



STUDENT HANDBOOK

2023 - 2024



WESTMINSTER COLLEGE

Welcome Message from the Vice-President/Dean of Student Life

Dear Westminster Students,

It is with great pleasure that I welcome you to Westminster College for the 2023-2024 academic year. As your Vice-President/Dean of Student Life, I look forward to my 12th year with this exceptional institution and supporting you in your journey at Westminster College, Small College, Big Impact. Student Life staff strive to be student-centered and acknowledge the privilege and honor it is to be a part of your college experience. Your health and safety continue to be our number one priority and we look forward to interacting with you this year.

“The mission of Student Life is to complement and enhance learning that extends beyond the classroom. Student Life strives to foster an inclusive student body by empowering students with tools, experiences, and providing a safe/supportive environment needed to achieve both academic success and personal well-being.”

We are excited for you to learn about all the programs and services we have to offer and want you to make the most out of your time at Westminster. The Student Handbook is a valuable reference to campus resources, programs, policies, and procedures. We strongly encourage you to familiarize yourself with this essential, need-to-know information, as a responsible member of the campus community.

I highly encourage you to get involved on campus, maximize your student experience, and take advantage of the variety of services available to support your personal and professional development. Please do not forget to make time for self-care, fun, and sleep! It is going to be a great year and we look forward to supporting your academic and personal success at Westminster College.



KASI LACEY, PH.D.
Vice-President/Dean of Student Life

Statement of Authority

The Westminster College Student Handbook is a comprehensive resource for students regarding information and policies about the College. Students are responsible for knowing its content and are accountable to live with integrity, fairness, respect, and responsibility according to the expectations and policies outlined within. All policies, procedures, and requirements in the Student Handbook are subject to change to follow any federal and/or state laws and regulations or if it is in the best interest of Westminster College or the students.

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I. STUDENT SERVICES

ADA/EQUAL ACCESS POLICY

Westminster College pursues a non-discrimination policy with regards to all educational programs and employment. Westminster is committed to the full inclusion of students, faculty, and staff in the Westminster Community in accordance with the Section 504 of the Rehabilitation Act of 1972, the American with Disabilities Act (including Amendments of 2008) and the Fair Housing Act. Requests for information as to the location of services, activities, and facilities that are accessible (or for assistive listening devices, enlarged written materials or other items to access a facility, program, or service) are directed to the College's ADA Coordinator. Providing at least 72 hours advance notice will help to ensure availability.

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

ATHLETIC & RECREATION FACILITIES

Sports and exercise facilities at the College include the Westminster Gymnasium with a playing floor, fitness room, locker rooms, and shower facilities. The Gymnasium is reserved primarily for intercollegiate athletics and physical education classes. The Hunter Activity Center contains the multi-purpose Mabee Gymnasium, the SGA cardio room, the Confer Game Room (ping-pong and pool), the Daniels Indoor Track, and locker rooms. Priest Field, is a ten-acre section of campus and includes the Kent & Judith Mueller Stadium, the Robert M. Elder Tennis Courts, the Frank Saucier Baseball Field, a softball field, and practice fields. The Wetterau Center for Field Sports includes home and visitor dressing rooms, a training room for varsity athletics, offices and a weight room. Intercollegiate and intramural activities have priority over free play at Priest Field. The use of Priest Field, as well as Westminster Gymnasium, is coordinated and supervised by the Director of Athletics.

BOOKSTORE

The Westminster College Bookstore is in the lower level of Mueller Leadership Hall. All course materials including textbooks and supplies are available. Most books can be rented and most now have digital versions as an option. Other items available include "Westminster" gear-imprinted sweatshirts, t-shirts, shorts, jackets, gifts, drinkware, decals, ornaments, lanyards, and supplies. All major credit cards (MasterCard, Visa, Discover, American Express) are accepted as well as Apple Pay. The Bookstore is open Monday through Friday from 9:00 a.m. to 4:00 p.m. during the academic year and items can be purchased online at www.westminshop.com.

