



Virginia Wesleyan College

2007/2008

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The 2007-2008 Student Handbook has been published to assist you in making the most of your experiences at Virginia Wesleyan College. This handbook provides a wealth of information on the many facets of campus life: from the calendar, which provides you with a convenient place to keep track of assignments, to the section on Campus Clubs and Organizations. It may not tell you everything you want to know, but it will point the way to someone who does know.

Please take special note of the Education for Life - Campus Resources section. We truly believe when you attend Virginia Wesleyan you are here for academia and more. Therefore, this section provides you with information to help you maximize your growth and development so you truly will be “Educated for Life.”

The section on Honor Code and Community Standards: Expectations and Responsibilities provides you with information regarding your rights and responsibilities as a member of the Virginia Wesleyan College community.

The Student Handbook is published by the Dean of Students Office in consultation with other members of the campus community to include students, faculty, and staff.

Every student is held responsible for knowledge of the regulations and information contained in this handbook as well as for changes promulgated by the Vice President for Student Affairs and Dean of Students or his designee as addenda to this handbook. This publication supersedes all previous editions of the Student Handbook. The College reserves the right to make exceptions or adjustments to the rules when, in its sole opinion, circumstance or the well being of the College community or the affect which the rule may have upon the College’s best interest dictates. Our handbook is not a contract and does not create any individual rights of that nature.

Non-discrimination Policy: *Virginia Wesleyan College does not discriminate against students of any race, religion, color, creed, gender, national and ethnic origin, age, marital status, covered veteran status, handicap, sexual orientation, or any other legally protected status in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other College-administered programs.*

EMERGENCY INFORMATION

College Phone Number (757) 455-3200

**College Inclement Weather Hotline/
Emergency Closing** (757) 455-5711

Campus Security(757) 455-3289
(757) 455-3349
Emergency: (757) 233-8888

For on-campus dialing, dial the last four digits from any campus phone.

College's Web Site www.vwc.edu

The College's Emergency Procedures are available online.

College's Emergency Web Site emergency.vwc.edu

College's Emergency Email SAFE@vwc.edu

**The City of Virginia Beach Fire,
Police, and Rescue Departments**..... 911

Should you be using a campus telephone, you must first press 9 to get an outside dial tone and then press the numbers 911 for emergency services.

In case of fire, call the above listed number, then notify Campus Security. Do not attempt to put out the fire before calling the Fire Department.

Cancellation of Classes Should it become necessary to cancel classes due to inclement weather, call the College's emergency weather number, 455-5711, or listen to local radio stations. Radio and television stations that will carry this information include WNOR 98.7 FM; WLTY 95.7 FM; WHRV 89.5; WTAR 850 AM; and WNIS 750 AM; Channel 3 CBS; Channel 10 NBC; Channel 13 ABC; Channel 27 UPN; and Channel 43 FOX.

Revised May 2007



August, 2007

Dear Virginia Wesleyan Student:

Congratulations on your choice of colleges! Virginia Wesleyan College is consistently ranked among the finest small liberal arts colleges in the nation. I do not make that statement in an arrogant fashion, but humbly and with a great sense of pride in the people that make up this place called Virginia Wesleyan.

I am confident that everywhere you turn you will find faculty and staff eager to be of assistance. This publication is your invitation to get to know each of us. Drop by our offices. Stop us when walking across the campus. Ask questions. Engage us in conversation. I believe you will find us eager to listen and willing to be of assistance.

Congratulations again on choosing and being chosen to be a part of this dynamic community we call Virginia Wesleyan. You are embarking on a marvelous journey, one that will shape your life for the rest of your life.

Cordially,

A handwritten signature in cursive script that reads 'Billy Greer'.

William T. Greer, Jr.
President



August, 2007

Welcome to VWC.

As a first year student or as a continuing student, I ask that you consider the following question. What would you like from the college experience? A difficult question, perhaps, but one that should be considered as you begin this new and exciting experience or as you continue your education at Virginia Wesleyan.

Your Virginia Wesleyan experience will offer you the opportunity to make important choices like choosing a major, being a campus leader, taking risks, and accepting new challenges. Decision making can be tedious and occasionally you may make a mistake. However, your character will be revealed in the way you handle yourself and your mistakes. Embrace your new found freedom and at the same time, recognize this will be a time of significant personal development.

You represent Virginia Wesleyan wherever you are, be that in Hampton Roads, on the playing fields, at work, in class or in your residence hall. Take pride in Virginia Wesleyan and respect your fellow students, faculty, and staff.

Should you need assistance in any way, just stop by my office. I am your Dean of Students and your advocate. I want your experience to be a positive one. Enjoy your education.

Sincerely,

A handwritten signature in cursive script that reads 'David E. Buckingham'.

David E. Buckingham
Vice President for Student
Affairs and Dean of Students

**2007-2008
STUDENT HANDBOOK**



Bring a spark. Light a fire.

MISSION STATEMENT

The mission of Virginia Wesleyan College is to engage students of diverse ages, religions, and backgrounds in a rigorous liberal arts education that will prepare them to meet the challenges of life and career in a complex and rapidly changing world. In this endeavor, we employ a wide range of approaches to teaching and learning and provide opportunities to connect the study of the liberal arts with practical learning experiences on campus, in the Hampton Roads region, and throughout the world. In accord with our United Methodist heritage, we aspire to be a supportive community that is committed to social responsibility, ethical conduct, higher learning, and religious freedom.

STATEMENT OF DIVERSITY

Virginia Wesleyan College values the benefits of its diversity. We are committed to educating the campus community about issues of diversity. The campus will promote the freedom of thought and opinion in the spirit of mutual respect. Moreover, our campus community will be enriched through programs, activities and interactions by celebrating our uniqueness as well as our commonalities.

This commitment to diversity requires services that support the distinctiveness of racial and ethnic minorities within the campus community.

An essential feature of this community is an environment in which all students, faculty, administrators, and staff are able to study and work free from bias and harassment. Such an environment contributes to the growth and development of each member of the community.

COLLEGE RESPONSE TO WRITTEN STUDENT CONCERNS

Virginia Wesleyan has in place a comprehensive set of policies and programs for responding to student concerns which are put in writing, and to many less formal expressions of concern as well. The following persons may be contacted during the 2006-2007 session. Each year the Faculty Assembly elects a faculty member to serve as Community Advocate and the Student Government Association elects a Student Advocate; the holders of those positions respond to student questions regarding the organizational structure of the College and offer guidance on whom to contact to address questions or concerns students may have. The Dean of Students responds promptly to letters of concern from students and parents regarding campus life issues, and the Dean of the College in like manner addresses questions and concerns regarding the academic program. In some cases, students pursue the grade review process adopted by the Faculty Assembly, and that process begins with a letter written to the Academic Dean by the concerned student. Letters written by students also may become part of the evidence utilized by the community arbitration process for charges of violation of student conduct, and by the Honor Council in cases involving charges of academic dishonesty.

CLASS ATTENDANCE POLICY

VWC expects students to attend all class meetings of courses in which they are enrolled. Each professor will set an attendance policy and include it in the course syllabus. The professor, who best understands the course responsibilities of individual students, has sole authority over his or her course attendance policy; he or she evaluates all excuses for absence and determines whether or not to permit students to make up work missed. A professor may request from the college nurse or physician a written confirmation of illness, or from the dean of students a written confirmation of the absence for reasons related to co-curricular or extra-curricular activities.

Special cases where students know in advance they will be absent. Historically, when students miss class because they are representing the institution, observing a religious holiday, or absent due to travel required for other classes, they know in advance they will miss class, and they are granted permission to make arrangements so that they are not penalized for such absences. However, **nothing will be excused automatically. Students must work everything out with the professor.** Below are the factors students must be aware of:

- Students must plan appropriately. It is the student's responsibility to identify dates they will be absent, and negotiate with faculty about what they must do to make up and/or schedule, within a reasonable time, written work and other submissions.
- Students and faculty will come to mutual understanding about arrangements before student misses any classes for such absences. "Before" means all discussion/negotiation should occur prior to the class before the one that will be missed.
- Such absences count with reference to faculty members' absentee policies. If a class has a maximum number of absences, the absences for representing the institution will be counted in that number, unless otherwise decided by the professor.
- Allowable absences do not include absences for practices.
- Miss as little class as possible. Students are expected to attend parts of classes when departure times for events warrant it (example: if you have a 1:30 class that ends at 2:45, and your bus leaves at 2:30, talk with the professor about leaving class after the first 45 minutes; if he or she doesn't mind you leaving, it's better than missing class altogether).
- Nothing will be excused automatically. Students must work everything out with the professor.

With appropriate actions on the part of the student, he or she may be given the opportunity to complete assignments and otherwise compensate for time missed.

ABOUT VIRGINIA WESLEYAN COLLEGE

The Heritage of Virginia Wesleyan College. Chartered in 1961 and opened in 1966, Virginia Wesleyan is a liberal arts college related to the United Methodist Church. A brief glance might cause a student to think it is like hundreds of other colleges, but from the beginning, Virginia Wesleyan has intended to be something more than average. Born into an age of complexity and rapid change, the College has developed a flexible educational program, open to innovation in order to meet the changing needs of today's students. By design, Virginia Wesleyan is small. We subscribe to the concept that the aims of liberal education are best achieved in a context where students and faculty know each other well.

The liberal arts and church-related heritages of the College complement each other and define the values around which it has been built. The Christian heritage of the College demands openness to truth, not narrow parochialism. The liberal arts were originally so named because they were understood to be liberating and this still holds true. Liberal studies focus on the search for humane, social and scientific principles which, after thorough examination, provide the basis for the understanding of one's self, of society and of the world of nature. They equip an individual with the ability to cope with the world of change because they emphasize understanding. In short, liberal arts education aims at making the student a self-sufficient learner.

The College Seal. In 1964, the Virginia Wesleyan College Board of Trustees adopted the current seal to reflect the College's Christian heritage. The seal is an embellished circle, with the College's name and date of charter, featuring a cross and the initials of Virginia Wesleyan entwined in a diamond.

The College Mascot and Colors. The blue marlin was chosen as the College mascot in 1964 to signify the fighting spirit of the Atlantic seaboard's largest and most difficult fish to conquer. Virginia Wesleyan College athletic teams are known as The Marlins and wear school colors, navy blue and silver.

Virginia Wesleyan College is the youngest of the 123 United Methodist-related educational institutions in America. Some of the colleges and universities included within this association are listed below.

American University

Bennett College

Birmingham Southern College

Brevard College

DePauw University

Drew University

Duke University

Emory & Henry College

Emory University

Florida Southern College

Lycoming College

Millsaps College

Ohio Wesleyan University

Paine College

Randolph-Macon College

Randolph-Macon Woman's College

Rust College

Southern Methodist University

University of Denver

University of the Pacific

West Virginia Wesleyan

Wofford College

Virginia Wesleyan College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the bachelor of arts and bachelor of science degrees. Inquiries to the Commission on Colleges (1866 Southern Lane, Decatur, Georgia 30033-4097 or telephone (404) 679-4500) should relate only to the accreditation status of Virginia Wesleyan and not to general admission information.

**EDUCATION
FOR LIFE
CAMPUS RESOURCES**



Bring a spark. Light a fire.

INTRODUCTION

A necessary complement to education in any college classroom is growth through campus life. On any given day at Virginia Wesleyan a student may find members of our diverse student body organizing to voice concerns, participate in athletics, sing with the choir, practice for a play, plan for an art show, gather news for the student newspaper or lead prayer.

At Virginia Wesleyan students have always been special and our student life program strives to uphold that motto. The College is a residential campus, however, student programming incorporates the input of all students and strives to meet the needs of commuter students and adult studies students, as well as traditional residential students.

Virginia Wesleyan's student life program and services encourage all students to grow outside the classroom. This section highlights various resources and services on the campus that are able to help a student with their education for life.

ACADEMIC RESOURCES

Clarke Hall, Second Floor

Information Desk, (757) 455-3122

Director of Tutoring and Placement Reporting, (757) 455-2127

Director of the Writing Center, (757) 455-3341

Assistant to the Director of the Writing Center, (757) 455-8718

Director of Academic Skills, (757) 455-3244

Assistant to the Dean and Disabilities Service and Learning Center Coordinator, (757) 455-3246

Website Address: www.vwc.edu/academics/lrc

Support Services. Virginia Wesleyan offers its students several sources of academic support which are available at no additional cost to the student. These support services include supplementary, individualized writing instruction, peer and professional tutoring, study skills workshops/courses, and individual academic counseling through the Learning Center. The hours for the Learning Center and Information Desk are Monday through Thursday, 9:00 a.m. - 8:00 p.m. and Friday 9:00 a.m. - 3:00 p.m. A schedule of tutoring hours and workshops is published every semester.

Accommodations for Students With Special Needs. Virginia Wesleyan recognizes and is sensitive to the needs of students with learning disabilities as well as students with educationally disabling conditions. In keeping with Title 5, Section 504 of the Rehabilitation Act of 1973, the College will respond to requests for accommodations when the requests are based upon recent medical or other acceptable professional documentation of disabilities. A student's decision to use academic support services and to seek accommodation is voluntary. The student has the responsibility for contacting the appropriate person in order to request accommodation for a disabling condition or a learning disability. In cases where there is strong evidence of a learning or other disability, the College will assist the student in arranging diagnostic testing at his/her expense. In cases where a disability has been documented, arrangements for the appropriate accommodations will be made to support the student in the academic program that will fit his/her aptitudes and skills and, at the same time, adhere to Virginia Wesleyan's requirements. Any student who feels that an accommodation request is not being appropriately provided should contact the College's Human Resources director and ADA officer, Ms. Barbara Fried, and file his or her concern or complaint, thus initiating a process of evaluation and response.

ADULT STUDIES PROGRAM

Clarke Hall, First Floor

(757) 455-3263

Virginia Wesleyan College provides Educational opportunities for non-traditional students through its Adult Studies Program. This program has been designed to meet the special needs of working adults while retaining the academic quality found in all Wesleyan programs.

Eligibility. Students must have graduated from high school or received their GED and be over 23 with full-time jobs and/or home and community commitments. There are no entrance exams needed. Transfer students must have a 2.0 G.P.A. in previous college level course work.

Program. The Adult Studies Program offers the opportunity to earn a Virginia Wesleyan bachelor's degree with a major in one of the following areas: Business Management through the Liberal Arts Management Program (LAMP); Social Science with a concentration in history, psychology, sociology, or political science; History; Criminal Justice; Liberal Studies; and Prescribed Inter-Divisional Major Elementary (PIDME), designed to provide an endorsement to teach in pre K-6 classrooms. The Alternative Certification for Teachers Program is also offered for those with baccalaureate degrees who wish to teach elementary or secondary education.

Classes. Adult Studies Program courses are conveniently offered in the evenings and on weekends. Evening classes are usually held one a week per class from 6:30 to 9:30 p.m. and weekend classes are held on alternate weekends on Friday evenings, Saturday mornings, or Saturday afternoons.

Office Hours. The Adult Studies Program Office is located in Clarke Hall on the first floor. The hours are Monday through Thursday, 9:00 a.m. to 8:00 p.m. and Friday, 9:00 a.m. to 4:30 p.m.; alternate Fridays, 9:00 a.m. to 7:00 p.m. when classes are offered; and Saturdays when weekend classes meet from 8:00 a.m. to 1:00 p.m.

Summer School Sessions. The ASP Office also administers the summer school session. Summer classes are held in four sessions, one three-week, one eleven-week, and two five-and-a-half-week terms.

Service and Support. The Adult Studies student services staff and advisers are happy to help students with any questions, concerns, or problems. Please feel free to give us a call.

Other Resources and Services. Adult Studies students have full access to other college services and amenities, including: Cultural and Athletic activities, the Boyd Dining Center, The Marlin Grille, Batten Student Center, Fitness and Athletic facilities, the Library, Career Services, the Learning Center (which provides academic counseling and free tutoring in the evening), Women's Resource Office, Counseling Services, Bookstore, and Computer Labs.

More detailed information about the Adult Studies Program is available through the ASP website pages (www.vwc.edu/asp), the Adult Studies Program Student Handbook, or by visiting the Adult Studies Office.

ALUMNI RELATIONS

Godwin Hall, Second Floor

(757) 455-3298

The Office of Alumni Relations is home to the Virginia Wesleyan College Alumni Association. The Alumni Association assists the College in remaining a vital and dynamic institution through financial support and community awareness, and provides an opportunity for alumni to help shape the future of the Wesleyan educational experience.

One of the primary goals of the alumni association is to build relationships with current students. A member of the senior class serves annually on the Alumni Board of Directors, the alumni association sponsors a Senior Party as a right of passage into becoming a Virginia Wesleyan alumnus and alumni greet graduates at Commencement Rehearsal and Baccalaureate to share information about alumni association events and benefits.

JANE P. BATTEN STUDENT CENTER

HUB (757) 455-3110

Director of the Batten Student Center, (757) 455-3346

Director of RecX/Outdoor Activities, (757) 455-2124

Director of Aquatics and Fitness, (757) 455-3105

Associate Dean for Campus Recreation, (757) 455-3305

If you are looking for the center of the campus, then you will want to come to the Batten Student Center. The Batten Student Center houses many of the recreation facilities for the campus, to include the natatorium, the Cunningham Multipurpose Activities Center (C-MAC), three racquetball courts, a climbing wall, fitness room, the Convocation Center, and aerobics and dance room, an elevated indoor running rack, two saunas, a hot tub, and numerous locker room facilities. You will also find the Marlin Grille, ping pong and foosball tables, billiards, a conference room for student use and a hospitality suite. Also located in the Batten Student Center are student offices for Student Government, Student Activities Council, Publications, and Radio Station; offices that serve and support students, Chaplain, Community Service, Counseling, Office of International and Intercultural Programs, and Student Activities; faculty offices representing the communications, education, management, business, and economics, and recreation and leisure studies departments as well as classroom space and a teaching studio; and an athletic suite that provides office space for the coaches of the College's 19 varsity sports.

All you need to use the facility is a current, valid student ID card. Bring it to "The HUB" and the staff there will be glad to help you. If you would like to bring a guest, you may do so by registering your guest with "The HUB." Only three visits per guest, per semester. If you want to register a space to use, just call the Physical Plant to do so. You may also check out equipment to use while you are in the Batten Student Center. All you will need is your ID card and "The HUB" will help you with your equipment needs.

Hours of Operation:

Monday through Friday, 6:30 a.m. to 11:00 p.m.

Saturday, 8:00 a.m. to 8:00 p.m.

Sunday, 12:00 noon to 11:00 p.m.

The hours of operation are subject to change due to holiday schedules and campus events.

RecX and Outdoor Activities: The Campus Recreation Program at Virginia Wesleyan College strives to provide quality recreational opportunities to the campus community regardless of skill or experience. The program's primary mission is to promote personal growth, social fellowship, and healthy lifestyle choices through participation in challenging and fun activities. All of our programs emphasize student involvement and leadership to determine the direction of our yearly goals. Students may get involved through working as an Intramural Official, becoming a certified outdoor trip leader, developing a club sport, or volunteering for the Recreational Advisory Board. For more detailed information about any of our programs, our policies, or for general rules please stop by the Campus Recreation Office.

Climbing Wall: At 36 feet high, the climbing wall offers new and innovative recreational opportunities for the VWC community. Multiple routes and difficulty levels makes this wall not only unique, but challenging regardless of your skill or experience in climbing. Developed and built by NICROS this wall combines west coast style with A.R.T. wall style to create a unique climbing environment. Participants are asked to attend a belay clinic, taught weekly, to obtain a belay card and the necessary skills for proper use of the climbing wall. Once you obtain your belay card, you may use the climbing wall during posted open hours. If you have climbing and belaying experience, you may choose to complete a skills proficiency test anytime the wall is open to obtain your belay card.

The climbing wall is available for special events or team building sessions for campus clubs, organizations, or academic classes. Contact the Director of Campus Recreation for more information.

Intramural Activities: The goal of Virginia Wesleyan's intramural program is to enrich student life by creating opportunities for wholesome competition and fun in various organized sport and recreational activities. It is hoped that students will gain a sense of fair play, sportsmanship, and an increased awareness of the values of physical fitness. The program features both team and individual events from one day tournaments to full length seasons.

Club Sports: The Club Sport program offers an opportunity for students to excel in a particular sport and compete against other regional colleges and universities. These clubs are student initiated, organized, and lead offering not only competition, but also leadership development. The three goals of the club sport program are social interaction, skill development, and competitive play. New clubs may be formed by meeting with the Director of Campus Recreation and completing an affiliation form with other interested students. Each individual team is regulated by the Recreational Advisory Board.

Natatorium: Our Virginia Wesleyan Batten Student Center pool is 25 yards and 1 inch and is 8 lanes wide. We offer programs to include all staff/faculty and student use. During the weekdays the pool is open for lap swim and can be scheduled for free time through the Aquatic Director. In the pool there are two basketball goals that can be used for games and free time. There are several other types of equipment that can be used in the pool to include equipment for lap swim as well as equipment for relaxing.

Within the Natatorium, we have an 8-person hot tub, which provides a great place to sit and relax after a hard workout. The hot tub hours are the same as the pool hours.

As you walk back into the locker rooms, you may want to enjoy the sauna, which can also provide the ultimate in relaxation after a long run, walk, or a good weight work out.

Fitness Room: The 4600 square foot Fitness Room includes a variety of areas for working out. We have cardiovascular equipment from Life Fitness, and weight equipment from Body Masters and Hammer Strength which can provide a great deal of variety in each person's workout. We offer treadmills, stair climbers, bikes, spinners, dumbbells, and much more. In the fitness center there will be information on upcoming events within the fitness world. These events will be posted at the fitness hub.

Racquetball Courts: The Virginia Wesleyan Batten Student Center has three glass back racquetball courts where you can sign up to play in one hour slots throughout the day. All court equipment, to include eye protection, racquets, and balls can be checked out through our Intramural Department or through "The HUB." Court number one is set up for a game called walleyball, which has similar rules to volleyball, but there are some additions. Again, this equipment can be checked out through the Intramural Department or "The HUB" staff. Throughout the semester, we will hold numerous tournaments and post activities in this area, so come and check it out.

Aerobics: We have a great aerobics room with an awesome sound system to rock to our different workout sessions. We offer cardio, ballet, yoga, kickboxing, and many more. These classes can be taken within the academic schedules as well as through the regular scheduled workout times in the center. We also have tapes that can be checked out from the Fitness HUB and used when there is nothing scheduled in the aerobics room. During the year, we will also offer workshops for those that may be interested in teaching aerobics. There will be flyers posted for these teaching opportunities..

Fitness Track: The fitness track is on our second floor in the convocation center. The track encircles the entire gym and has three lanes for running, walking, and jogging. It takes 9 laps on the inside, 8.5 in the middle, and 8 on the outside to equal one mile. The track is a great place to get away and to get a nice workout.

SCRIBNER BOOKSTORE

Jane P. Batten Student Center

(757) 455-3241 or (757) 455-3275

The Scribner Bookstore's operating hours are 9:00 a.m. to 4:00 p.m. Monday through Friday and 11:00 a.m. to 4:00 p.m. on Saturday during the semester with extended hours during the first week of each fall and spring semester. Summer hours are 9:00 a.m. to 3:30 p.m. Monday through Friday. All articles purchased in the store may be paid for by cash, check, Mastercard, Visa, or Marlin \$Dollars.

It is estimated that books and supplies will cost approximately \$400.00 - \$500.00 per semester.

COLLEGE BUSINESS OFFICE

Boyd Dining Center and Related Facilities

(757) 455-3280

The College Business Office hours of operation are 8:30 a.m. to 4:00 p.m. Summer hours are 8:30 a.m. to 3:30 p.m.

General Policy on Student Accounts: Students may not enroll or attend classes either in the fall or spring semester until all fees due at the time have been paid. Additionally, students will not receive a transcript of credits from the College unless their College accounts are paid in full. Students are responsible for any costs, fees, or charges associated with collecting past due balances on their account. These may include, but are not limited to, court costs, attorney fees, and collection agency costs.

Policy on Returned Checks: There will be a \$25.00 service charge applied to a student's account for all returned checks. Upon receiving any returned check, the Business Office will suspend the student's check cashing privileges. A student will have seven days to make the check good or face other penalties. Students who have three or more returned checks will no longer be allowed to cash checks. This policy includes all checks the student personally writes or those written on the student's behalf (i.e. tuition payments).

Campus Mail: The College Business Office coordinates the campus mail system. Each student is assigned a mailbox in the mailroom, which is located in the Boyd Dining Center and Related Facilities. Students are expected to check mailboxes regularly for College notices as well as for personal mail. Students who receive notices of packages or "over-sized mail" may pick up these items in the mailroom between the hours of 9:00 a.m. to 4:00 p.m., Monday through Friday and Saturday from 10:30 a.m. to 1:30 p.m.

