Operation: 9:00 a.m. – 5:00 p.m. Monday through Friday, 9:00 a.m. – 1:00 p.m. Saturday except when student are on break, closed Sunday.

The Student Center Post Office is closed on Saturdays during May-Term.

Summer Hours: The Student Center Post Office Window services move to the Mail Services Office in the Facilities Services building from June 1st - August 1st.

Summer hours of operation are 8:00 a.m. - 5:00 p. m. Monday through Friday, closed Saturday and Sunday.

All undergraduate students, including commuters with seven or more credit hour, are eligible for a campus mailbox. A post office box request card is required to be read and signed before a mailbox is assigned. Use of the campus mail system for unapproved mass or nuisance mailings, to threaten others, to promote “underground” perspectives contrary to scripture or the university, etc., will be referred for investigation and discipline.

Inter-campus service is not to be used for commercial purposes without prior approval of the Vice President for Student Development.

## MCCONN COFFEE CO.

is a relaxing student operated coffeehouse in the middle of the Student Center. Supervised by a professional general manager with internship credit provided by the academic Department of Business, this operation offers real life business experience for students. McConn hires student “barista’s” each semester, and provides training and a fun atmosphere in which to work. McConn Coffee Co. has extended operating hours with scheduled entertainment as well. Visit [www.mcconncoffee.com](http://www.mcconncoffee.com) for more information.

## MEAL PLAN

As a boarding student, you will have the choice of four meal plan options. Each provides a varied menu and includes unlimited servings in the Baldwin dining room as well as the conversion meal (exchange meal) option. Exchange meals or conversion meals entitle boarding student to take meals in Wildcat Express.

- 23 meals per week – includes 4 late night breakfast in Baldwin (Monday – Thursday)
- Block 200 with 100 points – 200 meals per semester with \$100 declining balance account
- Block 150 with 275 points – 150 meals per semester with \$275 declining balance account
- Block 120 with 150 points – 120 meals per semester with \$150 declining balance account

Note; freshman are required to choose the 23 meal plan, the block 200 plan or the block 150 plan.

In addition to any of the meal plan mentioned, resident and commuting students may establish a declining balance account for use in Baldwin, Wildcat Express, and College Store and in McConn coffee shop.

Commuters have an option to set up an account using their ID cards. To set up an account you must purchase points. These points are added to your card. Points are like cash. A point is equivalent to a dollar and is used as such. Points are good in Baldwin, Wildcat, College Store and McConn. You are able to purchase these account from Pioneer food service office only. You may add any amount to your card. A 25% is added for purchase of \$100.00 or more.

## **MARRIED HOUSING**

Indiana Wesleyan offers apartments for married students. To be eligible, one of the residents must be an IWU student who has successfully completed at least 60 credit hours or is 21 years old. Spouses of residents must also be at least 21 years old. Information received about rentals and houses for sale is posted on selected bulletin boards located in the Student Center.

The University also owns several local houses that can be rented. Contact the Vice President for Operations at x2123. See "Housing Exemption" to confirm off campus eligibility.

## **ROOM SCHEDULING INFORMATION**

See "Centralized Scheduling"

## **STUDENT ACCOUNT SERVICES**

The Student Account Services provides student account information, and check cashing services.

## **WILDCAT EXPRESS**

Wildcat Express is a food court style operation located in the student center. There are a variety of menu options offered. Select from our grab-n-go food options or one of the following venues: 42nd Street Deli, Brickyard Grill, Mario's Pizza, Casa del Gato Station, Wild Wok Station, Wilbur's Wild Wings, or Chik-Fil-A.

Wildcat Express is an extension of the food service. Resident students have the option to take meals in Wildcats as an exchange meal. Each venue offers an exchange meal menu. Points system is also available in Wildcat purchase other than exchange meals. Cash transactions are welcome.