CAMPUS ADDRESS & MAILING AND PRINTING SERVICES

Every Westminster College student is assigned a combination lock mailbox in the Hunter Activity Center. Even though a student's college residence is likely to change several times, the mailing address will stay the same throughout their college experience. It is essential that a student's mail contain the exact address, as follows:

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

All mail addressed to students must have this expanded ZIP code in order to assure timely and accurate delivery of mail. Mail is delivered to the college Monday through Friday and is usually distributed in the mailboxes by 2:00 p.m. Students receiving packages or other large items will receive an email to their Westminster email account, indicating these items must be picked up in the Mail & Printing Services Department in the lower level of Mueller Leadership Hall. Mail & Printing Services are open Monday through Friday from 8:00 a.m. to 5:00 p.m. If a student loses or forgets the mailbox number or combination, they can locate their mailbox information on MyWC under the *Student* tab and *My Campus Box Information* section.

CAMPUS SECURITY

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

Campus Security Officers conduct vehicle and foot patrols throughout campus on a 24/7 basis. Their primary responsibilities include, but not limited to, maintaining a safe and secure campus, responding to incidents, providing assistance to our campus community, and participating in the enforcement of College policies and regulations.

Emergency Alerts

TextCaster is a text message-based alert system available to students, faculty, staff, parents, and community members. This is a free service, however, charges for text messages may apply based on your cellular phone carrier and plan. Examples of emergencies may include but are not limited to severe weather alerts, imminent safety threat, or campus closure. To sign up for TextCaster please visit the [sign up page](#). To report a crime or fire or to summon police or an ambulance in an emergency, **DIAL 911**. This should be followed by a call to Campus Security (592-5555) and a campus incident will be filed immediately following its occurrence.

DINING SERVICES

Mueller Leadership Hall / Backer Dining Hall

Meals for students in College housing or on a meal plan are provided in Mueller Leadership Hall. During the semester, a full breakfast is served along with a continental breakfast under extended hours, a lunch, and a full dinner. A brunch and dinner are served on Saturday and Sunday. There is no meal service during regular college holidays and vacations, such as Thanksgiving, and spring break. Dining hall hours are posted [online](#).

Johnson College Inn (JCI)

JCI is located on the lower level of the Hunter Activity Center, all food is made fresh to order and is available for dine in or carry out. JCI also serves Kaldi's coffee drinks. Students on a meal plan receive Blue Jay Bucks for use at the JCI. Students not on the meal plan can pay cash or set up a Blue Jay Bucks account with dining services. JCI is open to the public and hours of operation can also be found at [online](#).

Campus Meal Plans

All students who reside in a college-owned residence facility (Quadrangle, Triangle, Townhomes, and Apartments) must participate in a campus meal plan. The meal plans offered include:

- 19 meals/week*, plus \$50 Blue Jay Bucks each semester (for use in JCI or other meal needs)
- 14 meals/week*, plus \$75 Blue Jay Bucks each semester (for use in JCI or other meal needs)
- 10 meals/week*, plus \$100 Blue Jay Bucks each semester (for use in JCI or other meal needs)
- 5 meals/week*, plus \$25 Blue Jay Bucks each semester (for use in JCI or other meal needs)

* [Click Here](#) to see the break-down of costs for Meal Plan.

***Unused meals do not carryover or cannot be “banked” from one week to the next. Blue Jay bucks must be used by the end of each semester.**

First year, full time students (i.e. freshmen) are required to participate in the College’s 19-meal plan. Any non-freshman living in a residence hall will default to the 19-meal plan each semester. If they wish to select the 14- or 10-meal plan, they must fill out a [“Request to Change Meal Plan” form](#) (you must be logged into MyWC to access) prior to census date (seven days after the start of classes each semester). Requests to lower one’s meal plan after census date will not be approved. However, a student may raise their meal plan at any time during the semester, and their semester charges will be prorated based on the week their request is granted. Students living in campus housing with full kitchen service (Apartments and Townhomes) are required at a minimum to have a 5-meal plan. If they wish to select a 10-, 14-, or 19 meal plan, they must fill out a [“Request to Change Meal Plan” form](#) (you must be logged into MyWC to access).

CENTER FOR FAITH AND SERVICE

The Center for Faith and Service is located at 322 W. 6th Street. The Center for Faith and Service (CFS) is made up of three offices: the Office of Spiritual Life, the Office of Community Engagement, and the Office of Intercultural Engagement. The house in which CFS is located aims to provide a comfortable environment for students to hang out, study, pray, hold group meetings, meet with the chaplains, participate in service initiatives, and learn about experiences and worldviews different from their own. CFS engages the existing campus culture of spirituality, service and diversity and asks members of the community to reflect on their own beliefs while also engaging those of others toward the common good.