Payment of Fees: Students are hereby referred to the Financial Information Section of the Virginia Wesleyan College Bulletin for full discussion of resident and commuter student fees and billing policies. Fall semester fees are due and payable on or before July 27, 2007, and spring semester fees are due and payable on or before December 3, 2007. Failure to make satisfactory financial arrangements by these dates will result in delayed registration.

Refund Policy: Since the College must make financial commitments, the **tuition and room deposits are non refundable**. The withdrawal policy applies to students who attend at least one class and then "officially" withdraw from the College. To "officially" withdraw means the student needs to go through the proper channels as set forth by the College. To stop attending classes does not constitute as an "official" withdrawal. In order to start the process, the student needs to go to the Registrar's Office. The College will retain the following amount of tuition, room, and board, and institutional and state federal aid: The first week of classes the College retains 10%, second week of classes the College retains 50%, the third week of classes the College retains 75%, after the third week of classes the College retains 100%. Calculations will be based on the date the withdrawal form is complete. Any federal financial aid will be returned based on the federal return policy. The federal return policy is based on the length of time a student is enrolled. The College will return any "unearned" federal financial aid to the correct programs. Once 60% of the semester has passed, all federal aid is considered earned and no return is necessary. If a student has received a refund from their account,

there is a possibility that the student will have to return any refunds given to them prior to their withdrawal. The College will charge an administrative cost allowance for any student withdrawing. The cost will be five percent (5%) of tuition, room, and meals originally charged, but will not exceed \$100.00.

The no show policy applies to students who are registered and do not notify the College to cancel their registration prior to the first day of classes. Once the College receives notification that the student is not here, the College will retain the following amounts of tuition, room, and board charged, as listed above. However, the student will be ineligible for any federal, state, or institutional financial aid. This includes all grants, scholarships, and loans. The student will also be assessed the administrative cost allowance.

All resident students must be registered for full time (at least 12 credit hours). If a student is part time (1 to 11 credit hours), they will be billed for full time (12 credit hours). A resident student, who is part time, may be ineligible for all or part of their financial aid package. A resident student (*), who decides to move off campus and remains registered, will be refunded the following amounts of room and board. Notifies the College before the first day of classes - 100% of room and board will be refunded. Moves off campus after the first week of classes - the College retains 100% of room and board.

These policies are for day students, Adult Studies should contact the Business Office or Adult Studies Office for the correct refund policy.

(*) Any resident student changing to commuter status must meet certain eligibility criteria. To start the process of changing, a student needs to go to the Residence Life Office.

Damage Billing: Damage charges will be noted on the student's account as charges are furnished by the Residence Life Office. The student is responsible for making payment of any amount greater than the \$150.00 damage deposit. Questions regarding damage charges should be directed to the Residence Life Office.

Emergency Loan Fund: The College has received money to be used as an emergency loan fund for students. Students must make an application for a loan, in person, from the Dean of Students. The amount of the loan shall not exceed \$50.00. The borrower shall have thirty days in which to repay the loan. In extenuating circumstances, however, a student may request, in person, an extension of two weeks to repay the loan. Loan extension requests are presented to the Dean of Students. Failure to repay a loan shall result in the College Business Office assessing a \$10.00 late charge and placing a hold on the student's records until the financial obligation is paid and, if necessary, the College shall reserve the right to deduct the unpaid amount from the student's damage deposit. NOTE: No loans will be available before October 1, 2007, nor after April 15, 2008. All loans must be paid by Reading Day of either semester in which the loan was made.

I.D. Cards: The charge for replacement I.D. cards is \$25.00 per card. Replacement cards are obtained in the Campus Security Office.

Meal Cards: All resident students will be required to show their I.D. cards at each meal. The student I.D. card will be encoded at the beginning of the semester with the proper meal plan. Information regarding meal plans is available in the College Business Office.

Personal Property: Although the College will attempt to safeguard the personal property of employees, students and guests, the College cannot assume responsibility for such property. The College urges everyone who may bring personal property to the campus to review his/her home insurance policy to ensure adequate protection.

CAMPUS SECURITY

Bray Village

Day - (757) 455-3349

Evenings and Weekends - (757) 455-3289

On Campus Emergencies - (757) 233-8888

The safety of the College community and reasonable enforcement of its traffic regulations and violations of the law are the goals of Campus Security. Furthermore, the Campus Security Department provides services which include around the clock security patrols on foot, on bicycles and by vehicle. Services also include personal escorts, emergency transportation, lockout entry for rooms, the issuance of student, faculty and staff identification cards and parking decals, and assisting with the management of special campus social events.

Campus Security Officers are available to provide general assistance and information to guests of the College and the campus community. Security officers provide educational programs throughout the year for students and staff. Some of these programs include crime prevention, personal safety, and personal property protection methods.

Campus Security coordinates efforts with all of the area's community emergency services for immediate response to any type of an emergency.

Reporting crime or suspected crime on campus is important to every member of the campus community. If a student is a victim of a crime, immediately contact: Campus Security at (757) 455-3349 during the day until 5:00 p.m., (757) 455-3289 after 5:00 p.m., or the on-campus emergency number, (757) 233-8888; call Virginia Beach Emergency Services from a campus telephone at 911 day or night; notify a Residence Life representative; or contact the Dean of Students. If 911 is called, it must be followed by a call to Security so that when police arrive on campus they may be escorted to the scene of the crime.

The Campus Security Office, the Residence Life Office, or the Dean of Students Office will refer all information about all crimes to the proper authorities for proper action. There are several victim assistance programs and counseling programs available at Virginia Wesleyan College and in the community. The Dean of Students Office will assist students in selecting the appropriate program to meet their needs.

If a student is a victim of a crime while off-campus, it is vitally important to contact the police department in that jurisdiction. Sometimes it is difficult to determine if a student has been a crime victim. Campus Security can quickly help ascertain the answer. Sometimes a student may think that a crime has been committed, but does not wish to report it for fear of ridicule. In that case, the student should utilize the anonymous crime reporting form located on the Campus Security web site. In Campus Security, we understand this fear and will respond appropriately. We appreciate the opportunity to help.

Campus Security Services

- **Escort Service.** Virginia Wesleyan College Campus Security offers safe passage from your class or car to your residence hall room or car. Our Security Officers are trained and friendly and are here to make sure you feel safe and secure while on Virginia Wesleyan property.

If you have a night class and would like a security escort to your car or residence hall, please call the gate at (757) 455-3289 and a Security Officer will meet you at your class building and safely escort you to where you need to go.

If you come in late at night and need to park in a parking lot further away from your dorm, or would just feel more secure with a security escort, please let the officer at the gate know when you come in that you would like an escort and an officer will follow you in a security vehicle as you park your car and then take you to your residence hall. Or, park your car then call the gate at (757) 455-3289 and let them know where you are. They will come and get you and escort you to your residence hall.

- **Auto Service.** Can't get your car started? Lock your keys in the car? Not to worry! Campus Security can help! Campus Security can assist with jumping your car battery or unlocking most models of vehicles. If you need our assistance while on campus, please call (757) 455-3289 with your location and, in most cases, we can be there within ten minutes.

CAREER SERVICES CENTER

Village II

(757) 455-3337

The Career Services Center assists students with developing and implementing career plans throughout their college experience. Services are designed to provide guidance and teach skills that will enable you to take responsibility for defining a college major and career interest, using effective job search skills, locating internship and job experiences and gaining admission to graduate and professional school. The strategies that you learn can be used throughout life as your career needs and interests change. Active involvement with Career Services will help you in:

- Learning how your strengths and weaknesses, interests and values relate to career and college major options. Related services include: career counseling, interest inventories, career resource room, and web page information and links.
- Participating in opportunities to define career goals and obtain related experience. Related services include: employer “shadowing” externships, internship listings and sponsored programs, summer/part-time job listings, job and internship fair.
- Developing strategies for achieving goals and managing the transition to job or graduate school. Related services include: career counseling, job search strategies and coaching, etiquette dinner/seminar, resume and cover letter assistance, Resume.txt (online resume referral), interviewing preparation and videotaped mock interviews, graduate school application assistance, graduate school practice test days, employer information sessions/campus interviews, job and internship fair, job listings, and career resource room.

Check Career Services’ WEB homepage to keep informed of the latest events, job trends and listings. Selected job listings can be accessed on the WEB using the user name “joblist” and password “marlinjobs.”

CENTER FOR THE STUDY OF RELIGIOUS FREEDOM

Clarke Hall, First Floor

(757) 455-3129 or (757) 455-3128

Purpose: The Center for the Study of Religious Freedom is committed to fostering and deepening our understanding of religious freedom in our increasingly diverse world. The Center provides opportunities for education and a forum where people of different faith traditions (or none) can come together for respectful dialogue and mutual understanding. We live in a complex and rapidly changing world. Religious and cultural pluralism are prominent features of our social reality. If we are to be engaged and productive citizens, we must learn to appreciate the diverse perspectives from which the world is viewed. We need not be afraid of our religious differences. Instead, we can choose to see them as opportunities for mutual understanding and growth.

Academic Opportunities: The Center’s educational mission is grounded in Virginia Wesleyan’s identity as a liberal arts college. The study of religious freedom is inherently interdisciplinary, reaching into fields as diverse as history, law, philosophy, political science, sociology, and religious studies. Faculty members from across the College’s academic divisions contribute to the Center’s work by teaching Center-affiliated courses and participating in Center programs.

Students benefit from Center educational programs in many ways. Center-affiliated courses affirm the value of diverse perspectives and methodologies in understanding complex issues. The Center’s public educational events offer additional opportunities for student enrichment. Interfaith panel discussions, public lectures, semester-long symposia on particular issues, presentations on sacred music, plays, and films are among the types of programs regularly offered by the Center. Many of these events are arranged in partnership with local organizations or faith communities. The Center’s library includes more than 1,000 books on religious freedom and related issues, and these materials are available to students, faculty, and other interested users.

Extra-Curricular Opportunities: The Center advises Campus Kaleidoscope. Campus Kaleidoscope is a student chapter of The Virginia Conference for Community and Justice (VCCJ), a human rights organization founded in 1927 as the National Conference of Christians and Jews. The VCCJ works to fight bias, bigotry and racism and to promote understanding and respect among all through advocacy, conflict resolution, and education. The VCCJ's vision for America is to make our nation a better place for all of us, not just for some of us.

Campus Kaleidoscope sponsors events that will enhance appreciation of our differences, develop personal and institutional understanding of bias, bigotry, and racism, and empower student leaders to make our communities more inclusive and, as a result, more productive and innovative.

CHAPLAIN'S OFFICE/SPIRITUAL LIFE

Jane P. Batten Student Center, Room 28

(757) 455-3400

Mission Statement: The mission of the Chaplain's Office is to provide an ecumenical and educational ministry of hospitality, grace, and presence to all students, faculty, staff, alumni, and friends of Virginia Wesleyan College, regardless of their spiritual heritage or religious affiliation.

Purpose: The purpose of the Chaplain's Office is to be reflective of God's unconditional love, grace, affirmation, and positive regard to every person seeking support. The Chaplain's Office responds to the divine call and initiative of service by providing a holistic presence, a ministry of hospitality, and pastoral care; coordinating campus worship services; offering avenues of fellowship and community; and advising student-led religious life clubs and organizations on campus.

As a United Methodist related college, Virginia Wesleyan provides opportunities for spiritual reflection, personal growth, and faith development for all students regardless of their religious backgrounds. The Chaplain's Office sponsors weekly worship opportunities, spiritual life retreats, devotional materials, and opportunities for mission. Materials for students who are interested in attending seminary or beginning the candidacy process for ordained ministry or religious vocations are available.

The Chaplain's Office works with a number of groups to help students discover the mystery of the sacred in their spiritual lives. Students are invited to participate in the following programs: Spirit 400 Campus Worship, each Sunday afternoon at 4:00 p.m.; "Push-It" Bible Study; Holy Fire; and Sacred Shooters Photography Club.

The Chaplain of the College, Bob Chapman "Chappy," is an ordained United Methodist pastor, serving as an ecumenical pastor to the campus community and students of diverse faith traditions. The Chaplain offers students the ministry of a listening and caring presence, pastoral care, counseling, reflection, and spiritual guidance.

COLLEGE COMMUNICATIONS

Godwin Hall, Second Floor

(757) 455-3366

collegecomm@vwc.edu

The Office of College Communications is the media liaison for the College, handling everything from advertising and publicity to producing College publications and internal newsletters. In addition to the College magazine and College brochures, the office publishes a special events calendar each semester that is distributed to all members of the campus community. Extra copies are available in the Communications Office, the Dean of Students Office, and in various locations around campus.

Students should contact the Office of College Communications if they know about newsworthy events and/or people that should be noted in campus publications.

Scheduling a Special Event. Students should contact Ginny Videll in the Physical Plant at (757) 455-3274 to avoid conflicts when scheduling an event. Ginny Videll handles all room

reservations on campus. Traditionally, the eleven o'clock hour on Thursday in the fall semester is reserved for special co-curricular events/program. During the spring semester, events are frequently scheduled on both Tuesdays and Thursdays at the eleven o'clock hour. These events include performances by dance companies, musicians, and theater groups; readings by poets and other writers; art exhibitions and films; and lectures by political figures, members of the media, theologians, and others. Clubs and organizations are encouraged to avoid scheduling meetings during the eleven o'clock hours on Tuesdays and Thursdays, so that students are free to attend the events which are scheduled for the campus community. Attendance at many of these events may be required by faculty members as a part of a particular course.

COMMUNITY SERVICE

Jane P. Batten Student Center, Room 25

(757) 455-3216 or dhotaling@vwc.edu

http://www.vwc.edu/campus_life/comm_service/

The Virginia Wesleyan College Office of Community Service engages students in meaningful service and learning experiences that meet real needs and provides opportunity to reflect on personal development and the connection between the classroom and the community. The office staff fulfills this mission by 1) offering a clearinghouse service to connect interested students with community needs; 2) supporting the start-up and continuation of student-led service programs with training and resources; and 3) serving as a resource for the development of service-learning across the curriculum.

The Office Houses the following Student Service Clubs: Circle K, Club Imagine, Habitat for Humanity, SOC, and the Student Environmental Awareness League

Student Outreach Coordinators (SOC) along with Student Service Clubs, make up the leadership team of the Office of Community Service. SOC raises awareness of societal issues and inspires all Virginia Wesleyan College students, faculty, and staff to engage in community action, by planning and implementing direct service projects that meet real community needs.

Volunteer programs administered by the Community Service Office include:

Circle K Neighborhood Tutoring: Since 1997, this student-led program has provided homework help and mentors for up to 26 neighborhood children weekly. The program is held at Heritage United Methodist Church adjacent to campus.

IMAGINE: An Alternative Break Experience You'll Never Forget: This program places teams of students in communities during Fall and Spring Break to engage in service. Students perform short-term projects for community agencies and learn about issues such as literacy, poverty, racism, hunger, homelessness and the environment. Recent teams have traveled to Northern Virginia and New York City working with the homeless, to the Virginia Eastern Shore contributing to community development, and to Mississippi, North Carolina, and Maryland providing disaster relief. International service trips have gone to the Dominican Republic and Costa Rica.

Empty Bowls Charity Dinner: Since 2000, this annual event, co-sponsored by the Ceramic Designers Association, has drawn 600 participants to campus each year to select a hand-made bowl and enjoy a donated meal. VWC students make bowls to contribute and serve as volunteers at the event. Proceeds benefit the hungry in South Hampton Roads.

Cooking for Kids is Wesleyan's food preparation program, providing hot meals to children in after-school programs throughout South Hampton Roads in partnership with the Foodbank of Southeastern Virginia.

Other programs and resources offered through the Office include:

Community Service Clearinghouse and Resource for Volunteer Placements and Service-Learning: Student requests to serve and community requests for volunteers are linked through this office. Counseling on volunteer placements is offered, and assistance is given to students and to organizations that recruit volunteers and plan and implement their own service projects. Faculty members seeking to develop service-learning courses find community references in our Resource Room.

Federal Work Study Community Service Placements are arranged through this office. Students eligible for the Federal Work Study Program may apply through the Financial Aid Office for positions in the community. In recent years, students have been paid to serve public schools, nursing homes and assisted living facilities, the American Cancer Society, Boys and Girls Clubs, and YWCA.

Monthly Electronic Community Service Bulletin connects students who request it with opportunities to serve.

Electronic Reporting of Volunteer Hours allows students to record their service and, upon request, to receive a letter endorsing their efforts. This is especially helpful to Leadership Scholarship recipients, Honors and Scholars members, and others applying for graduate school, employment or scholarships.

Community Service Van: A mini-van, donated by R.K. Chevrolet, has been available to our students in service since November 1997.

COMMUTER SERVICES

Jane P. Batten Student Center

(757) 455-3346

Commuter Students have special concerns and interests. Whatever these might be, please feel free to contact the Associate Dean of Students or a staff assistant for help. In addition to academic responsibilities, certainly transportation may be a concern. Equally so, commuter students want to become socially and culturally involved in campus activities and at the same time, stay in close touch with family and home community. Therefore, it is important for students to establish a comfortable schedule that allows for a degree of flexibility and adequate time for all aspects of college and home life. The following list of information and campus services is offered for convenience and support.

Commuter Services Staff is available to commuters to help them meet new people, answer questions about the College and address the special needs of commuter students. The Commuter Services Staff will be available through the Associate Dean of Students' Office. Office hours are posted.

Student Government Association: All students are members of the Virginia Wesleyan College Student Government Association upon their matriculation. The purpose of the association is to share in the responsibilities of the College governance, especially when it directly affects student life. We encourage commuter students to get involved. The S.G.A. Office is located in the Jane P. Batten Student Center.

Marlin \$ Program: Students can purchase their books, pre-pay for meals, snacks and drinks in Boyd Dining Center and The Marlin Grille and receive discounted meal prices through the Marlin \$ program administered in the College Business Office. With an initial buy-in of \$50.00, the student ID card acts as a debit card which will subtract the purchase amount from the student's Marlin \$ balance. Additional buy-ins to the account can be made in increments of \$20.00. Meals may be purchased with cash, however, meals purchased in the Boyd Dining Center with Marlin \$ are at a discounted rate. Students can also pay for guests' meals with the Marlin \$ account, purchase supplies and merchandise in Scribner Bookstore and balances in the Marlin \$ plan are refundable at the end of the academic year only.

Batten Student Center and Marlin Grille: For many commuter students, this will be a home away from home. This is a place to get a quick snack, cold drink, or a hot cup of coffee. It is a place to lounge, meet other commuter and resident students and keep in touch with favorite "soaps." Additionally, students will find table tennis and billiards available for their recreation.

Lockers and Mailboxes: Lockers are located in Bray Village and Blocker Hall. If a locker is needed, see the Dean of Students' Office for a locker assignment. Campus mailboxes are located in the Boyd Dining Center and should be checked daily. Mailboxes are assigned through the Dean of Students Office.

COMPUTER SERVICES

Help Desk

Clarke Hall, First Floor

(757) 455-3111

Virginia Wesleyan College provides computer resources throughout the campus for student use in their academic pursuits. These facilities include two main computer labs. They are located in Clarke Hall and the Hofheimer Library. Supplemental resources are available in the Learning Resource Center and Blocker Hall, as well as nine classrooms with computer/multimedia capability. All computers provide Internet and email access, as well as the standard applications for word processing, spreadsheets, and other tools that contribute to the education process. Currently enrolled students have access to the computer labs. Each student is allocated a minimum of 1GB of storage space on the College's server. Additionally, each student is allocated 500 pages of printing per semester. More pages can be purchased if required.

Most resident student rooms have one active network connection per student. These connections enable the student to use their computer with a network interface card (NIC - 3COM 10 base T) to access the College's network, which provides access to email, network storage and the Internet. These connections are provided to the student for their pursuit of academic objectives. The connections are not to be used for commercial, illegal or other activity that is disruptive or will have a negative impact on the operation of the College. Computer Services can provide information on how these connections may be activated and how the student's personal computer must be configured to properly connect to the network. The College provides Symantec Antivirus software and regular antivirus updates while the student's computer is attached to the VWC network.

All students, faculty, and staff of the College may have an email account on the College's system. The student's VWC email account is the primary email address used for communications between the student and faculty, staff, and administrative systems (Blackboard and Marlins Student Information System (MARSIS)). Representatives from Computer Services will be available during orientation to answer questions and provide information concerning our services and policies. Users of the College email system and other electronic services and equipment are expected to use these facilities responsibly and in a manner that will promote their continuing availability to all who depend on these community resources.

The College's homepage is at <http://www.vwc.edu/>. Our systems continue to grow and new services are always being added. Computer Services welcomes the assistance of interested students as either volunteers or workstudy (contact the Financial Aid Office, ext. 3345 for workstudy applications and eligibility) who contribute to the on-going maintenance and development of this community resources. Questions about any computer related issue at the College should be directed to the Help Desk located in the Clarke Hall Computer Lab (AC-100) at 455-3111.

STUDENT COUNSELING CENTER

Jane P. Batten Student Center, Suite 211

(757) 455-5730 or (757) 455-3131

Counseling services at VWC are available to students as a personal, free, and confidential service, directed to any concerns a student may bring. Typical issues faced by college students may include:

- adjustment to college life,
- establishing personal identity,
- relationships with friends, family members, and significant others,
- coping with stress,
- time management,
- anxiety,
- depression,

- eating disorders,
- substance abuse.

Counseling Services recognizes that college life includes tasks, experiences and challenges which, at times, can be difficult to cope with. With the primary goal of facilitating and enhancing that coping process, services include intervention and treatment as well as offering educational opportunities for issues of particular importance to college students. Types of services provided can include:

- individual counseling
- family or couples counseling
- mediation and conflict resolution
- substance abuse education
- advising and resources for campus groups
- WEB based screening and information

Students may request services themselves or the Dean of Students, Residence Life staff, Health Services, or others may refer students to the Student Counseling Center when in their estimation the student could benefit from counseling and, thus, have a more successful and satisfying educational experience at VWC.

Counseling staff maintain their own schedules and strive for flexibility in accommodating student's schedules. Students should, therefore, contact the counseling staff directly in order to schedule an appointment. Bill Brown can be reached at ext. 5730 and Marea Hyman can be reached at ext. 3131 or in their respective offices 213 and 212 of the Student Counseling Center.

In certain cases, off campus resources may be recommended when the counselor feels the most appropriate service is not available on campus. In those cases, the counselor will help coordinate any arrangements, keeping the student's financial resources in mind.

DEAN OF STUDENTS AND DIVISION OF STUDENT AFFAIRS

Godwin Hall, First Floor

(757) 455-3273 or (757) 455-3212

The Dean of Students promotes the awareness of and commitment to both social and civic responsibilities on-campus and in the larger community.

The Dean of Students, in cooperation with his Student Affairs colleagues, strives to improve the quality of student life by encouraging responsible citizenship, by providing students opportunities for involvement in extracurricular activities and by support through counseling and educational programming.

The Student Affairs Division not only focuses on educating the student while at Virginia Wesleyan, but educating for life. Providing a well-rounded experience for students requires student involvement, initiative and participation. Each department is charged with educating students, creating community, fostering partnerships and preparing students to appreciate diversity. In their area of specialty, these departments assess and initiate programs and services tailored to meet the diverse developmental needs of Virginia Wesleyan College students in order that they may...

- be more tolerant and empathic of differing points of view and opinions.
- be assertive in communicating with others regarding one's feelings, values, interests and concerns.
- learn coping skills for addressing crisis situations of both a personal and community nature.
- develop a cooperative attitude and spirit when interacting with members of the campus and the at-large community.
- acquire a high degree of self-discipline that enables the student to control and monitor his own behavior.
- develop mature relationships with peers and others that are founded in trust, frankness and independence.

- acquire an openness, understanding and acceptance of ethnic and cultural diversity.
- recognize the importance of volunteering in the community and helping the less fortunate.

The Student Affairs staff members counsel students who seek information on a variety of college related and organizational issues and assist students who may be experiencing a personal crisis. There are times when students may meet roadblocks or challenges and they do not know where to turn. Staff members are professionally trained and have a working knowledge of the College and its resources. Should a student not find the answer to their questions, a good place to turn is to the Dean of Students.

FINANCIAL AID OFFICE

Godwin Hall, First Floor

(757) 455-3345

The Financial Aid Office counsels students and parents regarding the financing of education, evaluates financial need of aid applicants, awards financial aid (grants, work and loans) to deserving students, awards and administers academic scholarship programs and supervises the federal work-study program.

HEALTH SERVICES

Village II

(757) 455-3343

ALL students enrolled at Virginia Wesleyan College are entitled to medical services provided by the Health Services Office. These include but are not limited to first aid, over-the-counter medications, allergy shots, removal of stitches, treatments ordered by a physician, and blood pressure checks. The office is open Monday through Friday during posted hours. If a physician's visit or attention becomes necessary, students are referred off-campus. Referrals for medical specialties or dental needs can be provided by Health Services.