## **MY IWU PORTAL**

Now students can get answers to their questions on the Web. The My IWU Portal at [myiwu.indwes.edu](http://myiwu.indwes.edu) has listings and information for everything from student organizations to student job postings to the course catalog. Even meals times at Baldwin are listed. Be sure to check it out.

## **WIWU RADIO**

94.3 FM is a student-managed 24-hour Christian music and information outlet for Grant County. Students may work on staff through enrolling in appropriate Communication classes for credit.

WIWU-TV is a Digital Television outlet covering all of Grant County parts of other counties in north central Indiana. It is professionally managed by a full time staff with students serving in key leadership and production roles. Programming includes locally focused newsmagazines, lifestyle and talk programs along with IWU athletics, concerts and special events.

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# UNIVERSITY PUBLICATIONS AND PUBLICITY

## **TRIANGLE**

The Triangle is a magazine, which is published three times a year and distributed primarily to alumni and friends of the University. The magazine presents news and feature stories about campus life and interesting alumni, plus several pages of personal notes shared by alumni.

## **THE FIRM**

The Firm is an on-campus student-run design firm that serves University departments and organizations like Student Activities Council, Student Government Association, Residential Learning, etc. The Firm serves as an internship opportunity for design students, allowing them to gain real life experience managing their own projects and timelines while working one-on-one with clients to fulfill their design needs. The students work to create posters, brochures, banners and other promotional materials for these organizations.

## **WEB AND SOCIAL MEDIA TOOLS**

IWU wants you to be able to easily access information, stay up to date on events around campus and connect through the University's social media. Be sure to follow us on all our platforms!

- Twitter: @IndWes
- Instagram: @IndWes
- Facebook: Indiana Wesleyan University
- LinkedIn: Indiana Wesleyan University
- Google+: Indiana Wesleyan University
- Website: [www.indwes.edu](http://www.indwes.edu)

# CITY OF MARION

New Marion residents are encouraged to contact the Marion-Grant County Chamber of Commerce for the most up to date information regarding local services, organizations, and governments of Grant County.

The Chamber is located at 217 South Adams Street, Marion, 765-664-5107. Their fax number is 765-668-5443. Information may also be found on their website at [www.marionchamber.org](http://www.marionchamber.org).

Commuters often do not know who to contact for services. A brief description of service providers is listed below:

Gas: Vectren Energy

Electric: Indiana Michigan Power

Water: Marion Municipal Utilities

There are several banks and credit unions located in Grant County. Some banks and credit unions offer special rates to University students.

A city bus route services downtown, urban shopping areas, and area employers.

Television cable service may be connected by contacting Bright House Network.

The school systems in Grant County are:

- St. Paul Catholic
- Lakeview Christian Schools
- Marion Community Schools
- King's Academy
- Oak Hill United School Corp.
- Eastbrook Community Schools
- Madison-Grant United Schools
- Mississinewa School Corp.

## AREA ATTRACTIONS

### RECREATION

Outdoor enthusiasts have no shortage of choices with boating, skiing, hiking, swimming, and picnicking facilities at the nearby Mississinewa and Salamonie reservoirs; four area golf courses; and Marion's Mississinewa Riverwalk. Local parks are also the sites for family activities, including the annual Riverfest in Matter Park and the Ducktail Run in Gas City Park.

### FESTIVALS

The Grant County calendar fills quickly each year with more than 20 festivals; special events celebrate everything from covered bridges to popcorn, from the bounty of the harvest to local heritage, from the Fourth of July, Labor Day and Christmas holidays to antique engines and classic cars. Mississinewa 1812, a living history weekend, re-enacts the battle between federal troops and the Miami and Delaware Indians.

### MUSIC

Contributing to the community's cultural richness are year-round performances by the Marion Philharmonic Orchestra and the Marion Civic Theatre. The Philharmonic performs a wide range of symphonic literature, from classical to pop. The Civic Theatre performs a mixture of comedy and drama to attract a wide range of tastes.

# STUDENT HANDBOOK

2015-2016

INDIANA  
WESLEYAN  
UNIVERSITY