Office of Spiritual Life

The Chaplain/Director of the Center for Faith & Service serves as the campus chaplain for a diverse, multifaith community. The chaplain is a confidential source of support on campus, providing direct pastoral care. Worship services, Bible studies, book discussions, interfaith leadership opportunities, and events are held throughout the year in response to student requests and interest, to engage questions of faith and spirituality. Annual events also open to the broader community may include; All Saints Day Mass, Lessons and Carols service, Blessings of the Animals, Ash Wednesday Mass, and Baccalaureate.

Office of Community Engagement

The Office of Community Engagement promotes mutually beneficial connections between the Westminster campus community and surrounding communities. Community engagement connections take the forms of service opportunities, speakers, and partnerships with local organizations; examples include facilitating First Year Experience service opportunities, the annual Alternative Spring Break, connections to local non-profits for short and long-term volunteering, and donation drives and fundraisers in response to emergent needs. The Office of Community Engagement tracks student service hours, ([enter here through MyWC](#)) and gives annual awards recognizing outstanding service by members of the Westminster community, such as the Drosten Cup.

Office of Intercultural Engagement

The Office of Intercultural Engagement understands that diversity is a fact of today’s world and may offer programs such as the annual Colors of Westminster Retreat and Diversity Dialogues that are centered on constructively engaging difference from a place of authenticity. Additionally, the Office also supports the needs and concerns of historically underrepresented student populations and multicultural student organizations. Together with these student populations and organizations, the Office cultivates awareness and celebration of the strength in diversity among the members of the Westminster community.

STUDENT FINANCIAL AID

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

FINANCIAL DISCLOSURE

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

HUNTER ACTIVITY CENTER (HAC)

HAC is the central building for meetings, programs, and activities for students, faculty and staff. These may be reserved by sending a request to Reservations@westminster-mo.edu. The Mabee Gymnasium, located inside HAC, has a variety of sports equipment available for check-out through the HAC Gym monitors. Spouses of students, faculty and staff, as well as children aged 16 and over in their immediate families, are welcome to use the facility. Children under the age of 16 must be accompanied by an adult. Any person using HAC must show their Westminster ID to gain access to the HAC gym. All visitors/guests must be accompanied by a Westminster student, faculty, or staff member with a limit of two guests per faculty, staff, or student. Locker space may be reserved in HAC by checking with Student Life administrative staff in the Office of Student Life. Students must supply their own locks for the lockers.

INFORMATION TECHNOLOGY

Westminster College provides computing resources to all students, faculty and staff. Computing resources provide access to a wide variety of software products, including e-mail and the latest in word processing, database and spreadsheet applications available with Office 365.

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

All students, faculty, and staff receive a computer account. This account provides access to all supported services and software on the campus network. Policies concerning use of the computers and the campus network system along with other IT resources can be found at <https://wcmo.edu/go/StuTech>.

The Information Technology Help Desk is located on the lower level of Westminster Hall. The IT Help Desk will coordinate classroom media support as well as lab and computer support. You may contact the Help Desk at (573) 592-5169 or by emailing help@wcmo.edu.

Cable Television Service

The College contracts with Spectrum for its digital Spectrum U streaming cable service. SpectrumU lets you watch live TV anytime, anywhere on campus using your phone, tablet, laptop, desktop or Roku® device. No account or login is necessary — just download and start streaming. For more information please go to [IT Resources](#) on MYWC. If you have any issues with the service please e-mail help@wcmo.edu to request a repair.

Please note: Failure to properly set up wcmo.edu email account and check it along with MyWC on a regular basis does not absolve students from adhering to information that is communicated to them via email or MyWC.

KENT & JUDITH MUELLER STUDENT CENTER

The Kent & Judith Mueller Student Center was designed as a multi-purpose building in order to meet some of the social, recreational, and athletic needs of the students. Student groups may use Mueller free of charge, as may College constituencies planning college-related functions. All organizations/groups are responsible for set up and breakdown and all items (food, decorations, etc.) must be taken out of the building or placed in trashcans at the closure of the event. All groups are subject to charges after their event depending on cleanup needs. Priority is given to student functions when reserving. To make reservations, send requests to Reservations@wcmo.edu.