To provide better health care, the College requires every student to fill out a health evaluation form upon admission to the College. This form should be on file with Health Services **BEFORE** the student arrives for check-in. A tuberculin screening within the past year and documentation of MMR and DPT is mandatory. Additionally, Virginia Wesleyan College requires that a student either have the meningococcal vaccination or complete the VWC Meningococcal Vaccine Waiver Form to include student signature and parent/guardian signature if the student is less than 18 years of age. Students must understand that in the event of an outbreak, unvaccinated students will be at increased risk for contracting the illness.

The primary focus of the health education program is to develop wellness attitudes in the Virginia Wesleyan community. Endeavoring to facilitate this process, the office of Health Services sponsors programs focusing on sexual health, tobacco, and nutrition/eating disorders. A library of printed material and video tapes relating to these topics and other health areas is maintained by the office for student use.

All Virginia Wesleyan College students are automatically enrolled in the student health insurance plan until proof of comparable coverage has been provided. The College Business Office provides each student with a brochure which describes the coverage and costs of this health care plan. Students who choose to waive this insurance option must have complete insurance coverage. Many parent's insurance plans do not cover treatment out-of-area or treatment provided by physician's outside of their particular network. Many students who waive the policy offered by their school end up being either uninsured or under insured by their parents' policy. It is important to discuss this with your benefits counselor and possibly decide to obtain an individual policy for the student.

If, during the academic year, a **RESIDENT** student develops or discovers a health or medical problem, he or she should make the Health Services Office and the Director of Residence Life aware of this problem.

Insofar as its resources will allow, the College feels a responsibility to help students with special needs. However, when a student has a physical or mental health need which cannot be properly met by the College staff, the College will assist the student in receiving appropriate

professional help. In cases where the medical need cannot be met within the context of the residence halls or where the safety or well-being of the individual and other residents may be at issue, the College may require the student to make housing arrangements outside the College residence halls. The College will provide whatever assistance it can with regard to this transition and ordinarily the transition should be made within the given semester. In the event a student is diagnosed as having a transmittable disease which must be reported to the State Department of Health, the College reserves the right to determine on a case-by-case basis whether or not there are conditions which should be established to limit or prohibit a student's continued participation in the College community in the interest of public health and/or the health of the student. This determination shall be made by the Director of Health Services in consultation with the Dean of Students and with others as may be appropriate. Specific conditions may include, but shall not be limited to, periodic medical/counseling procedures, reassignment or removal from the residence halls and/or a medical withdrawal from the College. If, in the opinion of the Director of Health Services, the student's condition requires the immediate exclusion of the student from the residence halls or the campus, such an action shall be considered temporary until the student has an opportunity to receive a full review of the matter. All information is kept confidential.

HENRY CLAY HOFHEIMER II LIBRARY

(757) 455-3224/library@vwc.edu

Fall/Winter/Spring Semester Hours:

Monday - Thursday, 8:00 a.m. - midnight

Friday, 8:00 a.m. - 8:00 p.m.

Saturday, 10:00 a.m. - 5:00 p.m.

Sunday, 2:00 p.m. - midnight

Collections: Hofheimer Library provides research and instructional materials in a variety of formats: books; newspapers; journals; databases; films; videotapes; CDs and DVDs. All online resources, including a 40,000 volume e-book collection, are accessible to VWC students on and off campus through the Library's web page: <http://www.vwc.edu/library>.

Services: Assistance in the use of library resources is available during all regular hours. Advanced assistance and instruction classes on research resources and techniques can be scheduled by contacting a librarian. Materials not available at VWC can be obtained from libraries nationwide through Interlibrary Loan services. Audio-Visual services or equipment must be reserved in advance.

Locations: Reference and periodical collections are located on the first floor, in addition to service points for circulation, reference, audio-visual, and interlibrary loan. The circulating book collection, study rooms, the College Archives, and a computer lab are on the second floor.

Library Use Regulations:

- A current VWC ID must be shown to check out all library and audio visual materials.
- Library users are expected to comply with the Library Code of Conduct at all times.
- Students are requested to return borrowed materials in a timely manner.

INTERCOLLEGIATE ATHLETICS

Jane P. Batten Student Center, Room 244

(757) 455-3303

Virginia Wesleyan provides opportunities for its students to participate in a well-rounded athletic program. The Intercollegiate Athletic Program is an integral part of the total educational experience at Virginia Wesleyan College. We are a member of the Old Dominion Athletic Conference which adheres to NCAA Division III philosophy which seeks to strengthen the integration of objectives and programs in athletics with the academic program. The College presently offers 19 varsity sports for men and women: nine sports for men--basketball, baseball, cross country, golf, indoor track, lacrosse, outdoor track, soccer, and tennis; ten sports for

women---basketball, cross country, field hockey, indoor track, lacrosse, outdoor track, soccer, softball, tennis, and volleyball; and cheerleading for both women and men.

As a member of the Old Dominion Athletic Conference, we compete against twelve private institutions in Virginia and one in North Carolina. Our sports program is very competitive, and we have won twenty-one ODAC championships, a National championship in men's basketball in 2006, and have been selected to participate in many NCAA Division III post-season tournaments, including two final fours.

Additionally, our student/athletes are routinely selected for All-ODAC teams and have earned numerous NCAA post-season awards for their athletic performance and academic achievement to include the All-American Award and two NCAA Division III National Player of the Years (men's soccer and men's basketball).

INTERNATIONAL AND INTERCULTURAL PROGRAMS

Jane P. Batten Student Center, Room 19

(757) 455-3279 or (757) 455-5718

The mission of the Office of International and Intercultural Programs (OIP) is to educate the Virginia Wesleyan Community about ethnic diversity and internationalization. Through Education Abroad, International Student Services, and Intercultural Programs, OIP demonstrates the importance of learning sensitivity, relativism, and respect for cultural differences within the United States and the world. OIP seeks to prepare Virginia Wesleyan students to be responsible citizens of the world with intercultural competencies by providing workshops, programs, and other educational and social opportunities.

International Programs exist in order to promote and develop various international educational opportunities. The VWC Study Abroad Program is an academic opportunity open to all students regardless of their major. Students who have demonstrated maturity and established a good academic record (3.0 or by consent) are encouraged to take advantage of international study. Students may study abroad during the regular semester terms or during one of the winter or summer sessions. College-level credit earned abroad is applicable toward Virginia Wesleyan degree requirements so long as the student has followed all guidelines in applying to the Study Abroad Program. Financial aid is applicable toward all semester programs, and there are several outside international education scholarships available for students who apply early. Any students wishing to apply for foreign study should visit the OIP to receive important information on the policies, guidelines, and deadlines for study abroad. Support services are provided every step of the way for all study abroad participants including the pre-departure orientation and re-entry workshops. Upon returning to VWC, students may wish to become an "OIP Diplomat" and serve to promote further internationalization on and off campus by speaking about their experiences, helping in future workshops for study abroad students, and volunteering time to help new international students on campus.

OIP assists international students in their adjustment to life on campus as well as their pursuit of academic success in the U.S. There are many enriching ways for international students to become involved on and off campus. The OIP provides students with general counsel when culture shock sets in, helps students learn more about American culture, informs students about their rights and responsibilities while studying in the U.S., advocates for students in times of miscommunication with VWC faculty/staff members. The OIP Office holds an international student orientation every fall for incoming international students and a shorter orientation in the spring.

The Intercultural Programs Division strives to promote an understanding and acceptance of all aspects of a students' own cultural identity, while at the same time, comes to understand and appreciate the value of diversity in our society. The practice of understanding ethnic and cultural diversity is incorporated into educational programs which can then heighten awareness and increase sensitivity of intercultural relations both on and off campus.

Intercultural Programs serves the College as a resource in advising and aiding students of diverse backgrounds with the transition to college life. The OIP serves as a liaison between student life services and academic affairs to address the specific concerns of students related to issues

of diversity. Individual and group meetings are available with the Director of Intercultural Programs to facilitate problem solving. The OIP sees outreach to the greater community as an important component to address the needs of our diverse student body. The office staff confers with faculty and administrators on all aspects of college life to enhance the growth and development of students by:

- promoting and deepening each student's understanding of his or her own culture and heritage.
- encouraging students to seek opportunities to be exposed to a wide range of intercultural experiences.
- providing educational and personal growth opportunities for students.

REGISTRAR'S OFFICE

Clarke Hall, First Floor

(757) 455-3358 or (757) 455-3386

The Registrar's Office:

- Edits the VWC Catalog.
- Updates the student portion of the Faculty/Staff/Student Directory.
- Coordinates and publishes the Schedule of Classes on the VWC homepage for fall and spring semesters.
- Establishes and administers a registration process for each semester.
- Provides official course enrollment data to faculty and staff.
- Collects, records, and reports course grades.
- Evaluates transfer credits for transfer and transient students.
- Maintains on a permanent basis official academic records (academic transcripts) for every student, maintains security of these records and furnishes copies for external use following the guidelines established by the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA).
- Interprets and applies academic regulations and policies.
- Furnishes data and recommendations to the Academic Standing Committee, Dean of the College, students and others in cases of deficient performance. The Registrar chairs the Academic Standing Committee.
- Furnishes data to the faculty and various offices regarding students' superior performance.
- Certifies degree completion of graduates.
- Provides enrollment and degree completion data to the National Student Clearinghouse.
- Maintains Registrar's Office homepage — www.vwc.edu/academics/registrar.
- Serves on various commissions and committees.
- Accumulates and presents various statistical data on enrollments for College use.
- Certifies the eligibility of students.

Course Grade Appeal Process: A student who believes that he/she has received an unjust course grade from a member of the faculty may want to appeal the grade. The burden of proof of injustice rests with the student. The following steps shall be followed by the student.

- Once the student receives his/her grade from MARSIS and questions the grade from a specific course, the student must first review the syllabus of that course for the grading policy and determine his/her grade, based on all tests, papers, and other graded work, received during the semester from the faculty member. If the student still believes the grade is in error, then...
- No later than the end of the second week of the subsequent semester (summer is not counted as a semester), the student will confer directly with the faculty member who assigned the grade, bringing to such meeting all graded work that was required for the course. If after this meeting the student is not satisfied with the faculty member's decision, then...

- No later than the end of the fifth week of that semester, the student will prepare and send to the Academic Dean a written appeal with all supporting evidence. The student at that same time will send a copy of all materials to the involved faculty member. After consultation with the student and faculty member, respectively, the Academic Dean will call together the members of the department in which the course is offered. This process is intended to ensure fairness and to ensure that all supporting materials be seen by neutral parties. After consultation with the Academic Dean and the members of the department, the instructor of the course will make the final determination.

RESIDENCE LIFE

Village II

(757) 455-3295

The Residence Life program is an integral element of the student services program at Virginia Wesleyan College. The primary purpose of residence life is to support the academic mission of the institution through well-supervised residential facilities and programs, to include appropriate educational and developmental elements such as:

- Providing a variety of programming options from which students may choose.
- Involving students in the governance of their residential unit.
- Ensuring safe, well-maintained, sanitary living facilities.
- Developing leadership skills through a variety of means.
- Encouraging students to exercise their freedom while respecting others and abiding by the Standards of Student Conduct.

Residence Life is committed to providing a safe, comfortable and educational environment. Students will inevitably grow as a result of the challenges, crises, and conflicts that they experience during their college years. The Residence Life staff is dedicated to supporting students during these experiences in an effort to foster maturity, independence and confidence.

Resident Assistants. A resident assistant (RA) is a Virginia Wesleyan College student staff member. There is at least one RA per floor for a total of 25 campus wide. Their primary responsibility is to facilitate the development of a community atmosphere among the students on their floors and on-campus. They are student leaders who have received specialty training in community development, crisis intervention, programming, communication skills, and peer counseling. RAs will encourage students to become involved in a variety of social and educational activities. They are knowledgeable about the resources, services and activities available on-campus and in the area. They can serve as excellent resources. We encourage students to get to know their RA.

Village Coordinators: The Village Coordinator position is designed exclusively for individuals enrolled in a graduate program in higher education, student personnel, or related fields. Village Coordinators are responsible for (1) managing a residential area comprised of approximately 240 undergraduate students, (2) supervising a resident assistant staff of 8 and one village assistant, (3) assisting with the College's arbitration process, and (4) sharing on-call duty responsibilities with other staff members.

Assistant Dean of Students and Director of Residence Life. The Assistant Dean of Students and Director of Residence Life coordinates the efforts of the Residence Life staff, oversees the quality of life provided in the residence halls, and is instrumental in providing direction and support for programs associated with the residence halls. He/She often serves as a liaison between the college administration and resident students, and assists in the interpretation and adherence of college policies. This person addresses policy violations that occur in the residence halls, and helps facilitate the Community Arbitration System. The Assistant Dean of Students and Director of Residence Life is responsible for the living-learning environment of campus and assists in the coordination of educational and social activities in the residence halls.

STUDENT ACTIVITIES

Jane P. Batten Student Center

(757) 455-3383

Student Activities complement the academic program of studies and enhance the overall educational and developmental experience of students. Through involvement in student activities students will:

- Perform better academically.
- Make new friends.
- Feel more loyal to the Institution.
- Be better prepared for a career.
- Develop leadership skills.
- Have opportunities to apply their course work.
- Improve communication skills.
- Enhance human relations skills.
- Be better informed about their College.
- Have an avenue for their input.

The Assistant Dean of Students and Director of Student Activities and Greek Life is responsible for advising campus clubs and organizations and assisting them with events, promoting and facilitating development of leadership skills, generating and supporting campus programming, and responding to the diverse needs of our students and helping them benefit from the institution's total educational process.

Students have the right to organize into interest, study, social, or service groups at the College provided these groups do not violate the College's non-discrimination policy.

Each student organization must file a Club Registration Form each semester in the Student Activities Office. To be eligible for club funding through the Student Activities Office, Club Registration Forms are due September 15 for the fall semester and February 15 for the spring semester. This statement must include:

- The name of the organization and statement of purpose.
- The criteria for membership.
- The rules of procedure.
- A current list of officers.
- The name of the faculty advisor.

For a complete list and description of Virginia Wesleyan College's Clubs and Organizations see the Clubs and Organizations section of the Student Handbook.

Student Programming Board, Wesleyan Activities Council. The Wesleyan Activities Council (WAC) is a student run programming board that organizes, plans, and implements weekend activities for Virginia Wesleyan College. These events are funded by the Student Activities Fee. Any student with a current VWC ID will be permitted into the WAC weekend activities for free. Guests will be permitted with admission.

The Wesleyan Activities Council is comprised of a president, vice president, six directors, and Six committees. The WAC Committees are Main Stage, VWC and Beyond, Intercultural Cultural and Educational (ICE), TGIF, Traditions, and Student Athletic Committee. Each committee plays a key role in providing well-rounded weekend activities and opportunities for our students.

- Main Stage plans bands, blue chip events, comedians.
- VWC and Beyond oversees recreational and off campus social activities in tandem with RecX and outdoor activities.
- ICE offers educational programming for our students on and off campus.
- TGIF program for Friday night events and pre-game activities in combinations with Athletics.

- Traditions supports the campus traditions such as Homecoming, pep rallies, and S.G.A. sponsored events.
- Student Athletic Committee plans events before and during athletic contests on campus such as the pre-games, tailgates, and game cookouts. This committee is focused on building school spirit by promoting all athletic events on campus.

Greek Life. The College hosts six National Greek organizations to include: Alpha Kappa Alpha, Alpha Sigma Alpha, Phi Sigma Sigma, Sigma Sigma Sigma, Kappa Alpha, and Phi Kappa Tau and one local fraternity, Iota Beta.

Organizational Fund Raising Projects. An organization which uses the name of the College in fund raising must receive permission from the Assistant Dean of Students and Director of Student Activities and Greek Life. To be considered for permission, an organization must fill out a form giving the name of the organization, the method of fund raising, the anticipated amount to be raised, and the purpose for which the money will be used. This form must be turned in at least one month prior to the project to the Student Activities Office. Any method of fund raising which comes in direct competition with College auxiliary services or uses any service of the College may be modified or disapproved.

Funds Collected and Check Requisition Procedures.

The following procedures are established to assist student organizations in accounting for all monies collected and/or spent.

- All monies collected should be deposited into a liability account with the College Business Office that will be separate from their Student Activities account. A receipt will be given and the group will retain ownership of the money as long as the group remains viable.
- All monies collected should be deposited within one workday following collection or as soon thereafter as practicable.
- Anyone collecting money for an organization has a fiduciary responsibility to that organization and to the ones who pay the money. This means that a student must be able to account for all money collected and spent.
- At no time is any money belonging to an organization to be deposited in a personal account or merged with personal money of any kind.
- In the event the money is received through ticket sales, the tickets should be numbered consecutively and an accurate count of tickets sold is to be maintained. This should be balanced with the money received and any difference explained. (For example: 100 tickets are sold at \$5.00 each. The student should deposit \$500.00 into their account in the College Business Office.)
- In those rare instances where a separate checking/savings account exists, please remember that all such accounts are subject to audit by the College and/or the College's accounting firm.
- Student organizations that require fees to their members, may request assistance from the Student Activities Office in retrieving those funds. Please make an appointment with the Director of Student Activities by October 15 (fall semester) and March 15 (spring semester) to implement assistance from the Business Office.

In order to facilitate check requisition procedures and to ensure that proper accountability is maintained, student organizations are required to adhere to the following procedure.

- All requests for reimbursement are to be made on check requisition forms, approved by the Assistant Dean of Students and Director of Student Activities and Greek Life and executed by the College Business Office. Receipts or a contract must accompany all requests.
- Exceptions to this policy must be approved by either the Dean of Students, Assistant Dean of Students and Director of Student Activities and Greek Life, or the College Business Office as appropriate.

STUDENTS WITH DISABILITIES

Director of Human Resources, College Business Office

(757) 455-3316

Campus Accessibility For Students with Mobility Disabilities

Access Routes. Due to our geographical location, the campus is relatively flat and all campus buildings are interconnected and accessible by sidewalks. The Jane P. Batten Student Center, Godwin Hall, Clarke Hall, the classrooms in Blocker Hall, the first floors of Pruden and Birdsong Halls, the Boyd Campus Dining Center, the Fine Arts building, the first floors of Village II and Brock Village, four townhouses, the three-story apartment, and the Hofheimer Theater are accessible to students with disabilities.

Parking Spaces. There are 37 parking spaces designated for individuals with disabilities. They have been strategically placed in close proximity to academic buildings, student related services, and major campus facilities.

Ramps and Curb Cuts. The campus has numerous ramps and curb cuts. These, too, are located throughout the campus and are designed to provide greater accessibility.

Telephones and Restrooms. The Vice President for Student Affairs and Dean of Students Office has a telephone that is available and accessible to all students. Additionally, students with disabilities will find accessible telephones in the Village II Commons corridor, at “The HUB” in the Batten Student Center, and in Pruden Hall. The campus also has restroom facilities accessible to students with disabilities. They are located off the lobby of the Hofheimer Theater, Clarke Hall, Godwin Hall, first floor of the Hofheimer Library, the Village II Commons, Pruden Hall, first and second floor of the Batten Student Center, and Boyd Dining Center and for resident students, the first floor of North, South, East, Johnston, Teagle, Smithdeal, and Gum Residence Halls. There are four townhouses and two suites in the three-story apartment that are fully ADA compliant.

Elevators. The campus has six elevators. One is located in the center of Blocker Hall (Science Building section), one is located in the Hofheimer Library, a third is located in Clarke Hall, a fourth one is located in Godwin Hall, a fifth one is located in the Batten Student Center, and a sixth is in the three-story apartment building in Brock Village.

Classrooms. The majority of classrooms have detached desks and chairs to accommodate students with disabilities. Additionally, the multi media room and the computer lab in Clarke Hall have detachable chairs. Student class schedules are reviewed to ensure classroom accommodations.

The Disabilities Awareness Committee (DAC) is committed to ensuring an accessible and safe learning environment on campus for all students, faculty, staff, and visitors. For accommodations contact the Learning Center located on the second floor in Clarke Hall.

WOMEN’S RESOURCE OFFICE

Village II, Social Sciences Lab/Women’s Resource Office

(757) 455-3113

The mission of the Women’s Resource Office is to promote a campus community that is safe, equitable and supportive for women; that celebrates their achievements; and recognizes and welcomes their diversity. The Women’s Resource Office exists as a place of support, service, and education for all students, faculty, staff, and community members.

The Women’s Resource Office has been established as a place where women can access: information, referral, research resources on women’s and gender issues, and support.

The Women’s Resource Office sponsors numerous programs throughout the year and works with other campus organizations to promote programs important to women’s scholarship and development. The office provides educational programs on health, financial issues, and domestic violence. It organizes students for advocacy at the state and national levels in issues of legislative concern. It publishes artistic work by students and recognizes the senior woman who has exemplified excellence in a variety of areas with the S. Diane Guadalupe Memorial Award.

STUDENT GOVERNMENT



Bring a spark. Light a fire.



August, 2007

Hello Students of Virginia Wesleyan College:

This year, the S.G.A. plans to focus more on student welfare and addressing student issues. We plan to host more open forums to voice opinions, as well as continue to boost school spirit higher and higher. We would like to see more students involved in campus organizations and activities, as well as helping others in the community. We hope that this year will be very exciting and productive.

For all this to happen, WE NEED YOUR HELP! We need your ideas and feedback so we can make this campus an enjoyable and fun place for faculty, staff, and most importantly, the students. All of our meetings are open to everyone, so please do not hesitate to come! We would also like for you to consider running for a position in the Student Government.

Thanks and have a great year,

A handwritten signature in black ink that reads 'Nathanael Swann'.

Nathanael Swann
President

A handwritten signature in black ink that reads 'Holly Phaneuf'.

Holly Phaneuf
Vice President

THE CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION:

Ratified by the Student Association: April, 1992

Preamble

We, the students of Virginia Wesleyan College, in recognizing the importance of the student body's role in the governance of this institution do hereby establish a Student Government Association. The student government association shall be the official voice of the students in College affairs. Elected in a democratic fashion, the officers shall represent the interests, goals and aspirations of the students in Community Council, College committees and through direct legislative and administrative action. We do on this 28th day of May in the year of Our Lord 1992, adopt this Constitution for the student body at Virginia Wesleyan College.

Article I: Student Association

Section A The formal title of the student organization under this constitution shall be the Student Government Association of Virginia Wesleyan College.

Section B Every currently registered full-time student shall be considered a member of the Student Association and shall have one vote in all matters decided by popular vote.

Article II: The Student Government Association

Section A The Student Government Association (S.G.A.) shall exist to coordinate, legislate and appropriate necessary funds towards the Student Association's matters of interest. The considerations of the government extend over a broad area of subjects involved with student interests. The initiative in many such matters lies with the government and its role is to be open-minded and adaptable.

Section B The Student Government Association shall consist of a popularly elected president and vice-president, sixteen (16) popularly elected senators, a student advocate, a programming advocate, a secretary, a treasurer, a publicity/information officer, and a Web page editor.

1. There shall be four (4) senators from the sophomore, junior and senior classes elected in the spring.
2. There shall be four (4) senators from the freshman class elected in the fall.
3. There shall be one (1) student advocate, one (1) programming advocate, one (1) secretary, one (1) treasurer, one (1) publicity/information officer and one (1) Web page editor to be appointed annually by the president elect with the consent of the senate elect. Other appointed positions may be created as needed.
4. In order to conduct a vote in the senate, ten (10) senators must be present assuring a 2/3rd's ratification.

Section C To be eligible to run for or hold an S.G.A. office, the individual must be in good academic standing. Good academic standing is defined as a cumulative grade point average of 2.2 for members of the senate and 2.4 for members of the executive board. The probationary grade point average for members of the senate is 2.0 and for the executive board 2.2, with the stipulation that the member will have a semester to bring their G.P.A. up to the appropriate level if they want to continue holding their office. The individual must not be on disciplinary probation or any more severe a sanction when running for or holding an S.G.A. office. Any individual who has ever received official sanctions at Virginia Wesleyan College for offenses involving illegal drugs (excluding alcohol) is ineligible to run for or hold S.G.A. office.

Section D Upon resignation, dismissal or any other means by which a vacancy of an elected official's position occurs, the president of the Student Government Association will nominate, within one week, the name of the student to complete the unexpired term. (This individual may be the student who had received the highest vote count in the previous election and had not been elected.) If the presidential office is vacated, the vice-president automatically attains the office of the president and must, within one week, nominate a vice-presidential candidate. In order to assume any of the above offices by nomination, the nominee must be ratified by 2/3rds of the student senate at the next senate meeting. In case of a rejection by the senate or a refusal by the proposed nominee to accept the nomination, a special election must be conducted by the president within 10 calendar days from the date of the senate rejection or nominee refusal.

Article III: Student Elections

- Section A
1. The president and the vice-president shall run as a ticket.
 2. Each presidential/vice-presidential ticket must obtain 80 signatures on a petition.
 3. Students who wish to run for the student senate must obtain 20 names on a petition which shall be made available the day after the presidential/vice-presidential final election.
 4. The president and vice-president must not be the head (or title of equal value) of a campus club or organization, which does not include sports or athletic teams.

Section B Those S.G.A. members not having a conflict of interest shall constitute an electoral commission which will organize, announce, supervise and set rules for the election of S.G.A. officers by accepting petitions, printing ballots, certifying ballots as they are cast, preventing harassment or obstruction of voters, insuring that all ballots are valid after the polling is completed, supervising the counting of returns, announcing election results to the campus community and at their discretion, appointing poll watchers. If the electoral commission finds that a candidate breaks the campaigning rules, it will be their job to disqualify the candidate.

- Section C The candidate rules of conduct shall include the following:
1. Each candidate shall remain a certain distance away from the voting table, which will be determined by the electoral commission and announced to the campus community.
 2. Each candidate shall be required to vote at 9 a.m. to avoid any problems during the day with entering into the electoral area.
 3. There shall be no campaigning in the electoral area designated by the yellow line by any student, candidate or voter.
 4. There shall be no attempt to communicate in any way directly or indirectly with a person who is in the act of voting or waiting to vote in the designated electoral area.
 5. No candidate is to physically harass or disturb any student in such a manner to interrupt their voting.
 6. There shall be no loitering by any students. Any students loitering shall be asked to move on.
 7. Any publicity within the yellow lines will be taken down at 9 a.m. election day by the electoral commission.

- Section D
1. Petitions for president and vice-president of S.G.A. shall be due by 3 p.m. the day before the primary election unless changed by the president or vice president as a result of extenuating circumstances. The president and vice president will determine when the date for the petitions will be due, as long as it has taken place by the end of April.
 2. Write-in candidates are admissible for the primary. If the write-in candidate qualifies for the final election, the candidate must comply with Section A of Article III within 48 hours or their nomination shall be voided and the next highest vote getter will be made eligible.
 3. The two highest vote getters shall be made eligible for the final election.
- Section E
1. The president and vice president will deem when the final election will take place as long as it has taken place by the end of April, following the submission date of petitions. The ticket receiving the majority of the votes shall be the victor.
 2. Write-in candidates are prohibited from the final election.
- Section F
- If the president-elect and vice-president-elect are unable or unwilling to fulfill their duties of office, the ticket receiving the plurality of the remaining votes in the final election shall assume the office.
- Section G
- The election for the four (4) sophomore, four (4) junior and four (4) senior senators shall be determined by the president and vice president as long as it has taken place by the end of April.
- Section H
- The official vote totals in all elections for Student Government officers shall be made available to the Student Association upon request.
- Section I
- The current president and vice president of S.G.A. shall not cast a ballot in Presidential/Vice-Presidential or Senatorial Elections. However, if the tabulated vote totals indicate a tie, the president will “break the tie” in the Presidential/Vice Presidential Election and the vice president will “break the tie” in the Senatorial Election. In addition, both the president and vice president must be at the tabulation of the ballots along with one of the S.G.A. advisors.
- Section J
- Late petitions shall not be accepted. If it is discovered that less than the necessary number of candidates are running, the normal election shall proceed with those who have submitted petitions. If there are vacant seats, a special election shall be held to fill those seats.
- Article IV:
Special Elections
- The Student Government Association may hold a special election at any time the need arises. The president and vice-president, with the consent of the student senate, shall establish all guidelines and procedures for each special election.
- Article V:
The Duties of the President and Vice-President of the Student Government Association
- Section A
- The duties of the president shall be as follows:
1. In the capacity as chief executive officer of the S.G.A., the president shall represent the student body at all school functions and execute the directives of the student senate.

2. The president shall serve as ex-officio member of the Student Government Association senate. In this capacity, the Student Government Association president must attend all meetings and events of the Student Government Association senate. The president shall have the ability to veto any decision made by the senate and, thus, must be informed of any and all votes and decisions which occur in the senate. The veto may only be overruled by a two-thirds majority vote of the senate.
3. The president shall by virtue of the office sit as the student member on the Community Arbitration Board (CAB).
4. The president shall serve as the official liaison between the administration of the College and the student senate.
5. The president shall fulfill any other duties set forth in the Student Government Association Constitution.

Section B

The duties of the vice-president shall be as follows:

1. The vice-president shall serve as chairperson and a non-voting member of the student senate.
2. The vice-president shall be responsible for scheduling, announcing, conducting and controlling (by means of parliamentary procedure set down in Robert's Rule of Order) all meetings of the student senate.
3. The vice-president is responsible for all senate activities and committees, assuring that they are properly organized and that all senate decisions are upheld.
4. In the case of a tie vote in the senate, the vice-president will "break the tie".
5. The vice president shall by virtue of the office sit as chairperson of the Community Relations Council (CRC).
6. The vice-president shall collect reports and minutes from all committees on which a student member sits. All reports and minutes must be properly stored in the S.G.A. office and updated. The vice-president must also during a regular meeting of the student senate, present a summation of the reports.
7. The vice-president shall be responsible for relaying all messages and announcements between the student senate and the president.
8. The vice-president shall make sure that all the senators remain in good academic and disciplinary standing as per Article II, Section C or bring the matter to the attention of the president, who shall follow procedures for nomination of a new candidate for the office.
9. The vice-president shall fulfill any other duties set forth by the Student Government Association Constitution.

Article VI:

Duties of the Student Senate

Section A

Appointment of Student Government Association officer

1. The duties and expectations of these officers should be recorded, witnessed, and signed by the entire Student Government Association, including the signature of the officer.

2. If either the president or vice-president does not approve the candidate, the candidate is automatically removed from consideration; however, the unapproving party must openly state the reasons for disapproval (whatever they may be) at the next official S.G.A. meeting.
3. Any member of the S.G.A. may challenge the performance of its officers. This can be done by submitting an official letter to the President of Student Government. The Official Recall Procedures set forth in Article VIII, Section B would then be activated.

Section B The senate shall determine an expression of student opinion on all matters of policy both in the Student Government Association and College affairs.

Section C The Student Government Association senate shall provide for at monthly intervals and at the appropriate times open meetings of the Student Government Association.

Section D The senators are required to attend all meetings set by the programming advocate. These meetings may take the place of office hours at the discretion of the programming advocate.

1. The secretary shall issue a report of these meetings for distribution to the Student Government Association.
2. Minority reports may be presented at these meetings and shall be circulated by the Student Government Association.

Section E All members of S.G.A. are voting members of the Student Welfare Commission.

Section F Senators will work at least one hour per week in the Student Government Association office to make the S.G.A. open and visible to the students.

Section G Four unexcused absences from Student Government Association functions will result in the initiation of the Administrative Recall Procedures by the student advocate. After the third unexcused absence, the senator will receive a warning in writing from the student advocate.

Section H Any Student Government Association meeting shall be considered a Student Government Association function.

Article VII: The duties of the student advocate, the programming advocate, the secretary, the treasurer, the publicity/information officer, and the Web page editor.

Section A The duties of the student advocate shall be as follows:

1. The student advocate shall serve as the student member on the Agenda Committee of the Community Council.
2. The student advocate shall meet periodically with the community advocate to discuss needs and concerns of the College community.
3. The student advocate shall conduct the recall of students from elective office in the Student Government Association or appointed members of College committees or arbitration boards as defined in Article VIII.
4. The student advocate shall serve as official liaison between students and the student senate and shall hold weekly office hours in that capacity.
5. The student advocate is an ex-officio member of the student senate and shall attend their weekly meetings.

- Section B The duties of the programming advocate shall be as follows:
1. The programming advocate shall serve as the student liaison with the Director of Student Activities.
 2. The programming advocate will meet weekly with the senate to plan programs and activities.
 3. The programming advocate will chair the budget allocation to other student organizations.
 4. The programming advocate will conduct office hours in that capacity.
 5. The programming advocate is a member of the executive committee of the S.G.A. and should attend their meetings.
- Section C The duties of the secretary shall be as follows:
1. The secretary shall attend weekly meetings of the student senate.
 2. The secretary shall take accurate minutes of the senate meetings.
 3. The secretary shall publish weekly minutes within 24 hours of the next S.G.A. meeting. Additional copies shall be made available for the College community.
- Section D The duties of the treasurer shall be as follows:
1. This individual shall be responsible for the maintenance of the budget in cooperation with the president.
 2. This individual shall make an oral bi-monthly report at the S.G.A. meetings.
- Section E The duties of the publicity/information officer shall be as follows:
1. This individual shall be responsible for the making and hanging of promotional materials for all S.G.A. events in a timely manner.
 2. This individual shall attend weekly meetings of the student senate.
- Section F The duties of the Web page editor shall be as follows:
1. This individual shall be responsible for maintaining the S.G.A. Web page.
 2. This individual shall attend weekly meetings and report the concerns students have to the senate.
- Section G If at any time, any of these members fails to fulfill his or her responsibilities, the Administrative Recall Procedure shall be initiated (See Article VIII).
- Article VIII: Recall Procedures
- Section A Any student serving on the Student Government Association, a standing committee or arbitrational board is subject to recall at any time.
- Section B Official Recall Procedures - The S.G.A. shall have the power to organize the recall of any student from his committee position or elected office.
1. The initiation of this procedure is the prerogative of any full-time student in the College and must be endorsed by ten percent (10%) of the Student Association by written petition. However, the accused must be made aware of these proceedings in a written letter.
 2. The S.G.A. shall be required to provide, in the presence of the party involved, an open hearing on the reasons for which this action has been initiated.

3. The party involved in this action shall be provided an opportunity to defend his/her position.
4. The S.G.A. shall then determine by open discussion whether there is justification for such an action.
 - a. The S.G.A. must decide by two-thirds secret ballot majority vote of its total membership whether recall action is proper. If it so decided, it shall conduct a referendum among the Student Association to remove the student from office. If this majority is not obtained, the matter shall be considered closed.
 - b. Should it decide that the charges are not substantial, the procedure shall end.
5. Should a member of the S.G.A. be so charged, he shall abstain from voting or vetoing.

Section C Administrative Recall Procedure - Administrative recall will only apply to intra-student government disciplinary problems; as per Article VI, Section G. Any member of the S.G.A. may initiate this procedure. A special closed meeting will take place. The S.G.A. must decide by two-thirds secret ballot majority vote of its total membership to recall the member in question. The accused shall have no vote or veto during this procedure.

Article IX: Referendum Procedures

Section A Any ballot for a referendum must be certified by the Student Government Association president and secretary.

Section B Announcements of referendum must be made at specified times prior to its being held.

1. For constitutional amendments, two weeks.
2. For recall referendums, one week.
3. For any issue which requires immediate action, at least one day, during which time every effort must be made to notify all students of this action. A three-fourths majority vote of the senate is needed to allow for this short notice or announcement.

Article X: Interpretation of the Constitution

Section A There will be a Constitutional Court with final authority on matters of interpretation of the Student Government Association Constitution.

Section B This Constitutional Court shall consist of the president of the Student Government Association and four other student members appointed by the senate. The president shall preside at these meetings.

Section C Meetings of the Constitutional Court may be called by any member.

Section D In its authority as the judiciary, it will be the job of the Constitutional Court to clarify matters of ambiguity, make decisions regarding constitutionality and propose legislation through court reports to the senate in handling any issues.

Section E All voting meetings of the Constitutional Court are closed to the student body. Minutes from these meetings shall, however, be made available to the student senate or student body upon request.

- Article XI: Amendment Procedures
- Section A Any amendment may be proposed to the S.G.A. if endorsed by ten percent (10%) of the total Student Association by written petition.
1. Official notification of these proceedings shall be posted by the switchboard at least one week in advance.
 2. Those proposing the amendment shall be required to explain and defend their proposal in an open forum.
 3. The senate must decide by two-thirds majority vote of the total membership to commit the proposal to referendum.
- Section B If the proposal is endorsed by two-thirds vote of the senate, it shall be submitted to a referendum of the Student Association where it must obtain a two-thirds majority of the ballots cast to pass.
- Section C If the proposal is not endorsed by a two-thirds vote of the total membership of the S.G.A., it may be brought to referendum by endorsement of twenty-five percent of the Student Association by written petition.
- Article XII: Ratification of the Constitution
- The Student Government Association Constitution must be ratified by two-thirds of the students voting in the ratification referendum.
- Article XIII: Community Council
- The student members of the Community Council shall be comprised in the following manner:
- Section A The president of the Student Government Association is an automatic voting member of the Community Council.
- Section B One student member from each of the Community Council's standing commissions shall be selected by the Student Government Association through a secret ballot senate vote to serve as a voting member of the Community Council. These members shall not be S.G.A. senators.
- Section C Four senators, one senator from each year, shall be selected by the Student Government Association through a secret ballot senate vote to serve as an at-large voting member of the Community Council.
- Section D The student advocate shall serve as the student member of the Agenda Committee and shall also serve as a voting member of the Community Council.

HONOR CODE



Bring a spark. Light a fire.

PHILOSOPHY

As a liberal arts college, Virginia Wesleyan is committed to values of citizenship and social responsibility fundamental to a community of scholars. People who join this academic community agree to maintain academic honesty.

The purpose of the Honor Code at Virginia Wesleyan College is to foster an environment of learning based upon trustworthiness and willingness to assume personal responsibility for honorable behavior. Responsibility for safeguarding honor and trust belongs to the entire academic community; therefore, students need to assume increasing measures of responsibility for honorable behavior in themselves and others as they advance academically.

Students enter college with a variety of experiences and values concerning academic honesty; it may take time for them to develop the personal responsibility essential to a community founded on trust. A liberal arts education develops each student's ability to think and act with integrity. Students and faculty need to consider how honor and trust shape the life of an academic community. Consequently, the attitudes and beliefs embodied in such a code are part of the education of undergraduate students. Faculty, staff and students need to assume the responsibility for integrating the intent of this code, over time, into individual courses and our entire academic program.

Practical steps to build effective levels of trust and responsibility include classroom discussions of the honor code. In the presentation of papers and projects, students and faculty need to be clear with each other about expectations and methods of documentation. Faculty should explain appropriate use of source materials; students should make sure that they understand their professors' expectations and that they protect the College's resource materials. Honor and trust will grow in such an environment.

DEFINITIONS

Cheating is the deliberate submission of work for a grade or credit that is not one's own or that violates professors' implied or stated instructions concerning the type and amount of aid permitted. The student who gives prohibited aid shall be considered as responsible as the student who receives it.

- Copying answers from a fellow student during a test is cheating.
- The use of testing materials from past testing periods as study guides is cheating if such practice is prohibited by the professor.
- The use of unauthorized notes or tapes during testing is cheating.
- Obtaining or giving unauthorized information about the content of a test is cheating.

Plagiarism is the oral and/or written presentation of words, facts or ideas belonging to another source without proper acknowledgment.

Lying means making a statement that one knows is false with the intent to deceive a fellow member of the College community in relation to academic matters. Falsifying personal or College documents by mutilation, addition or deletion is lying.

Academic Theft is the removal or mutilation of academic materials, including library resources, computer software and

laboratory equipment, thereby depriving others of opportunities to use such materials.

Falsifying Data is the deliberate fabrication or misrepresentation of research data and results.

RESPONSIBILITIES AND RIGHTS

Students

Every VWC student has the following responsibilities:

- To request that a course instructor review a concern he/she has regarding an act he/she observed.
- To request that a course instructor investigate a questionable action by another student.
- To request that the academic dean investigate a questionable action by another student.
- To confront another student observed violating the Honor Code.
- To appear before the Honor Council if requested to do so.

A student accused of violating the Honor Code has the following rights and is responsible for exercising those rights:

- To be presumed innocent until proven guilty.
- To have a written statement of the charges.
- To have written notice of the date, time and place of his/her hearing.
- To refer matters involving a violation of the Honor Code immediately to the Honor Council if the student feels that the situation cannot be resolved between the faculty member and him/her.
- To request in writing a continuance be granted for good cause.
- To have an advocate from the College community.
- To have a neutral body hear and consider the evidence.
- To obtain witnesses in his/her behalf.
- To question witnesses.
- To testify in his/her behalf.
- To have an explanation in writing of the reasons for the decision reached.
- To be free from any penalty if exonerated.

Faculty

Every VWC faculty member has the following rights and responsibilities:

- To resolve violations of the Honor Code by private discussion with the student(s) in question, and to report actions taken to the Dean of the College.
- To refer matters involving a violation of the Honor Code immediately to the Honor Council if the faculty member feels the situation cannot be resolved between the student and professor.
- To provide a written statement of the charges for the chairperson of the Honor Council.
- To have a written notice of the date, time and place of any hearing in which he/she has an official interest.
- To testify before the Honor Council.
- To request that a continuance be granted for good cause.

PROCEDURES FOR DEALING WITH VIOLATIONS

The charging party must submit a written statement of the charge identifying specifically how the honor code has been violated. After a formal written charge has been received by the chairperson of the Honor Council, the chairperson and two Council members (faculty and student appointed by the chairperson) may hold a pre-hearing review. This review determines if there is sufficient cause and evidence for a hearing. Alternatively, they may immediately determine that a hearing shall be held.

If it is determined that the case shall be heard, the meeting of the Honor Council will take place as soon as possible and in no case later than one week. All individuals involved will be notified in writing about the time and place of the Honor Council meeting. This notice will

also instruct these individuals that the meeting will occur in their presence or absence. The chairperson of the Council will preside, and three faculty members and three student members must be present.

In any Honor Council hearing, neither strict rules of evidence nor any right to legal counsel shall apply. The proceedings shall be conducted so as to achieve fundamental fairness and prompt

resolution. At the Honor Council hearing only those persons (other than the Council itself) directly involved in incident may be present. A written record and a recording will be kept of all meetings.

Within twenty-four hours after the Honor Council meeting, the chairperson shall give a written report of the council's decision to the plaintiff(s), defendant(s), the Dean of the College, and the Dean of Students. This report shall include a written account explaining the reasons for the decision reached. If a Level 2 or Level 3 penalty is imposed, the Dean of Students will be called upon to assist in the process of withdrawal from the College. Ordinarily, this will occur within forty-eight hours of the decision.

If an individual is found guilty and is dismissed from the College, the evidence and records of the proceedings should be maintained permanently in the office of the Dean of the College.

If an individual is found guilty, is suspended and is then readmitted to the College, the evidence and records of the proceedings should be kept in the office of the Dean of the College and then destroyed after the graduation of the person. If an individual is found not guilty, the evidence and records of the proceedings shall be held for two weeks and then destroyed.

The student's name, the charge, the date and the decision in each case should be kept permanently in the office of the Dean of the College.

PENALTIES

The Graduated Penalty System

Virginia Wesleyan College operates under a graduated penalty system. In this system there is no set penalty for each violation of the Honor Code. Once it is determined a student has violated the Honor Code, it is first the responsibility of the individual faculty member and then the Honor Council to determine what penalty is justified in a case. The penalties consist of the following:

Level 1: (Faculty are able to implement Level 1 penalties for purely academic violations without referring the matter to the Honor Council)

- Verbal reprimand
- Written reprimand
- Failure of assignment or test
- Failure of course

Any other appropriate sanction short of suspension may be recommended at Level 1, but must be approved by the Honor Council following a hearing.

Faculty are urged to check with the Dean of the College to determine if a student has a previous offense of the Honor Code before taking action. If the student has committed a previous offense, the Dean of the College may recommend that the faculty member refer the new violation directly to the Honor Council. All punitive actions taken by faculty must be reported to the Dean of the College who will keep a record of actions taken.

Level 2: Suspension from the College for any period up to a maximum of four (4) semesters and loss of credit in one or more courses enrolled in at the time of the violation.

Level 3: Separation from Virginia Wesleyan College and loss of credit in all courses enrolled in at the time of violation.

PROCEDURE FOR APPEAL OR REQUEST FOR A NEW HEARING

Procedure

The person requesting an appeal or a new hearing shall file a written notice with the Dean of the College within seven days following the original hearing (weekend and holidays excluded). In the case of new evidence, however, this time period may be extended by the chairperson.

Requests shall be dated and contain a statement of the grounds for the new hearing or appeal and the signature of the person making the request. Requests shall specify whether an appeal or a new hearing is requested.

New Hearing

Grounds for a new hearing include the discovery of new facts that even in the exercise of due diligence were unavailable at the time of the hearing and which could alter the outcome.

Requests for a new hearing must include the following:

- A statement of new evidence.
- The names of those individuals who will present this evidence.
- Reasons for omission of evidence from original hearing.
- Reasons that this evidence could contribute to a decision other than that which was originally made.

Duties of the New Hearing and Appeals Committee in response to Request for New Hearing:

This committee will review the request and determine if the request has merit. If the committee finds the request has merit it has the power to call for a new hearing. If a new hearing is indicated then the full Honor Council procedure will be repeated, this time to include the new evidence.

Appeal

There are two grounds for appeal: excessive sanctions or material violation(s) of the hearing procedure.

Excessive Sanctions: If the appeal is based on excessive sanction, specific information must be cited indicating why the sanction is unreasonable in light of the charges or history of violations.

Duties of the New Hearing and Appeals Committee in response to a request for an appeal based on excessive sanction:

This committee will review the request for appeal and determine if the request has merit. If the New Hearing and Appeals committee decides to consider the appeal, it has the power to:

- Uphold the original decision.
- Uphold the original decision but alter part or all of a previously imposed penalty.
- Exonerate the student.

Material Violation(s) of Procedure: If the appeal is based on a violation(s) of hearing procedure it must include:

- Citation of specific procedures in the Honor Code which were omitted or improperly followed.
- Reason(s) why procedural error was not mentioned in the original hearing.
- Reason(s) why correction of error can contribute to a decision other than that which was originally made.

Duties of the New Hearing and Appeals Committee in response to a request for an appeal based on a material violation(s) of hearing procedure:

This committee will review the request to determine if the request has merit. If the New Hearing and Appeals Committee decides to consider the appeal, it has the power to:

- Determine no material violation(s) of procedure occurred and uphold the original decision.
- Find material violation(s) of procedure occurred and declare the original decision void due to procedural error. In such case, the committee may, but shall not be obligated to, remand the case to the Honor Council with directions to correct violation(s) of procedure.

MEMBERSHIP OF THE HONOR COUNCIL AND OF THE NEW HEARING AND APPEALS COMMITTEE

Chairperson: The Honor Council Chairperson shall be a faculty member appointed for a two-year term by the Dean of the College in consultation with the divisional chairpersons and the student body president. The chairperson shall convene and preside over all meetings of the Council. The chairperson shall decide the outcome of all Council determinations which result in a tie.

Faculty: The faculty members of the Honor Council shall consist of three members and three alternates. One member and one alternate will be elected from each division of the College. Each member and each alternate shall serve a three-year term. Membership shall be staggered so that two or more faculty members do not rotate off the Council on the same year.

Students: The student members of the Honor Council shall consist of three members and three alternates, to be appointed by the student body president and the President of the College. Each member will serve a one year term. The Dean of Students may appoint interim student members when necessary, if regular members and alternates are unavailable to serve.

In addition to conducting hearings, the Honor Council is responsible for educating faculty, staff, and students on a yearly basis on matters regarding the Honor Code.

MEMBERS OF THE NEW HEARING AND APPEALS COMMITTEE

The New Hearing and Appeals Committee will consist of the Dean of the College, one faculty member to be elected in the fall semester, and the Student Government Association president.

**COMMUNITY
STANDARDS**

**EXPECTATIONS AND
RESPONSIBILITIES**



Bring a spark. Light a fire.

INTRODUCTION

The purposes of Community Standards are to:

- Protect and advise students of their rights and responsibilities.
- Communicate the standards of conduct and behavior required of all students and outline sanctions which may be imposed for violations.
- Inform the community of the processes and procedures relevant to students' rights and responsibilities.
- Facilitate and encourage respect for campus governance.
- Provide learning experiences for students who participate in the operations of our campus governance system.

Administrators of student services firmly believe that campus experiences should teach appropriate individual and group behaviors as well as protect student rights and keep the campus community free from disruption and harm. The College will conduct these procedures in ways that will foster the ethical development and personal integrity of students and the promotion of an environment that is in accord with the overall educational goals of the institution. At the discretion of the Dean of Students, faculty advisors will be notified of disciplinary sanctions taken by the College regarding their advisees. In some instances of College policy violations, parents are notified of student behavior. In these situations, students are informed that their parents will be notified.

BASIC FREEDOMS

Students have the same duties and responsibilities as citizens and they enjoy the same freedoms of speech, press, religion, peaceful assembly, and all other rights guaranteed by the Constitution and laws of the United States and the Commonwealth of Virginia.

The College, with all of its facilities and services, is open to all qualified students without regard to race, religion, age, physical ability, gender, national origin, or sexual orientation.

AFFIRMED BEHAVIORS

Virginia Wesleyan students are encouraged to embrace the following standards as appropriate and affirmed behaviors and actions in daily living:

- Accepts and supports the Virginia Wesleyan Honor Code as a standard by which to view choices and make decisions.
- Abides by and upholds all Standards of Student Conduct.
- Tolerates and is sensitive to diversity in all facets of our pluralistic and multicultural society.
- Possesses moral and ethical values reflecting prevailing law and social consciousness.
- Commits self to the betterment of the community as well as society in general.
- Shows respect for self and others and demonstrates that respect through appropriate actions towards self and others.
- Demonstrates self-confidence, self-reliance, self-motivation and self-discipline.
- Seeks experiences that enhance the liberal arts perspective and recognizes learning as a life-long process.
- Respects the property and/or personal belongings of others and the property of the College.