LIBRARY RESOURCES

Reeves Library is the home of all research and library services at Westminster College. This includes both the physical building, as well as the library website (library.westminster-mo.edu). The library includes both academic and leisure books, a juvenile book collection that features award winners and young adult literature, online journals, articles, streaming videos, eBooks, and audiobooks. Reeves Library even offers things like iPad chargers, calculators and dry-erase markers. Your Westminster ID is also your library card, and to access our materials online, you will use your Westminster ID number with a WC at the end. The Reeves Librarians are also here to help you with any research needs you may have. You can email reeves.library@wcmo.edu, or use our 24/7 research chat found on the library homepage. Library Staff can also be found through Navigate so you can schedule research appointments that fit your schedule.

The 4 floors of Reeves Library offer a variety of study options from group study rooms, quiet study, individual workspaces, and large group study tables. The Fall and Spring hours of Reeves Library are Monday-Thursday, 7:30am-10:00pm, Friday, 7:30am-5:00pm and Sunday, 2:00pm-10:00pm. Reeves Library is also attached to the Hazel Wing, which is open 24/7 through the South Hazel Door. To get the door code, please call security at 592-5555.

Reeves Library is also home to the Westminster College Archives. The mission of the Reeves Library Westminster College Archives and Special Collection is to preserve, protect and help facilitate meaningful engagement with the primary sources dating throughout the College's history, as well as notable books, manuscripts, letters, and memorabilia through our Special Collections. To access the archival collection, or to ask a question, feel free to drop by Reeves Library or email reeves.library@wcmo.edu.

LOST & FOUND

Items found in buildings or on campus should be turned in to Campus Security located at 710 Westminster Avenue. Lost items may be claimed at the office of Campus Security. Any item unclaimed after thirty days will be disposed of or donated. A student who has had an item stolen should report the theft to Campus Security and to the Fulton Police Department.

STUDENT PERSONAL PROPERTY LOSS

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

property is covered by their family's homeowner's insurance policy. If not, then they are encouraged to secure a renter's insurance policy through a local insurance agency.

TRANSPORTATION TO FULTON

Students taking public transportation to Fulton generally use St. Louis or Kansas City as their transfer points. Many students use MO-X Shuttle Service (877-669-4826, 573-256-1991, or www.moexpress.com) for transportation to Kingdom City from Kansas City and St. Louis. Kingdom City is located seven miles from Fulton. New students with transportation questions should contact the Office of Enrollment Services.

THE STUDENT SUCCESS CENTER

The Student Success Center (SSC) reflects our institutional mission focused on student achievement. The purpose of SSC is to create an environment promoting educational enrichment and growth in all five areas integrated in the Concept for Student Development. It brings together a wide array of student services and programs such as:

1. Greg Richard Office of Advising and Career Development
2. The Office of Global Educational Services
3. The First-Year Experience Program
4. The Transfer Experience Program
5. The WCares Program

The Tomnitz Family Learning Opportunities Center

The Tomnitz Family Learning Opportunities Center (LOC) offers academic support to students through a variety of programs. The LOC's academic support services assist students in developing those skills they will need in the classroom and in their professional and personal lives after College. The Professional Academic Staff of the center offer assistance through Supplemental Studies courses, the Learning Differences Program (LDP), the College Transition Program (CTP), the Academic Enrichment Program (AEP), the Academic Achievement Program (AAP), the Peer Tutoring Program (PTP) and an Online Academic Resource Center. In addition to these programs, the Director of the LOC serves as the academic ADA coordinator for those students who need to seek reasonable academic accommodations.

ADA Accommodations

Westminster College students wishing to receive academic accommodations under the Americans with Disabilities Act must meet the following requirements each semester.

1. Present current documentation to the Director of the Tomnitz Family Learning Opportunities Center before any accommodations can be discussed. This documentation must include a diagnosis, an explanation, and recommended accommodations. Individualized Education Plans are acceptable documentation and will be accepted. Documentation must come from a professional source with verifiable credentials.
2. Complete the accommodation request form and set up a meeting with the Director to discuss the requested accommodations.
 - a. If the request form includes testing, the student must also complete the LOC Testing Agreement Form.
 - b. If the request form includes note takers, then the student must also complete the Note Taker Accommodation Form.