MISCONDUCT

The following is a summary of actions that constitute misconduct and, under the guidelines of the Community Arbitration or other established process, students may be disciplined if found in violation of one or more policies. The actual policy for each listed misconduct can also be found in the Student Handbook under the appropriate heading.

- Violation of the Virginia Wesleyan Honor Code.
- Actions which disrupt or tend to disrupt the privacy of others and/or the academic mission; actions which endanger or tend to endanger the safety, health or life of any other person.

- Failure to comply with the request of a College official.
- Behavior which is reasonably construed as unwanted physical contact of a sexual nature; contact which causes physical or emotional discomfort to the person who is the victim of that contact. For the purpose of these standards, “unwanted physical contact” and “sexual nature” are defined as follows:

Unwanted Physical Contact: physical contact to which the recipient has not voluntarily consented or which continues after such voluntary consent has been withdrawn by that recipient.

Sexual Nature: conduct which constitutes a touching of any part of another person’s body with sexual intent and/or for sexual effect as reasonably determined by the recipient and the arbitration hearing body.

- Actual use of or threatened use of physical force, verbal abuse, or intimidation to restrict freedom.
- Behavior reasonably construed as harassment.
- Abuse or improper use of alcohol; failure to follow regulations governing room parties. Improper use of alcohol includes, but is not limited to: consumption/possession of alcohol by a person under the age of 21, providing or selling alcohol to a person under the age of 21, unauthorized, unregistered parties with alcohol present, public intoxication, consumption of alcohol in an unauthorized area, attendance at an unregistered party where there is alcohol present, possession of bulk containers of alcohol (kegs, party balls and beer bongs) or any amount of alcohol exceeding 12 containers of beer or similar beverage found in 8 - 12 oz. containers, or one liter of wine or hard alcohol, violation of state, local or federal laws applicable to alcoholic beverages.
- Possession, use, distribution or manufacturing of any illegal drug or controlled substance; possession or use of drug paraphernalia; and the presence of a controlled substance and/or drug paraphernalia in your campus residence or personal vehicle while on campus.
- Knowingly furnishing false or misleading information, unauthorized use of identification, failure to provide requested information to College officials.
- Deliberate, malicious, careless or negligent destruction of College property or the property of others; using College property other than for its intended purpose.
- Stealing, taking or possessing another’s property without permission.
- Improper conduct in the Residence Halls; failure to abide by regulations.
- Possession of fireworks or explosives on-campus, inappropriate use of safety equipment, failure to evacuate a building when instructed to do so by College officials.
- Solicitation, gambling or inappropriate distribution of literature.
- Possession or use of firearms or other weapons capable of inflicting injury or damage. Hunting or trapping with any form of weapon or trap (other than a mousetrap) is prohibited on-campus (fishing is not to be interpreted as hunting).
- Improper parking in marked zones, fire lanes and disability parking spaces; failure to abide by other parking and traffic regulations.
- Hazing and other abusive initiation practices.
- Violation of prevailing local, state, or federal law under circumstances which link or create a nexus between the violation and the College community.
- Smoking in non-designated public areas, removal of food or other items from the dining center, refusal to wear shoes in the dining center, lock out procedures and other specific policies regarding campus resources and facilities.

The College does not attempt to regulate, nor does it take responsibility for the off-campus behavior of its students. The College will, however, take action against students whose off-campus behavior impedes or disrupts the College community and/or undermines or threatens the welfare of the College or members of the College community.

POLICY GOVERNING UNSATISFACTORY OR POTENTIALLY UNSAFE STUDENT BEHAVIOR

The College has an obligation to clarify those standards of behavior which it considers essential to its educational mission and to its community life. These general behavioral expectations represent reasonable assumptions as to acceptable student conduct with the student being as free as possible from imposed limitations that have no direct relevance to the academic community.

In developing responsible student conduct, the primary roles are played by example, counseling, guidance and admonition. In the exceptional circumstance, when the preferred means fail to resolve problems of student conduct and administrative action is necessary, arbitrational procedures are available which protect both student and community. Students should be aware that they are subject to local, state, and federal laws.

Possible violations of local, state, or federal laws which occur off the campus are generally under the jurisdiction of the appropriate civil authorities. Possible violations of local, state, or federal laws which occur on or off the campus should be reported to the Vice President for Student Affairs and Dean of Students. He shall determine by consultation with all concerned if there is a reasonable possibility that a violation has occurred and if this matter should be turned over to the appropriate civil authorities for action. If there is a reasonable possibility that a violation has occurred, but it is not reported to the civil authorities, disciplinary action may be taken. Moreover, the College reserves its right to suspend or dismiss a student, if in the opinion of College authorities, a course of conduct which resulted in the violation of the criminal law makes the student an undesirable member of the academic community.

Students who violate College standards should be informed of their rights as indicated in the Arbitration Process section of this handbook. No form of harassment should be used by institutional representatives to coerce admissions of guilt or to acquire information about a student's conduct. Pending action on a complaint, the status of a student should not be altered. His right to be present on the campus and to attend classes should not be suspended, except for reasons relating to his physical or emotional condition and the safety or well-being of other students, faculty, administrators, or College property. The College has the authority to effect an interim suspension where health, safety, welfare, or property are involved.

At times, an evaluation by a qualified mental health or substance abuse professional may be required prior to a student's return to campus or the residence halls when safety concerns are at issue.

VIOLATIONS OF A SEXUAL NATURE

The incidence of rape and other forms of sexual assault is a concern at most colleges and universities. It is a crime that is often under reported and one that has a devastating impact on victims, assailants, and the College community at large. In response to the recommendations of the State Council of Higher Education, Virginia Wesleyan College has established a College wide policy on sexual assault. This policy specifically addresses issues of sexual assault and rape. The campus community adjudicates incidences of sexual assault and rape, for several reasons. The College is a self-regulating community, organized to educate students. In order to facilitate education, an appropriate and secure environment is necessary. The very nature of the College environment is, in itself, an educational tool. There is a need for awareness and education to deal with issues of sexual assault. It is vitally important that these problems be confronted at a campus level through a College policy, sending a message of support for victims, assisting in communicating a standard for all community members, and preserving a secure environment conducive to learning.

Violations of a sexual nature will result in stern disciplinary sanctions. In accordance with the Higher Education Amendment (HEA) of 1992, students are made aware of the sanctions, which may include, but are not limited to, dismissal or suspension from the College, disciplinary probation, change in the status of living arrangements, and/or mandated counseling. Verbal misconduct, without accompanying physical contact, is not defined as sexual misconduct.

Verbal misconduct may constitute sexual harassment, which is prohibited under College regulations and is specifically addressed in the Student Handbook.

The College's arbitration system is grounded in the foundations of open communication and discussion, designed to assure the presentation of all relevant facts and beliefs in an open and forthright manner. Due process provisions guide the arbitration system and the members of all campus arbitration bodies. In this manner, campus proceedings assure fairness to all parties involved. In many cases, the charges are valid, but in other cases, an alleged violator may be falsely accused. Charges of this nature are taken seriously. Persons bringing false charges against an individual make themselves liable to College discipline, claims of defamation, and/or other legal implications. Professional helpers, such as Residence Life, Health Services, Counseling Services, and Dean of Students staff members, will respond sympathetically to the needs of all persons involved in a given incident. The arbitration process is designed to deal fairly with all parties involved, making no decisions about who is responsible for the misconduct until all discussion is completed. Within practical limits, every reasonable effort will be made to keep all information related to each specific case strictly confidential. Historically, students who are involved in situations where there is unwanted physical contact of a sexual nature and who wish to go through the arbitration system, begin at the Community Arbitration Board (CAB) level. Due to the nature of sexual assault/harassment violations, where confidentiality and sensitivity to both parties are paramount during the arbitration process, such violations will be sent to the CAB unless all students involved request otherwise.

The federal Campus Sexual Assault Victim's Bill of Rights requires that institutions of higher education inform both the accuser and accused of any outcome of campus disciplinary proceedings alleging sexual assault. Therefore, as required by law, Virginia Wesleyan College will inform the victim of the outcome of the arbitration hearing. Under the provisions of the Family Education Rights and Privacy Act (FERPA), the information provided the victim may not be shared with any other person without the signed written consent of the accused.

There are a number of resources and options available to the student who is involved in any type of sexual assault incident. Students may seek on-campus assistance through Campus Security, Residence Life, or Counseling Services, or they may choose off-campus services through RESPONSE Sexual Assault Support Services 24-hour hotline at 622-4300.

RESPONSE Sexual Assault Support Services of the YWCA (622-4300) is a local organization that is available on a 24-hour basis and can provide sexual assault advocacy, counseling, and information and education. RESPONSE has been contracted to provide assistance to any VWC student, faculty, or staff who has been sexually assaulted. Certain on-campus professional staff members are specially trained and available to respond to incidents involving sexual assault and these include, but are not limited to, the Assistant Director of Student Counseling Services (455-3131) and the Director of Health Services (455-3108). Students are able to contact Residence Life and the Dean of Students offices for support and referral.

It is also appropriate to involve the local police if the student chooses to do so. A student may contact The Virginia Beach Police Department from a campus phone by calling 9 - 911 or if it is not an emergency, by calling their non-emergency phone number at 385-5000. The student may also reach Campus Security in an emergency situation by calling 8888 from a campus phone or if it is not an emergency, by calling 455-3349. A student may wish to contact the Victim Assistance Program (385-4401), located in the Office of the Commonwealth's Attorney, City of Virginia Beach Municipal Center. An attorney may be able to offer guidance concerning additional legal options.

STATEMENT AND POLICY ON VIOLENCE

The College is fully committed to maintaining a campus environment in which all members of this community can be confident that they are secure from physical violence, whether threatened or actual. Any student found to have threatened and/or committed acts of physical violence against any person is subject to immediate disciplinary action. Ordinarily, a student found to have committed an act of physical violence against another person can expect to receive the sanction of suspension or dismissal from the College. In exceptional cases, mitigating circumstances will be considered which may result in lesser sanctions for less serious

violations. Additional conditions and sanctions may be imposed as deemed appropriate by the Community Arbitration Board and/or the Vice President for Student Affairs and Dean of Students. Additionally, those who commit acts or threats of physical violence are subject to both state and/or local prosecution and/or civil litigation.

HARASSMENT POLICY

No one in the Virginia Wesleyan community should behave in any manner which can reasonably be construed as harassment. If such actions occur, they will not be tolerated since it is the opinion of this academic community that this kind of insensitivity is injurious both to the people involved and the institution itself.

The term “harassment” applies to any conduct which reflects a demeaning attitude toward a person’s race, gender, ethnic origin, religious beliefs, sexual orientation, disability, or other characteristics which creates an intimidating, hostile or offensive environment which interferes with a person’s performance and equanimity.

Any student who believes that he or she has been harassed is encouraged to file a complaint with the Dean of Students or the Director of Human Resources and due process procedures will be followed. A complete copy of the VWC harassment policy may be found in the Human Resource Department and/or online at www.vwc.edu.

STATEMENT AND POLICY ON ALCOHOL AND OTHER DRUGS

BACKGROUND

VWC acknowledges a moral, social, and legal obligation to assist our students and employees to make safe and responsible choices in regard to their use of beverage alcohol. Abstention from the use of alcohol is a personal choice which is made by the individual and which is impacted by multiple factors.

The United Methodist Church has long affirmed support for abstinence from the use of alcohol. In addition, social and culture influences vary widely ranging from acknowledging use of alcohol within rituals and social situations to sanctioning use that may be considered abusive.

The College has studied and continues to review current material on substance abuse. Under the direction of the Vice President for Student Affairs, the present policy will be administered and revised from time to time as may be necessary.

POLICY STATEMENT

The College is committed to upholding the local, state, and federal laws pertaining to the use of alcohol. This commitment is clearly reflected by the standards set forth in our Policy on Alcohol and Other Drugs, the Student Handbook and the substance abuse policy for employees. As to the students, fair and consistent application and enforcement of the alcohol and other drug policy is accomplished through the Community Arbitration System.

Regulations Governing the Use of Alcohol On-Campus

The possession and/or consumption of alcoholic beverages is a privilege granted to those persons who are 21 years of age or older and is permitted only in compliance with local, state, and federal laws and only under the following conditions:

- Any student found in violation of the College’s alcohol policies may be required to pour out any alcohol at the request of a College official. Failure to comply with the aforementioned request may also result in additional sanctioning.
- In a residence hall room, where the assigned resident(s) are 21 or older, a student 21 years of age or older may possess and consume alcoholic beverages.
- On special occasions, for the time, place, and area defined in a banquet license, students 21 years of age or older may possess and consume beer or wine. Examples include licensed student activities such as “Lake Taylor Music Festival” or “Seafood Party in the Dell.”
- At a Registered Social a student 21 years of age or older may possess and consume alcoholic beverages.

- Students who are 21 years of age or older may possess up to 12 cans of beer or 1 liter of hard alcohol (vodka, whiskey, gin, etc.) Or wine per person. Any alcohol that exceeds this per person limit must be discarded.

Alcoholic beverages may be sold on-campus only in licensed areas as follows:

- On special occasions, for the time, place, and area defined in a banquet license, students 21 years of age or older may purchase, possess, and consume beer or wine.
- All proceeds from such sales must be dispersed in accordance with the provisions of the banquet license.

Students described below cannot possess or consume alcoholic beverages at any time or place on-campus:

- Those who are under 21 years of age.
- Those who have had the privilege of possessing or consuming alcoholic beverages revoked as a result of disciplinary or administrative action.

Violations of the above Regulations Governing The Use Of Alcohol On-Campus will result in disciplinary action.

Regulations Governing Prohibited Conduct

To assist students to better understand their responsibilities regarding the acceptable use of alcohol at Virginia Wesleyan College, the following violations of the alcohol policy are listed:

- Driving under the influence of alcohol.
- Serving, selling or otherwise providing or making available alcohol to a person under the age of 21.
- Being intoxicated in public.
- Being intoxicated while committing any other violation of College policy.
- Possession or use of a “keg” or other bulk container of alcoholic beverage in a quantity surpassing that which is reasonable for private personal use at an unlicensed place or event.
- The use or possession of a “false I.D.” for the purpose of purchasing alcoholic beverages.
- The purchase, possession, or use of alcohol by a person under the age of 21. Moreover, students should not be in the presence of alcohol if they are under the age of 21.
- The possession of an alcohol container or drinking alcohol in an indoor or outdoor public place not licensed.
- The use, possession, sale, serving, or otherwise making available of alcoholic beverages at any membership recruitment functions.
- The possession or use of alcoholic beverages at indoor or outdoor athletic facilities or athletic events.
- The sale of alcoholic beverages without a license.
- Any violation of local, state, or federal laws applicable to alcoholic beverages as well as any violation of College policy applicable to alcoholic beverages.
- Alcohol may not be present in a room where the assigned residents are not 21 years old.
- The term “intoxicated” shall mean under the influence of alcohol to such an extent that the person’s speech, gait, or other behaviors are affected to an observable degree. Evidence of intoxication may include, but does not require, a precise measure of blood alcohol content or breathalyzer analysis. Any reliable evidence may be considered.

Violations of the Regulations Governing Prohibited Conduct will result in disciplinary or administrative action.

Consequences and Sanctions Regarding Illicit and Unlawful Drugs

Virginia Wesleyan College upholds local, state, and federal laws which prohibit the unlawful possession, use, or distribution of drugs. Accordingly, students are expected to abide by and

uphold the College's drug policy and are to report such violations of which they become aware to the appropriate College officials. Failing to do so may result in severe disciplinary sanctions, including suspension from the College. The possession, use, or distribution of illicit drugs and the unlawful possession, use, or distribution of prescription drugs is strictly prohibited on the property owned or leased by the College or at any College activity. Any student found possessing, using, or distributing illicit and/or unlawful drugs or using lawful drugs not prescribed to such student, is subject to immediate disciplinary or administrative action. ***Ordinarily, a student found in violation of the College drug policy can expect to receive the sanction of suspension or dismissal from the College.*** In those instances where suspension is not imposed, the minimum sanction is drug probation. While on drug probation, should a student be found using, possessing, or being in the presence of drug paraphernalia or illegal substances on the campus of Virginia Wesleyan, they may be subject to suspension or expulsion from the College. Other sanctions that may be imposed are as follows:

- Parental notification.
- Required drug screening and random drug testing.
- Substance abuse assessment with a requirement to follow through with recommendations of the counselor.
- Completion of a drug education seminar.
- Participation in community work service.
- Students who do not comply with sanctions will be suspended, and if readmitted, will be required to repeat all sanctions.

Regardless of any disciplinary or administrative action taken by the College, the College cannot and will not attempt to protect a drug offender from the penalties of the law. Law enforcement officers armed with proper legal documents have the right to search any campus building without prior notice. Further, the College will not offer protection from criminal prosecution to those members of the College community who violate the standards set forth in the College alcohol and other drug policy and will refer individuals for prosecution to civil authorities when appropriate.

INTERVENTION

Virginia Wesleyan uses three basic modes, *education*, *counseling*, and *arbitration* to intervene in matters related to the misuse of alcohol and other drugs.

Education

Counseling Services, Health Services, the Office of Residence Life, and certain organizations may provide presentations and programs to individuals and groups in the College community for the purpose of awareness and prevention.

Counseling

The staff of Student Counseling Services, the Residence Life Office, the Chaplain, the Health Services Office, and the Vice President for Student Affairs and Dean of Students may provide assessment and counseling and/or referrals to community agencies or hospitals as necessary for students with alcohol and other drug-related concerns, and will provide consultation for those concerned about others.

The counseling environment is one where a student can discuss alcohol and other drug problems openly and without fear of reprisal. To the extent permissible by law, students are assured that information shared in a counseling setting will be protected by common standards of confidentiality as outlined by the Director of Counseling Services.

Arbitration (see also the College Community Arbitration System section)

Consequences and Sanctions Regarding The Misuse of Alcohol and Other Drugs

Virginia Wesleyan College upholds local, state, and federal laws which prohibit the unlawful possession, use, or distribution of alcohol. The unlawful possession, use, or distribution of alcohol is strictly prohibited on the property owned or leased by the College or at any College activity.

Any student found unlawfully possessing, using, or distributing alcohol is subject to immediate disciplinary or administrative action. Ordinarily, a student found in violation of the College alcohol policy can expect to receive sanctions individually or in combination including:

- An Official Reprimand up to permanent dismissal from the College.
- Parental notification.
- When applicable, notification of the student's parent(s) to attend an on-campus conference with the student, his/her parent(s), and appropriate College officials.
- Referral for consultation with Counseling Services for a recommendation for therapy for alcohol dependency as a condition of continued enrollment.
- Required attendance at an educational session or the equivalent.
- Participation in an alcohol education seminar, which includes a group workshop and an individual project with follow-up meeting or equivalent.
- Alcohol probation. While on alcohol probation, students are prohibited from consuming, possessing, or being under the influence of alcohol while on the campus of Virginia Wesleyan College.
- Community work service.
- Relocation within College housing facilities to permanent removal from College housing (resident students only).
- Additional conditions and sanctions may be imposed as deemed appropriate by the Community Arbitration Board and/or the Vice President for Student Affairs and Dean of Students.
- Restitution for damage to College or personal property while under the influence.

Regardless of any disciplinary or administrative action taken by the College, the College cannot and will not attempt to protect students from the penalties of the law. Further, the College will not offer protection from criminal prosecution to those members of the College community who violate the standards set forth in the College alcohol policy and will refer individuals for prosecution to civil authorities when appropriate.

LAWS OF THE COMMONWEALTH OF VIRGINIA REGARDING ALCOHOL AND UNLAWFUL DRUGS

Members of the College community should be aware that under Virginia law, a conviction for the unlawful use, possession, or distribution of alcohol may result in the following criminal sanctions:

Underage Possession and/or Transportation (misdemeanor)

- Up to 12 months in jail.
- Fines up to \$2,500.00.
- Loss of drivers license for up to one year.

Using a False Drivers License to Purchase Alcohol (misdemeanor)

- Fines up to \$2,500.00.
- Loss of drivers license for up to one year.
- Up to 12 months in jail.

Buying for a Minor (misdemeanor)

- Up to 12 months in jail.
- Fines up to \$2,500.00.

Selling to Minors or Intoxicated Persons (misdemeanor)

- Up to 12 months in jail.
- Fines up to \$2,500.00.

Drunk In Public (misdemeanor)

- Fines up to \$250.00.

Disorderly Conduct (misdemeanor)

- Up to 12 months in jail.
- Fines up to \$2,500.00.

Abusive Language (misdemeanor)

- Fine up to \$500.00

Driving While Intoxicated (misdemeanor)

- Loss of drivers license for 12 months (first offense) to loss of drivers license for up to three years (second offense).
- Fines up to \$2,500.00.
- Confinement for up to 12 months.

Unlicensed Sale (misdemeanor)

- Up to 12 months in jail.
- Fines up to \$2,500.00..

Drinking In Public (misdemeanor)

- Fines up to \$250.00.

Members of the College community should be aware that under Virginia law, a conviction for the use, possession, or distribution of illicit or unlawful drugs may result in the following criminal sanctions:

Marijuana

Possession (under ½ ounce for personal use - misdemeanor)

- Up to 30 days in jail and/or a fine up to \$500.00.
- For a second or subsequent violation - up to one year in jail and/or a fine up to \$2,500.00.
- Possession with intent to sell or distribute (based on weight)
- Up to ½ ounce (misdemeanor) - up to one year in jail and/or a fine up to \$2,500.00.
- More than ½ ounce to 5 pounds (felony) - from 1 to 10 years in jail and/or a fine up to \$2,500.00.
- More than 5 pounds (felony) - from 5 to 30 years in jail
- An 18 year old or older selling to someone under 18 and three years their junior (felony) - from 10 to 50 years in jail and/or a fine up to \$100,000.00.

Manufacturing (felony - growing, producing, processing)

- From 5 to 30 years in jail and/or a fine up to \$10,000.00.

Drug Related Material (Drug Paraphernalia)

Possession (hypodermic syringe only) (misdemeanor)

- Up to one year in jail and/or a fine up to \$2,500.00.

Sales to minors (felony)

- From one to five years in jail and/or a fine up to \$2,500.00.

Sales to adults (misdemeanor)

- Up to one year in jail and/or a fine up to \$2,500.00.

Controlled Substances (cocaine, narcotics and hallucinogens)

Possession (dependent upon the classification of the substance)

- Misdemeanor offenses - up to one year in jail and/or a fine up to \$2,500.00.
- Felony offenses (examples: cocaine, heroin and LSD) - from 1 to 10 years in jail and/or a fine up to \$2,500.00.

Distribution/Manufacturing (dependent upon the classification of the substance)

- Misdemeanor offenses - up to one year in jail and/or a fine up to \$1,000.00.
- Felony offenses - first offense: from 5 years to 40 years in jail and/or a fine up to \$500,000.00; second offense: from 5 years to life and/or a fine up to \$500,000.00.

Controlled Substance

Prohibited/Unlawful Acts

The forgoing sanctions are subject to change by the General Assembly and the discretion of the Court.

CAMPUS ACTIVITIES

Any event at which alcoholic beverages are sold, served, or permitted must be conducted within the following guidelines:

- Groups socializing in the residence halls at which alcohol is present must comply with the *Socials* section of this handbook.
- Only recognized student organizations and groups may sponsor a campus-wide social event.
- No alcoholic beverage other than beer or wine may be served or sold during campus-wide events.
- Students and guests must be appropriately identified by age. Contracted Campus Security staff must be on sight.
- All group functions where beer or wine are served or consumed must be registered through the Assistant Dean of Students and Director of Student Activities and Greek Life.

After securing the approval of the Assistant Dean of Students and Director of Student Activities and Greek Life, a student organization wishing to sponsor a function at which beer or wine will be consumed must procure a temporary banquet license from the Virginia Alcoholic Beverage Control Department. This license can be requested for our Dining Services/Catering Department.

ABC regulations require that license applications be made at least 10 working days prior to the function, the organization representative procuring the license be 21 years of age or older and the individual(s) named on the banquet license as “manager(s)” refrain from drinking alcoholic beverages during the event.

- In addition to being registered, all campus-wide events must be scheduled in advance on the campus activities calendar maintained by the Director of Special Events/Summer Conferences located at the College’s Physical Plant Office.
- A reasonable portion of the budget for an event shall be designated for the purpose of food items (chips, cheese & crackers, pretzels, or other snacks) and non-alcoholic beverages (sodas, iced tea, fruit juices, or other beverages - not water). The food and non-alcoholic beverages must be as prominently displayed as any alcoholic beverages, must be provided in sufficient quantities for those who choose not to consume alcohol and must be available throughout the event.
- Secondary containers must be furnished by the sponsoring organization and used by those consuming alcoholic beverages.
- Ordinarily, beer or wine shall not be served on-campus from Sunday through Thursday or before 5:00 p.m. at functions sponsored by or primarily for students. The Vice President for Student Affairs and Dean of Students may make exceptions to this policy in an extreme and unusual situation.
- The student organization requesting the privilege of serving or selling beer or wine will accept, in writing, the responsibility for the enforcement of all local, state, and federal laws which may apply as well as applicable College policies.
- The Director of Campus Security, the Director of Residence Life, and the Assistant Dean of Students and Director of Student Activities and Greek Life are to be notified by the Vice President for Student Affairs and Dean of Students of all functions at which beer or wine may be consumed. In turn, they will notify the Vice President for Student Affairs and Dean of Students of any violations of the alcohol policy.

- The student organization which sponsors a function is responsible for the care and cleanup of College facilities. The cleanup shall immediately follow the activity and be completed to the satisfaction of College officials.
- No College money (funds collected by the College Business Office as a part of tuition, fees, and room and board) will be expended on alcoholic beverages.
- Publicity or advertising for social events shall avoid any reference to “alcoholic beverages,” “alcohol,” “cocktails,” “kegs,” or other terms or phrases descriptive of alcoholic beverages (e.g., “Beverages” is not allowed). “Social Hour” or similar words or phrases are acceptable.
- Signs must be prominently displayed at any organized social event where alcoholic beverages are allowed. The signs will state: “No alcoholic beverages other than beer or wine may be consumed,” “non-alcoholic beverages and food are available,” and “it is illegal for persons under the age of 21 to possess or consume alcoholic beverages”
- Attendance at organizational events at which alcoholic beverages are available shall be closed to all but members of the College community and their personally escorted and registered guests. The sponsoring organizations is required to control access to the event.
- There must be a non-alcoholic theme for the event.
- Individuals conducting the event must implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the age of 21 or to persons who appear to be intoxicated.
- Direct access to alcoholic beverages must be limited to those designated as servers on the ABC license.
- Consumption of alcoholic beverages is permitted only within the approved area designated for the event.
- No social event shall include any form of “drinking contest” in its activities or promotion.
- As appropriate to the size and nature of the event, Campus Security officers shall be present at all times during the event.
- The sponsoring group or host(s) shall be concerned about and observe the condition and safety of those leaving the event and shall implement techniques (such as: not serving alcoholic beverages at least one hour prior to the scheduled end of the event) to aid in the assessment of the condition of guests.
- The Vice President for Student Affairs and Dean of Students or Assistant Dean of Students and Director of Student Activities and Greek Life may alter or impose additional regulations at the time the event is registered.

Violations of the Regulations Governing Campus Activities will result in disciplinary or administrative action.

REGISTERED SOCIAL

A registered party is defined as any social gathering of students other than the resident(s) of the suite/hall where alcoholic beverages are being consumed. The general purpose of any social event should be the event itself and not the consumption of alcohol. Those students who wish to host a registered social at which alcoholic beverages will be present and consumed may do so as long as the following conditions and criteria are met:

- The social must be approved by the Director of Residence Life or a designated proxy.
- The social contract must be completed and any advertisements must be approved before they are displayed.
- The Residence Life staff in the area where the proposed social will take place must agree to the happening.
- A list of guests must be provided to the Director of Residence Life along with the completed social contract.

- Contracts must be submitted by 4:00 p.m. on the Thursday prior to the weekend the social will take place (NO EXCEPTIONS).
- Contracts will not be accepted more than two weeks prior to the date on which the social will take place, and contracts are on a first come first serve basis.
- Two individuals who signed the contract must schedule to meet with the Director of Residence Life as criteria for approval and to discuss proper behavior, emergency protocol, and clean up procedures.
- One social will be authorized by the Office of Residence Life during any one weekend.
- No one group of students such as a floor, suite, team, or Greek organization may register more than two socials during any one month.
- Registered socials may not occur at the same time as other campus events.
- Socials may only last a total of four hours and regardless must end by 2:00 a.m.
- Food and alternate non-alcoholic beverages (other than water) must be provided and available in sufficient quantities throughout the event.
- The social must stay in the assigned area.
- The host(s) of a social shall be responsible for compliance with all College policies as well as local, state, and federal laws. Further, the host(s) shall be responsible for the conduct of their guest(s), the care and cleanup of the site and other affected facilities, and shall assume the financial liability for any and all damages to College and private property resulting from their own or their guest's behavior.
- There may not be any hard liquor present or consumed at the social.
- Registered socials which are not conducted within the guidelines of the alcohol policy or otherwise become a question of student welfare may be terminated at the discretion of the Residence Life Office.

FALSE INFORMATION

Students may not knowingly furnish false or misleading information to a College official. Other actions or behaviors noted as a violation of this policy include: possession of false I.D., using a false I.D. to obtain College services, using a false I.D. to obtain alcohol and failure to provide identification when requested to do so by a College official.

RESIDENCE HALL STANDARDS

Virginia Wesleyan College was conceived and designed to be a residential campus. Therefore, a major dimension in a student's experience at Wesleyan is that of community living. In an age of population explosion and urban crowding, the reality of living in a community with others is often frightening to many people. If community living can be viewed as a laboratory for meaningful apartment and condominium dwelling, the residential situation at Wesleyan can become a helpful and relevant experience. There is no guarantee that a student will immediately like or share the same value system and life style as his or her fellow residents. The same would be true in apartment living situations. However, there is a need in both instances to learn to live together peacefully, exercising common courtesies toward one another and respecting one another's rights and privacy.

Residential Requirement. The College requires all students to live in the College residential housing facilities. College housing is for single students. Exceptions are granted to those students who (1) elect to live at home with one or both of their parents; (2) are married students; (3) are carrying less than a full course load (less than 12 credit hours). Students who have been residents of the Hampton Roads area of Virginia for the year prior to their initial application for admission to the College are considered commuter students and have the option of commuting from their local residence or residing in the College's residence hall facilities.

Moreover, students who are 17 years of age or younger or who are 24 years of age or older must request permission to live in the College's residential facilities. These requests will be handled on a case by case basis through the Dean of Students Office and the Residence Life

Office. Students permitted to reside on campus may be subject to semester reviews where residential eligibility is examined.

Students with special needs or circumstances will be accommodated in accordance with all College policies and relevant laws. Such students should bring those needs to the attention of the Director of Residence Life so reasonable accommodations can be made.

Meal Plan Requirement. Students assigned to the residence halls are required to take the standard College meal plan. Flex dollars can be used throughout the academic year, but are not transferable to the next year, nor are they refundable. Those students assigned to live in the suites with kitchen facilities are designated to a 10-meals per week program. Meals are served at regularly scheduled times in the Boyd Dining Center with extended hours for meals available in The Marlin Grille.

Standards of Residential Living. In addition to the Standards of Student Conduct which apply to all College grounds and buildings, there are other policies which are necessary to campus residence life. These policies apply to resident students as well as all other students and persons who visit the residence halls. Each resident student is responsible for knowing and observing the principles and policies governing conduct and procedures relative to residence living standards which are published in this document - "Student Handbook," posted by the Residence Life staff and/or given in memorandum through the Vice President for Student Affairs and Dean of Students Office.

Each resident is required to sign an agreement when room key cards are issued. In the event that the regulations in the agreement are changed, each resident student will sign a new agreement which displays the new regulations.

Courtesy Hours. Courtesy Hours are in effect 24 hours a day. During this time, students are expected to respect the rights of others by keeping noise and music at a reasonable level.

Quiet hours have been established to ensure adequate study time and proper rest, and will be strictly observed in all College housing as follows: Sunday through Thursday, 10:00 p.m. until 10:00 a.m.; Friday and Saturday, 2:00 a.m. until 11:00 a.m. A residence hall may vote to increase the number of quiet hours.

Visitation Regulations. College housing is not open to members of the other gender except under the following condition: all campus housing will be open Sunday through Thursday from 10:00 a.m. until 12:00 midnight; Friday and Saturday from 10:00 a.m. until 2:00 a.m. A residence hall floor may vote to decrease the number of hours of open visitation stated above. Moreover, children under the age of 12 are not permitted in the residence halls without expressed permission from the Office of Residence Life unless the child is visiting briefly with a parent or legal guardian.

Room Assignments. All College housing is to be occupied only by those students to whom specific rooms have been assigned. The College reserves the right to make changes in room assignments, to use unoccupied space(s) in a room or to relocate students should the need arise. Students who seek to change rooms must consult with their Resident Assistant and personnel from the Residence Life Office who will determine whether the move is necessary and agreeable to all parties involved. All room changes must be approved by the Residence Life Office prior to the student(s) changing rooms. Students changing rooms without prior approval will be charged an administrative fee and/or be immediately moved back to their assigned room. The College also maintains the ability to affect a student's participation in housing selection based on disciplinary sanctions and other relevant concerns.

Room Consolidation Policy. The Residence Life Office reserves the right to: move or reassign a student to other facilities; assign roommates; consolidate vacancies by requiring residents to move from single occupancy double rooms to double occupancy; consolidate vacancies by requiring students occupying double rooms as a single to pay an additional fee; designate the number of vacant double rooms available to other students as a single occupancy for an additional fee; designate vacant rooms for alternate purposes; consolidate vacancies by closing parts of or complete halls.

Sometimes, at the beginning of each semester, a situation will occur in which one student will have a single occupancy in a double room. When this happens, the student will be assigned

the status of an “accidental single.” In order to accommodate requests for campus housing, students living alone in a double room may be required to move together into one room. If space is not needed, the option to keep this room as a single for the current semester only will be offered at an additional cost. The cost for keeping your accidental single as a single is \$250.00 per semester and can only be reserved after the first three weeks of each semester. Students with accidental singles will be contacted by the Residence Life Office to sign up to keep the accidental single or keep their room as a double. Students who have accidental singles and do not pay to keep the room as a single, may be assigned a roommate at any time with 24 hour notice. The Residence Life staff reserves the right to use all spaces if the need arises. Should a situation arise where an accidental single needed to be used as a double, the \$250.00 fee would be prorated. Please contact the Residence Life Office in order to determine both the exact amount of the additional cost associated with keeping the double room as a single occupancy for the current semester and the nature of available space in the residence halls.

Special Interest Housing. Persons living in fraternity and sorority, honors and scholars, and international housing may be asked to adhere to special regulations depending on the needs of the type of housing.

Housing Sign-ups. Housing sign-ups will take place in the spring semester following the fall deposit due date. Advertising and hall meetings conducted by the Residence Life personnel will be held in advance to discuss concerns. Students may either “squat” their room or go into the Housing Lottery.

Overnight Guests. Arrangements must be made with the Residence Life Office prior to the guests arrival. Students must also register their guests with Campus Security. If guests have not been preregistered by a student, the guest will be instructed to go off-campus and telephone the student who will in turn notify the Campus Security Office (gate, 455-3554) and register their guests. Ordinarily, off-campus guests must register prior to 12:00 midnight. Guest must be acceptable to all roommates. The host student shall be responsible for their guests’ (overnight or not) adherence to all College policies as well as for any damages to College or personal property which his guest may cause. No guest may stay more than three nights without permission from the Director of Residence Life.

Key Cards. Students are issued key cards to help students protect their private possessions and increase campus security. To insure this security, if a room key is lost during a semester, the student will assume the cost of reprogramming key card locks and a replacement fee for a new key card (\$30.00). Key Cards, for security purposes, are not to be loaned or transferred to another person. Persons violating this rule may be arbitrated.

If a key card is lost or stolen, please report it immediately to the Campus Security Office. Campus Security will cancel the lost or stolen card, which renders the missing card inoperable, and issue a replacement key card.

Room Condition. Prior to a student occupying a room, the condition of the room is assessed with special attention given to existing damage. Students are held responsible for the condition of their rooms, room door, and room furnishings, including the Microfridge unit. It is the students’ responsibility to report all room maintenance concerns to the Residence Life Staff or Physical Plant as soon as the concern is discovered. In the course of a semester, the College expects a certain amount of normal wear to occur. However, students must pay for the repair of any damages beyond normal wear as well as for extraordinary cleaning. In this regard, students are expected to utilize room furnishings for the purpose they were originally designed to serve. The practice of stacking furniture or using bed frames as room dividers is not permitted as this presents a severe hazard. Damage to public areas, furnishings, equipment, or College housing facilities that cannot be charged to any individual(s) will be pro-rated between all residents of the floor or hall as appropriate. The cost of damages may be charged against the students’ damage deposit if other arrangements are not made. Additionally, students may not install personal locking mechanisms on room doors. Apartments and town homes will be subject to monthly inspections by members of the Residence Life staff. These inspections will be announced no later than 48 hours in advance. Furthermore, inspections will be conducted

for the purpose of assuring student safety and to identify maintenance issues, property damage, and sanitation concerns.

Microfridge Unit. Every residence hall room that does not have access to a kitchen is equipped with a Microfridge. The Microfridge is a dual door refrigerator and freezer designed to operate and store frozen foods efficiently. The refrigerator has a 2.1 Cu. Ft. capacity and the freezer has a .75 Cu. Ft. capacity. The unit also includes a .6 Cu. Ft. microwave oven.

Room Entry. When entering residential space occupied by students, the following guidelines will be observed:

- Rooms may be entered for the purpose of enforcement of College policies and regulations. As the Residence Life staff is primarily responsible for the enforcement of such policies and regulations, they have the right to enter rooms when there is reasonable cause to believe that a violation has occurred.
- Rooms may be entered to inspect and maintain College facilities, thus, assuring the sanitation, safety, and proper maintenance of such facilities. A student's absence will not prevent the carrying out of such inspections or maintenance entries.
- Rooms will be entered during recognized College breaks by the Residence Life staff to assure that all windows are locked and appliances are unplugged. The presence of objects or substances which are considered a violation of College policy will be noted and removed from rooms. Violators of College policy will be held accountable upon their return to campus.

Property Damage. The College makes every effort to protect the property of students, but cannot be responsible for loss or damage to a student's personal property due to fire, theft, or other causes. Students are strongly encouraged to keep their room doors locked at all times. In addition, renters or home owners insurance is encouraged.

Break Closings. Students are expected to leave campus within 24 hours after their last exam at the end of each semester or at the designated hall closing time whichever comes first. When the College is not in session during holidays and break periods, students should follow the posted times for departure and arrival. Students may not occupy College housing during these periods without permission from the Director of Residence Life. Students granted special permission will be expected to comply with all College policies in effect when school is in session and other special policies for break times. Permission to stay during a recognized break is at the discretion of the Director of Residence Life and students may be assessed a weekly fee. Additionally, a student may be assessed a \$75.00 fee for unauthorized or unapproved presences in the residence halls during recognized College breaks. This fee may be contested within 72 hours of receipt of charges during which time a student may choose to have the matter reviewed through the College's Community Arbitration System.

Students are required to adhere to the following regulations regarding the residence halls:

- Quiet hours have been established to ensure adequate study time and proper rest. Quiet hours will be strictly observed as posted in each hall.
- "Courtesy Hours" are in effect TWENTY-FOUR hours a day. During this time, students are expected to respect the rights of others by keeping noise and music at a reasonable level.
- All College housing is to be occupied only by those students to whom specific rooms have been assigned.
- The College reserves the right to make changes in room assignments, to use unoccupied spaces(s) in a room, or to relocate students should the need arise.
- Students who seek to change rooms must consult with their Resident Assistant and personnel from the Residence Life Office. Students changing rooms without prior approval will be charged an administrative fee and/or be immediately moved back to their assigned room.

- Arrangements for overnight guests must be made with the Office of Residence Life prior to the guest's arrival. Guests must be acceptable to all roommates. The host student is responsible for their guest's (overnight or not) adherence to all College policies, as well as any damages to College or personal property which the guest may cause. Two registered guests are allowed per resident and at no time, should a guest's stay exceed three days and three nights.
- Students are issued key cards at the beginning of each semester. These keys are issued to help students protect their private possessions and increase campus security. To insure this security, if a room key is lost during a semester, the student will assume the cost of reprogramming key card locks and a replacement fee for a new key card (\$30.00).
- Prior to a student occupying a room, the condition of the room is assessed with special attention given to existing damage. Students are held responsible for the condition of their rooms, room door, and room furnishings, to include the microfridge. Students are expected to utilize room furnishings for the purpose they were originally designed to serve. The practice of stacking furniture or using bed frames as room dividers is not permitted as this presents a severe hazard. Doors may not be removed from their hinges. Screens must remain in windows at all times.
- Damage to public areas, furnishings, equipment, or College housing facilities which cannot be charged to any individual(s) will be pro-rated between all residents of the floor or hall as appropriate.
- Candles and incense are prohibited at all times.
- All residents are expected to be respectful and responsible members of the communities within College residence halls. Students are expected to refrain from actions which prevent individuals from having a safe and respectful community living experience.
- When entering student rooms, the following guidelines will be observed:
 - a. Rooms may be entered for the purpose of the enforcement of College policies and regulations: the Residence Life staff has the right to enter rooms when there is reasonable cause to believe that a violation has occurred.
 - b. Rooms may be entered to inspect and maintain College facilities, thus, assuring the sanitation, safety, and proper maintenance of such facilities. A student's absence will not prevent the carrying out of such inspections or maintenance entries.
- The College makes every effort to protect the property of students, but cannot be responsible for loss or damage to a student's personal property due to fire, theft, or other causes. Students are strongly encouraged to keep their room doors locked at all times and insure their belongings.
- Should a College official be alerted to the fact or otherwise suspect that a safe, belonging to a student, may contain items that could be considered a violation of College policy, the safe may be subject to immediate search or seizure.
- Students who are locked out of their room and request access from Campus Security will be charged a \$5.00 fee per occurrence.
- Students are expected to leave campus within 24 hours of their last exam at the end of each semester, or at the designated hall closing time, whichever comes first. When the College is not in session during holidays and break periods, students should follow the posted times for departure and arrival. Students may not occupy College housing during these periods without permission from the Director of Residence Life.
- The following regulations are designed to protect every individual in College housing from the threat of fire.
 - a. Fire drills are required by law. Whenever a fire alarm sounds, leave the building quickly and in an orderly manner by the nearest exit.
 - b. The setting off of a false fire alarm, the discharge of a College fire extinguisher for other than fire fighting purposes, and the tampering with any fire safety equipment such as room smoke alarms constitutes a violation of College regulations and/or violation of fire safety laws.

- c. Room and building exits must remain free of obstructions. Therefore, students are not allowed to hang sheets, blankets, or other items in such a fashion as would hinder the exiting from a room and students are not allowed to block building exits with furniture or in any other manner.
 - d. Students may not place live Christmas trees in their rooms, lounges, or other common areas.
 - e. Students are no longer allowed to have any type of Halogen Lights in their residence hall rooms due to the potential fire hazard they pose.
- Students are expected to keep their rooms and common areas in a relatively clean condition, to include kitchen/living areas.
 - Electrical appliances which constitute a fire hazard or create an electrical overload are not permitted. Specifically, toasters, toaster-ovens, electric skillets, camp stoves, and hot plates are prohibited. Major appliances are also not permitted in individual rooms.
 - Students may not tamper with electrical wiring, outlets, or fixtures.
 - Unless there is a valid medical reason, students are not allowed to have water beds in campus housing.
 - Street signs and other “public signs” are not allowed in campus housing.
 - Common areas such as lounges and hallways are not intended for games and other such activities which tend to disrupt or endanger individuals and College property.
 - Students who wish to play musical instruments should use other facilities, not campus housing.
 - Other than fish in a ten gallon aquarium, pets may not be kept in College housing facilities.
 - All furniture assigned to a resident’s room must remain in that room. Additionally, a student may not have in his room any College furniture not assigned to that room. If the missing furnishings are not returned, the Residence Life staff may conduct room searches to retrieve the missing item(s). It is the student’s responsibility to have all College furniture in its original place in the room at the end of the residence period. Removal of furniture by the Physical Plant requires a signature on the part of all roommates.
 - The use of stereo equipment, radios, televisions, etc. is permitted subject to the condition that they are used in such a way as not to interfere with the rights of others.
 - Students may build lofts, platform beds, or other such structures at their own risk. College furniture may not be used in the building of these structures.
 - Nails, tacks, and thumb tacks should be used sparingly in decorating rooms. Students are not allowed to pound or screw any items into the wooden wardrobes, dressers, bed frames, etc.
 - Students may not paint their rooms.
 - Private outside antennas are not permitted.
 - All resident students must be checked out of their rooms prior to turning in the key cards at the end of the school year. A member of the Residence Life staff will be available to check each room to insure that it is in the same condition as when the student moved in. Failure to be checked out will result in a \$30.00 fine. Items left in the room will result in an additional charge for their removal.
 - A student found in violation of the College drug policy can expect to receive the sanction of suspension or dismissal from the College.
 - Students 21 years of age or older may consume alcohol in the privacy of their room and may register parties with alcohol present.
 - The lounges located in the Residence Halls shall be subject to the visitation and quiet hour policies for these buildings.
 - Knives are not permitted for any purposes other than culinary and utility use. Knives which are longer than 3 ½ inches are not allowed for any purposes. Additionally, students cannot carry utility knives while on campus.

- Weapons capable of inflicting injury or damage are not permitted in the halls. This includes, but is not limited to, firearms, airsoft pellet guns, and stun guns.
- Hookahs may not be used in the residence halls. Students who wish to use hookahs on campus must seek prior approval and guidance from the Assistant Dean of Students for Residence Life.

Violations. Violations of the “Standards of Residential Living” and “Housing Agreement” may result in disciplinary action taken through the arbitration process or administrative procedures. This action may include sanctions, fines, and/or restitution.

Off Campus Living. Should a resident student desire to live off campus, they must submit a written request to the Dean of Students. Each student’s petition or written request is reviewed by the Dean of Students and the Vice Presidents for Financial Affairs and Enrollment Management.

FIREWORKS, EXPLOSIVES AND FIRE SAFETY

No student may possess or use fireworks or explosives on-campus.

Fire safety is a serious concern of the College. The following regulations are designed to protect every member of the College community from the threat of fire.

- Camp fires are not permitted on College property.
- Fire drills are required by law. Therefore, the College conducts several fire drills every semester. Whenever a fire alarm sounds, leave the building quickly in an orderly manner by the nearest exit. All windows and doors should be closed, but not locked. Do not re-enter the building until instructed to do so by a member of the fire department or Campus Security. Persons refusing to leave a building when an alarm sounds are endangering themselves and are in violation of the law. Disciplinary action may be imposed for failure to vacate a building during a fire alarm.
- The setting off of a false fire alarm, the discharge of a College fire extinguisher for other than fire fighting purposes or the tampering with any fire safety equipment (e.g., smoke detectors) constitutes a violation of College regulations and state law. Any person who is found in violation of the College fire safety policy will be subject to College disciplinary action and/or state criminal penalties.
- Room and building exits must remain free of obstructions. Therefore, students are not allowed to hang sheets, blankets, or other items in such a fashion as would hinder the exiting from a room and students are not allowed to block building exits with furniture or in any other manner.
- Each residence room is provided with a smoke detector as required by law. Replacement batteries available through the Resident Assistant.

Fire safety equipment and alarm systems are intended for the student’s safety and for the safety of those around the student. Do not tamper with this equipment unless an actual fire emergency exists.

GAMBLING AND SOLICITATION

Gambling is not permitted on the campus, in College buildings or at off-campus College sponsored functions.

Individual students as well as outside persons and organizations, may not solicit funds or sell items anywhere on-campus or use the campus system for solicitation or promotion without authorization from the Dean of Students. Students and student organizations may solicit funds from off-campus groups, businesses, or organizations only with the approval of the Vice President for Advancement.

Distribution of Literature. The College strives to provide an atmosphere conducive to a free exchange of ideas, and, therefore, campus regulations of literature content have not been established. Nevertheless, students and employees of Virginia Wesleyan College distributing literature should be aware of existing laws concerning their liability in such matters as obscenity and libel.

Since the search for truth is best served when literature bears the name of the sponsoring individual or organization, those who distribute literature should identify themselves accordingly. This identification also must not give the impression that the opinions expressed carry the endorsement of the College community.

PARKING AND TRAFFIC REGULATIONS

- Students may have motor vehicles on campus providing they hold a valid driver's license, are driving an insured vehicle, comply with local and state laws, and obey all College traffic and parking regulations. Vehicles on campus are the responsibility of the student who registers and/or drives the car, and are here at the student's risk. The College does not assume any risk or responsibility for vehicles driven or parked on campus.
- All vehicles must be registered with the Campus Security Office within one class day of the vehicle's arrival on campus. A Vehicle Registration card will be required to register a student's vehicle. Upon registration of the vehicle, a \$50.00 parking fee will be charged to the student's account and a parking decal will be issued. Those persons who have more than one vehicle available to them and who desire parking privileges for each vehicle, will be required to register each vehicle and pay the \$50.00 parking fee. Decals must be AFFIXED to the outside, top, center of the front windshield. There may be times when a student is driving a vehicle that does not belong to him/her on a temporary basis. During those times, a student must report to the Security Office to obtain a temporary parking permit. There is no cost for this temporary permit. A vehicle requiring a temporary permit longer than two weeks constitutes a second vehicle and an additional decal must be purchased for that vehicle.
- Any person who is monitoring a class shall register their vehicle with Campus Security within one day of the start of class. A parking permit shall be issued upon proof of purchase from the Business Office. The parking fee is \$50.00 per school year.
- Members of the campus community who park a vehicle on campus without first obtaining a parking decal or temporary permit from the Campus Security Office will be subject to an automatic fine of \$50.00. This regulation will be in effect at all times and the penalty will be imposed for each recorded violation. If a vehicle without a parking permit is found to be in violation of other traffic regulations as well, then its operator will be fined \$50.00 for not registering his/her vehicle in addition to the penalty for the other offenses.
- Parking is authorized and restricted according to the following guidelines:
- Parking lots will be checked and parking regulations enforced 24 hours a day, seven days a week.
- When parking in the paved areas, vehicles are to be parked between two (2) white lines.
- Parking Lot "A" between Bray Village and Hofheimer Library - faculty, staff, visitors, and handicap parking. This area includes those spaces so marked along the drive and island approaching and leaving Lot "A". Students are not permitted to park in the "A" lot areas. Students in the Adult Studies Program may park in "A" lot between 5:00 p.m. and 10:00 p.m. on Monday through Thursday.
- Circular Lot "B" between Bray Village and Smith Drive - students, faculty, staff, and handicap parking.
- Circular Lot "C" south of Blocker Hall - students, faculty, staff, and handicap parking.
- Circular Lot "D" behind Village II - students, faculty, staff, and handicap parking. The service drive and loading area are to be used only for service vehicles. It is extremely important that this drive be left open for service and emergency vehicles.
- Baseball Field Parking - limited general parking for games and general student parking.
- Trinder Center Parking - available for stadium parking, general student parking, and handicap parking.
- Gravel Lot "H" near Parking Lot "C" - available for general student parking.
- Parking Lot "J" behind Boyd Campus Center - faculty, staff, guests, and handicap parking. Students are not permitted to park in lot "J."

- Batten Student Center parking is located adjacent to the Jane P. Batten Student Center - parking for students, faculty, staff, visitors, and handicap parking unless otherwise reserved for special events. Parking along the curb is prohibited.
- Lot “K” behind the apartments - student, reserved spaces, and handicap parking.
- The Fine Arts Parking Lot - faculty, staff, and handicap parking.
- The Maintenance Building Parking Lot - faculty and staff parking only.
- The service road for Bray Village is designated as a service corridor and emergency entrance and, therefore, parking is prohibited. The four gravel spaces opposite the trash container are reserved for faculty/staff only. The entire area behind Bray Village is restricted 24 hours a day.
- Thirty-seven (37) parking spaces for disabled persons are located about the campus.
- Additional parking spaces will be authorized, designated and announced to the campus community as new buildings are completed and the need for more parking space arises.
- Parking on Smith Drive or on any roadway is prohibited. Parking in entrances, loading zones, and other restricted areas is prohibited.
- Blocker Science/Humanities Center Service Drive and Loading Area is to be used only for service vehicles. It is extremely important that this drive be left open for service and emergency vehicles.
- On occasion, it may become necessary to park for a short time in an otherwise restricted area for the purpose of loading and/or unloading heavy or cumbersome items. If this situation should occur, you must first contact the Campus Security Officer on duty by calling 455-3289 BEFORE parking. Please activate your four-way flashers while loading and unloading. A strict 20-minute limit will be enforced.
- Special events held on campus will sometimes require the use of designated parking lots for other than intended use. Security Officers will therefore restrict these areas and will direct students, faculty, and staff to alternative parking. Your cooperation and understanding is appreciated.
- Under certain circumstances or where public safety may be an issue, illegally parked vehicles are subject to towing and/or having wheel-locking devices placed on the vehicle. All related expenses will be the responsibility of the registered owner and must be paid when recovering the vehicle.
- Motorcycles may be operated and parked on campus subject to the following regulations:
 - All motorcycles are to be registered in the Campus Security Office and a decal purchased.
 - All state and local laws pertaining to motorcycles or other motorized two-wheeled vehicles are in effect on campus. This includes safety equipment requirements.
 - Motorcycles will not be parked or housed in any building on the College campus.
- Bicycles may be operated and parked on campus subject to the following regulations:
 - Comply with college and traffic regulations when operating bicycles on campus.
 - Bicycles should be stored in the bicycle racks located throughout campus.
 - Fire safety regulations prohibit the storage of bicycles in stairwells and hallways.
 - Other traffic regulations are as follows:
 - The campus speed limit is 25 M.P.H.
 - All vehicles must enter and exit the campus via the main drive.
 - Four-wheeling is prohibited on campus.
 - The use of VWC facilities and/or utilities for washing or servicing private vehicles is prohibited.

- Fines will be imposed for the following violations:
 - Students parked in designated faculty/staff parking spaces will be subject to a fine of \$50.00.
 - Traffic violations, i.e. speeding, unsafe driving, failure to stop, driving the wrong way on a one way street, etc. will result in a \$50.00 fine.
 - Members of the campus community who park a vehicle on campus without first obtaining a parking decal or temporary permit from the Campus Security office will be subject to an automatic fine of \$50.00. This regulation will be in effect at all times and the penalty will be imposed for each recorded violation. If a vehicle without a parking permit is found to be in violation of other traffic regulations as well, then its operator will be fined \$50.00 for not registering his/her vehicle in addition to the penalty for the other offenses.
 - Parking in loading areas and medical reserved spaces will be subject to a fine of \$100.00.
 - No vehicles are to be driven on College sidewalks, grounds, lawns, or open fields. Vehicles are to be driven only on campus streets, roadways, and parking lots. Violation of this section will result in an automatic \$50.00 fine plus charges for any damages to College property.
 - The charge for parking in a handicapped space or in a fire lane will be \$100.00. *From time to time the Virginia Beach's Parking Enforcement Specialist Team, commonly referred to as the PEST Patrol, comes on to campus and issue City violations for wrongful parking in disabled spaces. This volunteer program began in 1988 and has the authority to come on private property and issue citations. The fine for parking illegally in a disabled parking space is \$100.00, and if not paid within two weeks, automatically doubles.*
- Traffic violations will be handled in the following manner:
 - Tickets will be written in two (2) parts. One part will be placed on the violator's vehicle and the stub will be retained by the Security Office. Minor discrepancies between parts will not necessarily invalidate the ticket.
 - Fines shall be automatic unless the violator appears in the Campus Security office within three (3) working days after the violation occurred to discuss the fine. If the violator is not satisfied with the outcome, he/she can file a request with the Community Relations Council to hold a formal hearing on the case. The request for the hearing must be made in writing within three (3) days of appearing in the Campus Security office or the violation stands without the right of appeal. If the violator does not appear in the Campus Security Office to discuss the fine or request a hearing before the Community Relations Council, he/she will be billed for the charge.

SMOKE FREE ENVIRONMENT

The College has adopted a "No Smoking Policy." Smoking is not permitted in any residence hall, academic building, or other campus structure.

**COLLEGE
COMMUNITY
ARBITRATION SYSTEM**



Bring a spark. Light a fire.

DUE PROCESS

Due process--which includes, but is not limited to, the arbitration matters touched upon in appropriate sections of the Student Government Association Constitution and the Student Handbook--is fundamentally a series of provisions designed to assure the proper presentation of all relevant facts and beliefs in an open and forthright manner.

Due process begins in the life of the general community itself. No amount of formal process will of itself create the conditions of general justice in the life of a community. In the deepest sense, justice is everyone's responsibility as well as everyone's right. Genuine discussion of problems requires openness. Due process rules out secret "trials," "information hearings" convened without the accused's knowledge or presence, "testimony" from faceless informers and so forth. Indeed, the presence of such activities within the life of a community invariably indicates weaknesses rather than strengths and suggest motivations which are not in line with the provisions of fundamental fairness. The health of a community is reliably indicated by the extent to which the community depends upon openness and directness rather than upon secrecy and expediency.

In any proceeding within the Community Arbitration Process, a person accused of a violation of College policy will receive written notice of his alleged misconduct; be given a specific time, date, and place where the allegations will be mediated or arbitrated; and be assigned a mentor to guide them through the arbitration process. Ordinarily a Residence Life staff member, not involved in the alleged incident, will serve as the fact finder to present their report to the appropriate arbitration hearing body. The individual will be permitted to appear and present evidence and testimony and request others who have first-hand knowledge of the incident to do so on his behalf at the mediation or arbitration hearing. In those situations where a binding arbitration decision is made by the Community Arbitration Board, it first must be reviewed and affirmed by the Community Review Board before the decision is final. All proceedings will be intended to result in a fair and expeditious resolution, and strict rules of evidence and other judicial formalities shall not apply.

ORGANIZATIONAL STRUCTURE

Nature of Disruption

- Events in or near a residence hall involving the residents of that hall; or
- Events occurring anywhere other than residence halls and/or involving persons and circumstances not immediately related to any one hall.

Complainant

- Any resident of the given hall; or
- Any member of the College community.

Process for Filing Complaints

- Registration of complaint with any Resident Assistant; or
- Registration of complaint with the Dean of Students.

Hearing Bodies, Basic Functions

There are five administrative bodies which may consider and attempt to resolve complaints covered by the Community Arbitration Process. These bodies and their basic function are as follows:

- Village Council - formerly referred to as the Residence Hall Council, the Village Council is comprised of representatives from each hall within each of the three villages.
- Community Relations Council - mediation of matters not resolved by the Residence Hall Council.
- Community Arbitration Board (CAB) - conducts due process hearing resulting in binding arbitration.

- Community Review Board - automatically reviews the findings of the Community Arbitration Board to determine the sufficiency of evidence supporting facts found by CAB and fairness of sanction(s). Should the CRB determine that the CAB decision needs further review, it may require the CAB, with directions, to examine its decision and resubmit its findings to the CRB for affirmation.
- Administrative Action - involves discussion and agreement regarding appropriate sanctioning.

Hearing Bodies, Composition and Duties

- Village Council - consists of a pool of individuals (2 per floor) who are identified at the beginning of the academic year. The Council itself consists of a Chairperson, who facilitates the meetings, and four Village Council members representing each of the three residential villages (the fourth member being a rotating representative from each Village). The Coordinator must be a resident and will be appointed by the Office of Residence Life staff. In the case of both the Village Council members and the Coordinator, Resident Assistants will not be members of the Council. The Village Council duties include:
 - Acting as a mediation board to reach voluntary, mutually agreeable resolutions for problems that arise within its jurisdiction, and, thus, as the initial hearing body of the Community Arbitration Process. A standard form is used to keep minutes of the meeting and to maintain consistency. A written report of each case and the minutes, to include the findings of the Council and remedies or sanctions agreed upon, will be submitted to the Director of Residence Life and the Dean of Students. Ordinarily, this process should take no longer than two working days.
 - Determining and offering the specific sanctions, within a prescribed range offered by Residence Life staff.
 - Serving as a central governing agency comprised of peers to promote student accountability and encouraging responsible community living.
- Community Relations Council. In the event that the Residence Hall Council, the complainant(s) and/or the person(s) complained against decide that the Residence Hall Council cannot impartially hear and resolve the complaint, any of these parties may request that the Community Relations Council become the hearing body. Community Relations Council consists of two students appointed by the Student Government Association President and confirmed by the senate (at least one of whom must be a commuter and at least one of whom must be female and at least one must be male) and the Student Government Association Vice President who will serve as chairperson. A senior senator will be appointed as an alternate member of the Community Relations Council by the S.G.A. Their duties include:
 - Mediates promptly all cases referred by the Residence Hall Council, Dean of Students and other community members.
 - Procedure will be informal, but structured in such way as to encourage open discussion between all parties.
 - Notifies the Vice President for Student Affairs and Dean of Students of action taken in all cases.
 - If a problem cannot be resolved in a meeting of the Community Relations Council, the Dean of students shall call a hearing of the CAB to consider the matter.
 - Community Arbitration Board (CAB). The Dean of Students, a faculty member (who will preside as chair) and the President of the Student Government Association shall convene to hear the following matters: when the Village Hall Council or the CRC are unable to establish a remedy or sanction mutually satisfactory to all parties involved; when, in special circumstances, it is agreed by all parties involved that the CAB should be the original hearing body; or when a student is currently under sanction for previous infractions of the Community Standards. A senior senator will be appointed as an alternate member of the CAB by the S.G.A. The CAB will organize itself internally and will proceed according to the arbitration process. The overtones of a courtroom are

to be avoided and the procedural rules held to the minimum consistent with efficient proceedings and due process. The major distinction between this level of discussion and those preceding is that the CAB will develop its own decision which will be binding on the parties concerned. The CAB has the authority to impose sanctions, levy financial penalties, require community work service, make a counseling referral, and require compliance with other specific requests subject to review by the Community Review Board.

- Community Review Board (CRB). Membership. Two full-time teaching faculty and two students, one resident, one commuter, appointed by the S.G.A. A senior senator will be appointed as an alternate member of the Community Relations Board by the S.G.A. Their duties include:
 - Organizes itself, selects its own chairman, and establishes its own procedures for properly executing its functions.
 - Automatically reviews the procedures and conclusions of the CAB in each instance where the latter body has issued an opinion. The prime concern of this review shall be to determine whether or not the CAB conducted a reasonably fair and thorough hearing, and to evaluate the imposed decision as being reasonable and in the best interests of the College community.
 - Affirms the actions of the CAB or directs it to reconsider a matter under review. In the latter case, the CRB must provide the CAB with a set of explicit directions to be met in performance of its reconsideration. The CRB may determine that CAB findings are not supported by the evidence and/or are inconsistent with College policy or that a sanction is excessive, but it may not take any evidence, make a finding of fact or direct the specific decision which the CAB is to make on reconsideration. Upon receiving a specific direction from the CRB, the CAB will determine whether an additional hearing is necessary.
 - The CRB will file a record of its decision with the Dean of Students.
 - Administrative Action. Administrative Action is an option available to students who have acknowledged their policy violation, have accepted responsibility for their misconduct, and do not choose to utilize the arbitration process. The student and a member of the Residence Life Professional Staff or the Dean of Students is then involved in a discussion and an agreement is reached regarding appropriate sanctioning.

Mentor

- A student whose actions are being arbitrated may select a mentor from the faculty, staff, or student body. The role of the mentor is prescribed and limited as follows:
 - The provision of social and emotional support for the student throughout the arbitration process.
 - The provision of advice regarding College policy and procedures, both prior to and after the hearing, to include review of the decision rationales for similar cases.
 - During the hearing, the mentor may be present, but is not a witness and so may not testify or argue or express opinions in the hearing.
 - He or she may speak with the student, offering support and informed advice during the hearing.
 - The mentor must guarantee that he or she will guard the confidentiality of evidence, testimony, and records witnessed and confidences bestowed by the student.

PROCEEDINGS

Mode of Hearing

In an atmosphere of informality and with the explicit goal of problem solving through rational negotiation, all parties will be permitted to state their versions of events, including persons asked to contribute information who are not the primary parties involved. The procedure will be as unstructured as proves conducive to effective communication and a fair and expeditious proceeding, consistent with the problem. The hearing will be conducted by the chairperson (faculty representative) who will seek to do so in a manner which is mutually agreeable to the majority of the Hearing Body.

Results of Hearing

The sanctions, if any, agreed upon by the Hearing Body will be varied. Every effort should be made to keep the sanctions appropriate to the event under question.

Disposition of Results

A written report of each case, including the findings of the Hearing Body and sanctions agreed upon, will be submitted by the chair to the Vice President for Student Affairs and the Dean of Students within three (3) days after the hearing. The Vice President for Student Affairs and Dean of Students will be responsible for enforcing the sanctions agreed upon by the Hearing Body. A student's failure to abide by these decisions will result in an additional referral to the CAB.

Consequences

Consequences of failure to abide by a decision issued by the CAB once affirmed by the CRB are serious. Any such situation will result directly in a new hearing before the CAB with separation from the College as a potential ruling to replace the previously issued, but disdained decision.

Appeal

All CAB decisions are automatically reviewed by the CRB. If affirmed by the CRB, the decision shall be final. As noted earlier, the CRB may also remand the case to the CAB with explicit directions which may or may not require a rehearing.

Administrative Action

Administrative action is an option available to students who have acknowledged their policy violation, have accepted responsibility for their misconduct, and do not chose to utilize the arbitration process. The student and a member of the Residence Life Professional Staff or the Dean of Students is then involved in a discussion regarding appropriate sanctioning.

SANCTIONS

The following sanctions are listed alphabetically and not in order of severity. These sanctions may be applied in any sequence or combination depending on the seriousness of the matter. For example, a suspension need not have been preceded by a probation.

Alcohol Probation

While on alcohol probation, students, regardless of age, are prohibited from consuming, possessing, or being under the influence of alcohol while on the campus of Virginia Wesleyan College, and subsequent infractions may result in their suspension from the College

Community Work Service

A disciplinary measure that establishes an opportunity for a student to contribute to the betterment of the campus community through work assigned through the Office of Residence Life. While completing Community Work Service hours, students may participate in a variety of tasks ranging from clerical duties, general maintenance, and/or grounds improvement. As a condition of sanctioning, students are obligated to complete Community Work Service hours, situations that result in an inability to complete hours will be promptly evaluated and may result in further sanctioning or a monetary fine.

Conduct Probation

A disciplinary measure that sets forth the condition that if while on conduct probation, a student is found guilty of further violations of any College policy, he should expect more severe disciplinary action. The probation period usually lasts from one to two semesters depending upon the severity of the violation. If at the end of the Conduct Probation period no further violations have occurred, the student is automatically removed from probationary status. With conduct probation, at the discretion of the Vice President for Student Affairs and Dean of Students, parents are notified of the violation.. A copy of the hearing will stay in the student's record folder until the folder is destroyed.

Counseling Referral

Based on certain circumstances and preliminary assessments, the Office of Residence Life, CAB, and the Dean of Students may require a student to meet with a member of the Counseling Services staff. This action is implemented in cases where the student's welfare or behavior warrants such a resolve. As a condition of sanctioning, the student is expected to arrange that meeting and follow any additional assessments and recommendations made by the counselor.

Disciplinary Probation

A probationary status which is ordinarily more serious in nature, lasts from one to two semesters and is usually administered by the CAB. If the student on Disciplinary Probation commits any further violations, he is subject to suspension or dismissal from the College. At the discretion of the Vice President for Student Affairs and Dean of Students, disciplinary probation could include a second notice to parents. A copy of the hearing materials will stay in the student's folder until the folder is destroyed.

Dismissal

A permanent separation from the College. The dismissal is permanently noted on the student's academic transcript. Once a student is dismissed from the College, the student will no longer be permitted on the VWC campus for any reason.

Drug Probation

While on drug probation, should a student be found using, possessing, or being in the presence of drug paraphernalia or illegal substances on the campus of Virginia Wesleyan, they may be subject to suspension or expulsion from the College.

External Evaluation

In cases where a student's behavior may indicate a significant degree of problematic substance use and/or difficulty controlling that use, the administration, in consultation with the Director of Counseling Services, may mandate as a condition of continued enrollment, that the student receive evaluative services and/or treatment beyond that available in the Student Counseling Center. With such instances, the Director of Counseling Services will be available to assist the student with locating a local practitioner who specializes in the desired area and will act as liaison for the College, with that practitioner. Students are expected to follow the assessment and treatment recommended by the practitioner and authorize any release of information necessary for that practitioner to communicate with the Director of Counseling Services regarding compliance and progress.

Official Reprimand

A written notice expressing disapproval of the student's conduct. This notice shall include a reminder that repetition of the violation could result in a more severe sanction. A copy of the letter is placed in the student's record folder where it will remain until the folder is destroyed.

Restitution

When the actions of a student result in damage, destruction, misuse or misappropriation of another student's property or College property, the student will be assigned, in lieu of or in addition to the sanction, a reasonable fine or the cost of repair or replacement to the satisfaction of the individual or College.

Suspension

A period of separation from the College, usually from one to two semesters, or until certain conditions are met. If suspended, the student must leave the campus within 24 hours of notification. Notification is sent to the student's parents, the Admission Office, the Dean of the College and the Registrar's Office. The completion of the period of suspension does not guarantee reinstatement. The decision to readmit a student will be the responsibility of the Admissions Committee. Once a student is suspended from the College, the student will not be allowed on the VWC campus for any reason during the stated period of suspension.

Referrals

CAB may also choose to refer the student on to campus services or make other recommendations and requirements which it determines appropriate.

SEPARATION FROM THE COLLEGE

Grade Policy

Students suspended or dismissed from the College for disciplinary reasons will receive a grade of W, WP, or WF in each course in which they are currently enrolled at the discretion of the instructor of that course, unless work in a given course has already been completed, in which case the student will receive that grade already earned.

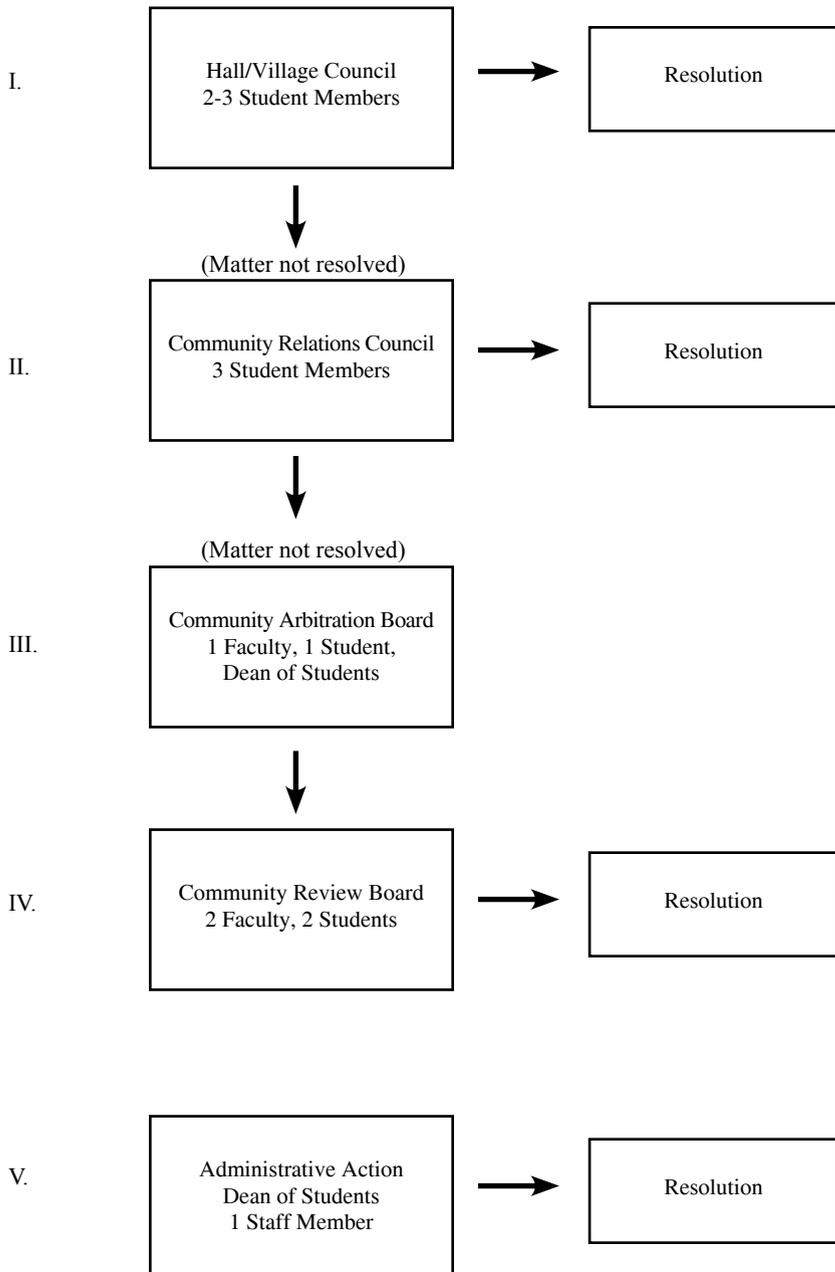
Refund Policy

Should a student be suspended or dismissed for disciplinary reasons, the College will retain the following amount of tuition, room, and board, and institutional and state federal aid: The first week of classes the College retains 10%, second week of classes the College retains 50%, the third week of classes the College retains 75%, after the third week of classes the College retains 100%. Calculations will be based on the date of suspension or dismissal. Any federal financial aid will be returned based on the federal return policy. The federal return policy is based on the length of time a student is enrolled. The College will return any "unearned" federal financial aid to the correct programs. Once 60% of the semester has passed, all federal aid is considered earned and no return is necessary. If a student has received a refund from their account, there is a possibility that the student will have to return any refunds given to them prior to their suspension. The College will charge an administrative cost allowance for any student suspended or dismissed. The cost will be five percent (5%) of tuition, room, and meals originally charged, but will not exceed \$100.00. A student who is suspended from living in the residence halls, but remains registered for classes, will be refunded the following amounts of room and board. Suspended before the first day of classes - 100% of room and board will be refunded. Suspended after the first week of classes - the College retains 100% of room and board.

Return of College Property

Students suspended or dismissed from the College must turn in to a college official their VWC student ID, parking decal, and room key card (where applicable).

VIRGINIA WESLEYAN COLLEGE COMMUNITY ARBITRATION FLOWCHART



**COLLEGE
COMMISSIONS
AND COMMITTEES**



Bring a spark. Light a fire.

Students play a vital role in the institution's decision making process. They are represented on three of the four commissions, as well as several standing committees of the College. The names of those students and faculty selected and appointed to the various commissions are available in the Dean of Students Office.

Administrative Council includes the President, the Vice President for Administration and Special Assistant to the President, the Vice President for Academic Affairs and Dean of the College, the Vice President for Institutional Advancement, the Vice President for Business Affairs, the Director of Adult Studies Program, the Vice President for Enrollment Management and Dean of Admissions, the Vice President for Student Affairs and Dean of Students, Vice President for Operations, the Director of Computer Services, the Director of College Communications, and the Director of Strategic Planning.

Board of Trustees is the governing body, consisting of twenty-two to thirty-six members. The trustees hold three regular meetings each year, October, January, and May. When the board is not in session, the Executive Committee acts in its behalf. The published by-laws of the College are available in the President's Office.

The Faculty Assembly - All full-time faculty members participate in the Faculty Assembly, which meets monthly to determine academic policies, approve candidates for graduation, and perform other duties as defined in the College bylaws.

- **Campus Resources and Support Services Commission** consists of the Director of Computer Services, the Director of the Library, the Director of College Communications, seven faculty members and student representatives. Their purpose is to study services and physical conditions necessary for the support of the academic mission and to recommend appropriate action.
- **Educational Programs Commission** consists of three Division Chairs or designates, the Dean of the College, the Registrar, eight faculty members, and student representatives. Their purpose is to review changes in academic policies, course offerings, and general studies issues and to recommend appropriate action.
- **Enrollment Management Commission** consists of the Dean of Admissions, the Dean of Students, the Registrar, the Assistant to the Academic Dean, five faculty members, the Director of Academic Skill Development, the Director of Athletics, the Director of Counseling, the Director of the Freshman Seminar Program, the Director of Institutional Research and Planning, the Director of the Learning Center, the Associate Dean of Students and Director of Residence Life, the Associate Dean of Students and Director of the Jane P. Batten Student Center, the Director of the Writing Center, and student representatives. Their purpose is to consider matters dealing with recruiting, keeping, satisfying, and graduating students and to recommend appropriate action.
- **Faculty Standards and Welfare Commission** consists of nine faculty members including members of the Advancement and Tenure and Faculty Hearing committees. Their purpose is to consider issues pertaining to faculty welfare, professional development, to conduct hearings and to make recommendations when appropriate.

The Community Council - The Student Government Association, the Faculty Assembly, and the Administrative Council each meet regularly to make policy regarding their respective spheres of concern. At least three times annually, faculty, staff, and student representatives come together for meetings of the Community Council, a body which provides a forum for sharing information and for discussion of common concerns.

- **Student Communications Committee** consists of three faculty members (one of whom shall be chairperson), the Director of College Communications, the faculty sponsors and the editors of the Marlin Chronicle, Outlet, and WVAW and two students. The committee's duties include:
 - Appoints and removes editor(s) for student publications and the manager of the radio station.

- Critiques the publication's performance with the goal of improvement and avoidance of statements that are libelous.
- Formulates publication policy.
- Approves the publication schedule.

The control of the operations of the two publications and the radio station is the responsibility of the Student Communications Committee. This control is exercised through formal policies and selection of the editors and station manager. These policies allow the editors and manager to develop their own editorial policies subject to the canons of responsible journalism and broadcasting. The limitations imposed on the editors' and manager's freedom by these canons include avoidance of libel, indecency, undocumented allegations, attacks on personal integrity and the use of harassment and innuendo. Failure to observe these canons may result in legal action against the editors and manager as well as the College and shall serve as the basis for the editor(s)' and/or manager's removal from office by the Student Communications Committee.

- The purpose of the Marlin Chronicle is the dissemination of news and comments of interest to the campus community. A secondary purpose is to provide a learning laboratory for students to express their talent and to obtain experience in the management and the publishing of a newspaper.
- The purpose of the Outlet is to provide students with the opportunity to publish their own poetry and to gain experience in managing and publishing a literary magazine.
- The purpose of the Sandpiper Yearbook is to provide the Virginia Wesleyan College community with an annual record and overview of VWC people and events. The secondary purpose is to provide students with the opportunity to organize and build a publication from start to finish by involving them in all aspects of planning, photography, copy writing and editing, and design.
- The purpose of WVAW is to provide on-campus radio to the student body. The secondary purpose is to provide the student radio staff with a basic understanding of radio communication and broadcasting as well as experience in managing a radio station.
- **Student Welfare Commission** consists of the Dean of the College, The Dean of Students, the Associate Dean of Students and Director of the Batten Student Center, the Assistant Dean of Students and Director of Student Activities and Greek Life, the Director of Accounting, the Chaplain, the Director of Counseling, the Director of Residence Life, the President (with vote), three faculty members (one of whom shall be chairperson) and fourteen students (Student Government Association, Vice President and Senators). Their duties include:
 - Advises the Dean of Students on matters related to freshman orientation, academic advising, and the residence halls.
 - Advises the registrar and the council on registration procedures.
 - Advises the Dean of Students on matters to be brought before the Student Affairs Committee of the Board of Trustees.
 - Studies continuously all facets of student life for the purpose of creating the best possible conditions.
 - Assists in the develops policies on all non-academic facets of student life including the protection of student rights.
 - Assists the Dean of Students in incorporating these and other policies, along with pertinent information in a Student Handbook to be published with the opening of the College each fall.
 - Cooperates with the Dean of Students in implementing policies concerning student life.
 - Hears concerns and ideas that student may have about any facet of student life.



CLUBS AND ORGANIZATIONS



Bring a spark. Light a fire.

Welcome to Virginia Wesleyan College and the exciting world of campus clubs and organizations! In this guide you will find a listing of the clubs and organizations at Virginia Wesleyan College and a summary of information about each group. We hope you will find several clubs or organizations that interest you. Remember, getting involved with campus organizations can make your experience at Virginia Wesleyan more fun, more memorable, and more complete. So get involved...learn new things...meet new people... and have fun!!!

For more information regarding clubs and organizations at Virginia Wesleyan College, please contact the Assistant Dean of Students and Director of Student Activities and Greek Life.

Alpha Kappa Alpha - Alpha Kappa Alpha is the oldest Greek-letter organization established in America by black college women. Alpha Kappa Alpha is a sisterhood composed of women who have consciously chosen this affiliation as a means of self-fulfillment through volunteer service. Alpha Kappa Alpha cultivates and encourages high scholastic and ethical standards; promotes unity and friendship among college women; and maintains a progressive interest in college life. Alpha Kappa Alpha Sorority is open to women of high ethical and scholastic standards.

Alpha Kappa Delta (Sociology) - Alpha Kappa Delta is the international honor society for Sociology which encourages the study of humanity through social awareness and research.

Alpha Phi Sigma (Criminal Justice) - Alpha Phi Sigma is the honor society for Criminal Justice majors.

Alpha Sigma Alpha - Alpha Sigma Alpha encourage within its sisterhood the physical, intellectual, social, and spiritual growth of its members. Every year the chapter supports Alpha Sigma Alpha's national philanthropy, Special Olympics. Alpha Sigma Alpha wishes to support the members as they become all that is within their reach to be and to establish a community between its young women where possible.

Alpha Sigma Lambda (Continuing Higher Education) - Alpha Sigma Lambda is a national honor society for students in continuing higher education. The Virginia Wesleyan chapter was formed to recognize students who have demonstrated academic excellence in the Adult Studies Program.

Anime Club - Anime Club is a club to explore the art of Anime through drawing, videos, and games. This club welcomes anyone interested in Anime or interested in learning more.

Bee Keeper Association - The Wesleyan Beekeepers Association's mission is to further beekeeping, to promote awareness of the importance of bees to the environment, and to increase students' and the public's awareness of the beekeeping community. Beekeeping is one of the many ways to explore mankind's interactions with his world and the Wesleyan Beekeepers Association promotes the ability of students to enjoy the broad range of experiences that a liberal arts education provides.

Beta Beta Beta (Biology) - Beta Beta Beta is a society for students, particularly undergraduates, dedicated to improving the understanding and appreciation of biological study and extending boundaries of human knowledge through scientific research.

Black Student Union - The Black Student Union helps blacks and other minorities adapt academically and socially to college life. The students reach out to the Hampton Roads area through positive community events. The union also brings together all aspects of black student life to improve the campus environment for all.

But If Not - But If Not is a men's Bible Study and group of fellowship.

Campus Kaleidoscope - Campus Kaleidoscope serves as an umbrella organization to bring individual students and student organizations together to sponsor and coordinate events that will promote mutual understanding and respect among all peoples. Campus Kaleidoscope was founded by the National Conference for Community and Justice (NCCJ) in 1985 as a pilot program at several colleges and universities across the United States. The goal of the organization is to prepare college students for effective citizenship in our richly diverse society. Kaleidoscope events provide opportunities for students to discuss and learn about political, economic, moral, and social issues in an environment where the views of people of different

racial, social, political, and religious backgrounds are represented and welcome. The events are designed to enhance appreciation of our differences, develop personal and institutional understanding of bias, bigotry, and racism, and empower student leaders to include those who are different to make our campus community more inclusive and as a result, more productive and innovative.

Chi Alpha Sigma (Athletic Honor Society) - Chi Alpha Sigma recognizes college student athletes who earn a varsity letter in at least one sport while maintaining a 3.4 or higher cumulative G.P.A. throughout their junior and senior years.

Circle K - Circle K is an international organization affiliated with the Kiwanis clubs. The membership is committed to community service and developing quality leaders and citizens.

Classics Club - The Classics Club is invested in providing opportunities for students on and off campus to experience the classics. This organization is linked to the Classics Department.

College Republicans - College Republicans exists to provide students and faculty at Virginia Wesleyan with a means of communication and involvement with the Republican National Committee, the Republican Party of Virginia, and all other auxiliaries of the Party.

Delta Phi Alpha (German) - Delta Phi Alpha welcomes students who excel in the study of the German language and literature.

Democracy Matters - An organization dedicated to educating students on issues within our government and how they can make a difference for our future. All majors are welcome.

Drivers (Commuter Club) - This organization focuses on the voice of the VWC commuter student, providing a platform to address commuters social and policy needs.

El Capitula Nuevo - The organization is for students, faculty, and staff interested in Latino culture and politics. The organization strives to educate the VWC campus on issues that face the Latino population and to give back to the local community impacted.

Electronic Music Society - The electronic Music Society was founded to spread awareness and exploration of electronic music, music culture, and methods of musical production.

Equality Alliance (EA) - Association to support gay, lesbian, and bisexual student rights. All students are welcome.

Fairy Godmothers of VWC - The purpose of the Fairy Godmothers of VWC organization is to promote and educate our campus community on issues facing our female youth. This organization actively supports the Fairy Godmothers Inc. of Virginia in their efforts as well.

Gamma Sigma Alpha (Greek Honor Society) - National Greek Academic Honor Society was founded to promote intellectual interaction between Greek students and the academic community. The purpose of the Society is to promote the advancement of education among Greeks; to instill a greater spirit of cooperation among Greek students and organizations and to encourage excellence in scholarship. Gamma Sigma Alpha exists to recognize and advance academic excellence as a core value of fraternities and sororities. We do this through our recognition of Greek communities with GPAs over the campus average, scholarships for members pursuing graduate work, presenting academic programming at regional conferences, and our research initiative.

Greek Presidents Council - The association of Greek Presidents provides unity among the social Greek Lettered organizations. Additionally, the presidents coordinate all Greek philanthropy projects and Greek Week Activities.

Habitat for Humanity - Habitat for Humanity builds houses in partnership with the working poor. Motivated by the vision of “a decent house in a decent community for God’s people in need”, students work at local sites. Participation is open to all levels of building skills.

Holy Fire - Holy Fire is a student-led Christian fellowship that focuses on building real relationships with each other and with a personal God.

Honors and Scholars Association - The association provides an instrument through which members can meet and talk about academic concerns and discuss social issues that affect Wesleyan Scholars.

IMAGEnation - The members of IMAGEnation hope to foster an environment which is conducive to the discussion and practical applications of role-playing games, video games and Japanese animation.

Imagine - Imagine is a student-led alternative spring break program administered by the Office of Community Service. The program involves students in community-based service projects and gives them opportunities to learn about the problems faced by members of communities with whom they otherwise may have had little or no direct contact. Students elect to participate in this week-long service experience, paying a modest fee to travel to a community in need during spring break. Participants form the core of this organization and band together to recruit applicants for the following year. Up to three groups travel each year. Site leaders are selected from the previous participants.

Interfraternity Council (IFC) - The Virginia Wesleyan College Interfraternity Council promotes all fraternities in our Greek System. The IFC is dedicated in promoting a shared vision of integrity, academic excellence and brotherhood. The IFC is the umbrella organization for the three social fraternities on campus Phi Kappa Tau, Kappa Alpha, and Iota Beta.

International Student Organization - The International Student Organization is a support and networking organization for all international students at Virginia Wesleyan College. ISO organizes and promotes international events for both international and American students.

Iota Beta - A local fraternity whose mission is to support the principles of brotherhood and to promote activities which develop the mind, body, and spirit of all its members.

Kappa Alpha - Kappa Alpha, re-chartered in May, is one of two national fraternities here at Virginia Wesleyan College. Kappa Alpha promotes scholarship, leadership, and duty of helping others in our community.

Kappa Delta Pi (Education Honor Society) - Kappa Delta Pi is an international honor society in education committed to recognizing excellence and fostering mutual cooperation, support, and professional growth for educational professionals.

Lambda Pi Eta (Communications) - Lambda Pi Eta is the official communication studies honor society of the National Communication Association. The goals of Lambda Pi Eta are to recognize, foster, and reward outstanding scholastic achievement; stimulate interest in the field of communication; promote and encourage professional development among communication majors; provide an opportunity to discuss and exchange ideas about the field; establish and maintain close relationships and understanding between faculty and students; and explore options for further graduate studies.

The Marlin Chronicle - The *Marlin Chronicle* is Virginia Wesleyan's campus newspaper. The paper is published ten times each school year and provides the College community with information about campus and area happenings. The newspaper also provides students and faculty with an outlet for expressing their interests and concerns. Every student with an interest in writing for or producing a newspaper is invited to join the staff.

Martial Arts Club - This club is for students interested in continuing personal and group training and development for martial arts development.

Model United Nations - The Model U.N. promotes awareness of international affairs, an understanding of the goals and functions of the United Nations, and an insight into international issues. The society sponsors speakers, forums, and conference trips.

Omicron Delta Kappa (Leadership and Scholarship) - Omicron Delta Kappa is a national leadership honor society which recognizes accomplishments of students in five areas: scholarship, athletics, journalism, campus leadership and the performing arts. Candidates for induction must have a minimum 3.25 G.P.A., be a junior or senior and have demonstrated leadership skills through participation in campus organizations. Omicron Delta Kappa co-sponsors the Leadership Honors Banquet in the spring.

Order of Infinity - The Order of Infinity was organized to provide a means for those with similar interest in math and computer science to meet and to increase the interest of other students on campus in math and computer science.

Order of Omega (Greek Honor Society) - To recognize those fraternity men and women who have attained a high standard of leadership in interfraternity activities; to encourage them to continue along this line; to inspire others to strive for similar conspicuous attainment; to bring together outstanding fraternity men and women to create an organization which will help to mold the sentiment of the institution on questions of local and intercollegiate fraternity affairs; to bring together members of the faculty, alumni, and student members of the institutions's fraternities and sororities on a basis of mutual interest, understanding, and helpfulness; and to help create an atmosphere where ideas and issues can be discussed openly across Greek lines and to help work out solutions.

The Outlet - *The Outlet*, published every April, is the student art and literary magazine of Virginia Wesleyan. The purpose of *The Outlet* is to promote and recognize creative talents in the literary and art fields and to provide a means of acquiring the necessary skills to publish a magazine.

Outdoor Recreation Club - The purpose of the Outdoor Recreation Club is to introduce students to the outdoors through a variety of activities with RecX.

Panhellenic Council - The Virginia Wesleyan College Panhellenic Council supports the sororities in our Greek System. The Panhellenic Council promotes values, education, leadership, friendships, cooperation, and citizenship among Greek women. Panhellenic Council is an umbrella organization for the four sororities on campus Alpha Kappa Alpha, Alpha Sigma Alpha, Phi Sigma Sigma, and Sigma Sigma Sigma.

Phi Alpha Theta (History) - Phi Alpha Theta is the international honor society for History. Phi Alpha Theta serves to recognize outstanding academic achievement in the field of history and to promote an appreciation of history among students. The society sponsors speakers, debates, and seminars throughout the year.

Phi Eta Sigma (Freshman Scholarship) - Phi Eta Sigma identifies and celebrates the academic achievement of Virginia Wesleyan freshmen. A candidate for induction must be a freshman or first semester sophomore with a 3.5 G.P.A. Your induction into Phi Eta Sigma is a lifelong membership.

Phi Kappa Tau - Phi Kappa Tau is a national fraternity based on a strong sense of brotherhood and fellowship. Joining the fraternity is considered a special life-long commitment that emphasizes the development of its members both socially and scholastically.

Phi Sigma Sigma - Phi Sigma Sigma is a national sorority whose purpose is the development of each member to her fullest potential. Phi Sigma Sigma annually hosts the VWC version of "The Dating Game."

Pi Delta Phi (French) - Pi Delta Phi is a nationally affiliated French Honor Society that recognizes academic achievement in a foreign language.

Pi Sigma Alpha (Political Science) - Pi Sigma Alpha is Virginia Wesleyan's chapter of the National Political Science Society. The group's aim is to recognize outstanding students in Political Science and to promote understanding of political issues.

Political Science Association - The Political Science Association encourages all forms and expressions of political interest and opinion on this campus in a non-partisan manner. The goal of the organization is to raise student awareness about the impact of politics and legislation on the nation. The club sponsors speakers, films, and mock debates.

Pre-Professional Club - The purpose of this organization is to encourage and support students interested in pursuing careers in medicine, dentistry, veterinarian medicine, and pharmacy. This organization is open to all students interested in the health profession. Events sponsored by this club include volunteer opportunities to hospitals, local animal shelters, Red Cross, and educational lectures and seminars.

Psi Chi (Psychology) and Friends of Psi Chi - Psi Chi was founded at Virginia Wesleyan College for students with an interest in psychology.

Recreation Majors Club - The Recreation Majors Club provides students with opportunities for recreational activities and provides leadership experiences for recreation majors. Members travel to the state conference and sponsor various activities.

RecX Clubs - Rec X Clubs consist of a variety of intramural and club sports. Some examples of these organizations are Roller Hockey Club, Swim Club, Volleyball Club and Soccer Club. These organizations are open to any student interested.

Relay For Life - Relay for Life is a walk held in June. Teams raise money for cancer research and those teams make a pledge that they will have someone on the track at all times. Wesleyan's group name is "Marlins Fight for Life."

Residence Hall Association - The goals of the RHA are to increase unity among resident students; provide opportunities for quad and village programming; promote greater participation in campus activities, and improve the quality of living on campus. The RHA is open to any resident student.

Rho Lambda - The purpose of Rho Lambda is to honor those women within the sorority community who have exhibited the highest qualities of leadership and service to their Greek community and their sorority. They are women who have furthered the ideals and principles of the Greek community throughout their years of sorority affiliation.

Rho Phi Lambda (Recreation and Leisure Studies) - Rho Phi Lambda is the honor society for Recreation and Leisure Studies.

Roller Hockey Club - The Roller Hockey Club provides intramural roller hockey games for interested students in the C-MAC gym throughout the week.

Sacred Shooters - Sacred Shooters is a photography club for students, faculty, and staff interested in taking and developing photography.

The Sandpiper - *The Sandpiper* staff organizes a yearbook for our student body. Open to all students.

Student Athletic Advisory Council (SAAC) - The purpose of SAAC is to promote interaction between the VWC athletes and students and serve as a voice for student athletes. Each coach selects representatives from their team to serve on SAAC that demonstrates leadership skills.

Science Club - The Science Club serves science majors and minors as well as those with interest in science by providing educational programming relating to science occupations and careers, a support structure to increase informal student-student and student-faculty interactions, and opportunities to increase public awareness of science issues on our campus and in the community.

Sigma Beta Delta (Business, Management, and Administration) - Sigma Beta Delta is the international honor society in business, management, and administration. It was established to encourage and recognize scholarship and accomplishment among students of business, management, and administration and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind.

Sigma Delta Pi (Spanish) - Sigma Delta Pi is a national honor society for Spanish. The society recognizes students who attain excellence in the study of the Spanish Language.

Sigma Sigma Sigma - Sigma Sigma Sigma sorority promotes the betterment of women by encouraging high scholastic achievement, development of leadership skills and encouraging philanthropic events that create a more positive life for people.

Sigma Tau Delta (English) - Sigma Tau Delta is the English honor society. Members hope to increase student awareness of activities in the field of English and to encourage reading of classic world literature.

Sociedad Americana de Latinos y Sus Amigos (SALSA) - SALSA was created on campus to spread Latin Awareness on campus. If you are interested in Latin Culture and Spirit come join to help spread Latin Awareness.

Society for Collegiate Journalists (Journalism) - Through admission to the Society student communicators are rewarded for their efforts, services and accomplishments. The Society hopes to elevate the cause of mass communications; to teach the ethics, technique and mechanics of good communication. Members are also encouraged to participate in local and campus communication media.

Society for the Advancement of Management (SAM) - The Society for Advancement of Management is an organization for students, faculty, and staff focused on enhancing management skills, providing global networking possibilities, and exposure to LAMP at VWC.

Step Team - The Step Team is considered a Club Sport through the Campus Recreation Office working in conjunction with Student Activities. The Team is made up of men and women who perform throughout the year at campus events. The Team has performed during Homecoming, campus concerts, basketball games, and cheer and dance competitions.

Student Environmental Awareness League - The Student Environmental Awareness League (S.E.A.L.) attempts to raise consciousness of current issues in the ecosystem. The organization feels that through knowledge of environmental issues, each person will become conscious of their own actions and hopefully make a positive change.

Student Government Association - The Student Government Association is the liaison between the student body and the College administration. The S.G.A. and the Senators host activities which benefit the entire campus community such as Orientation Weekend, Homecoming, Student Forums and Spring Fling.

Student Outreach Committee (SOC) - Student Outreach Coordinators (SOC) along with Student Service Clubs, make up the leadership team of the Office of Community Service. SOC raises awareness of societal issues and inspires all Virginia Wesleyan College students, faculty, and staff to engage in community action, by planning and implementing direct service projects that meet real community needs.

Students Take Action Now: Darfur (STAND) - STAND is committed to raising awareness about genocide in Sudan and to raise funds for this effort.

Surf Club - The Virginia Wesleyan Surf Club was created for students to promote surfing both in Hampton Roads and other surf communities. The Club strives to plan trips where members can explore surfing and learn more about the sport.

SVEA/NEA - The Student Education Association brings education majors together for workshops and programs designed to help with problems and provide ideas for use in the classroom. It gives members information about the historical, ethical, and recent trends in education.

Theta Alpha Kappa (Religious Studies) - To recognize achievement in religious studies and to encourage an interest in religious studies.

Wesleyan Activities Council (WAC) - WAC is the programming board dedicated to providing quality weekend events and entertainment for campus community. The WAC Committee includes **Intercultural Cultural and Educational (ICE)** which offers educational programming for our students on and off campus; **Main Stage** which plans bands, blue chip events, and comedians; **TGIF** which programs Friday night activities and athletic pre-game events; **Traditions** which supports the campus traditions of Homecoming, pep rallies, and S.G.A. sponsored events; and **VWC and Beyond** which oversees recreational and off campus social activities.

Wesleyan Ambassadors - Wesleyan Ambassadors provide tours and other related services to prospective Virginia Wesleyan students and their families.

WVAW-AM 640 - WVAW-AM 640 is the College's student-run radio station. WVAW delivers a variety of music (progressive, pop, metal, classical & rock-n-roll) and features special interest programming.

Young Democrats - The Young Democrats provides an outlet for those students eager to get involved in politics and the Democratic Party. Members promote campus awareness of local, state and national candidates and issues.

Youth Matter - Youth Matter at VWC is affiliated with Youth Matter Inc. This organization creates awareness and leadership opportunities for our students interested in issues of our countries Youth.

Bring a
Spark.
Light a
Fire. 