Students should also discuss the approved accommodations with their instructors and notify these instructors of their needs. The group of students on campus not enrolled in the LDP who seek academic accommodations through the Americans with Disabilities Act (ADA) are designated as Others Served. Typical reasonable accommodations include support through class notes, the provision of an alternate testing environment, and other technology-based support (readers, books on tape, etc.).

Academic Achievement Program (AAP)

The Academic Achievement Program is an academic support program designed to assist students who are placed or continued on academic probation. These students are required to participate in the AAP, which is designed to help students in an individualized environment to discover how to be academically successful at Westminster College. These students meet weekly with the Academic Achievement Program Coordinator, or another specified contact person, while they are on probation.

Academic Enrichment Program

The Academic Enrichment Program is a one to two-semester program offered during the freshman year to give special attention to incoming freshmen whose preparation for college is, in certain respects, inadequate. Students are selected for the Program by the Admission Committee on the basis of their high school records and Scholastic Aptitude Test (SAT) or American College Test (ACT) scores. This program focuses on the development of reading and writing skills to prepare students for the rigors of Westminster's curriculum. Currently this program utilizes a learning community model where students are placed into groups and take three or four courses together, and appropriate corequisite supplemental courses to develop learning strategies.

Learning Differences (Disabilities) Program (LDP)

The Learning Differences (Disabilities) Program (LDP) is a comprehensive disability support program that provides individualized learning support tailored to meet the specific needs of students with professionally diagnosed neurodevelopmental disorders, including but not limited to Attention Deficit/Hyperactivity Disorder, Dyscalculia, Dyslexia, Reading Comprehension Disorder, and Disorder of Written Expression.

College Transition Program (CTP)

The College Transition Program (CTP) provides the support that students diagnosed with Autism Spectrum Disorder need to be successful learners in the academic, social, and physical environment they share with regularly admitted students. In addition to providing one-on-one time management and academic support to students on the spectrum, the program's director collaborates with faculty and staff across campus to provide extended-time testing and class notes, physical fitness training, and social skill development programming. The director frequently encourages and supports students in seeking career planning and psychological counseling services through on-campus centers. The director also supports students in their communications with faculty and staff and provides access to a safe and comfortable environment to study and connect with one another.

Online Academic Resource Center

Students who want extra assistance or strategies for developing academic success across the disciplines can access various strategies on the Canvas Learning Management System. This online center provides a student access to the Peer Tutor Schedule, links to various web pages and videos on a variety of academic success strategies, and other [academic success tools](#).

Peer Tutoring Program

The Tomnitz Center coordinates Westminster College's Peer Tutoring Program (PTP), which offers academic support and mentoring to students enrolled in a variety of courses. Two popular areas of support are math and writing, and to support this demand, Westminster College has a Math and Writing Lab. These labs, located in Reeves Library, offer support on a walk-in basis. In addition to these two labs, tutors/mentors are available for a variety of the courses offered in the general education curriculum. Tutors for these courses are recommended by the professors and attend tutoring classes / training designed to provide them with a sound framework for fostering independent learning and understanding the learning process. The tutors also attend the classes for which they are tutoring at least once a week. Westminster College's Peer Tutoring Program is certified through October 2024 by the College Reading and Learning Association (CRLA) and embraces the International Tutor Program certification requirements. For specific details of the schedule, visit the [LOC Canvas site](#).

Study Strategies and Supplemental Studies Courses

The supplemental studies courses are designed to assist students with understanding how to become independent learners and develop strategies to be successful in specific courses that historically challenge students. These courses include Statistics, Algebra, Psychology, Ethics, History and occasionally other courses as demanded. **No more than two credit hours of developmental courses may be counted toward the minimum hours required for graduation.**

Others Served

This group of students represents those students on campus not enrolled in the LDP who seek academic accommodations through the Americans with Disabilities Act (ADA). Typical reasonable accommodations include support through class notes, the provision of an alternate testing environment, and other technology-based support (readers, books on tape, etc.).

Greg Richards Office of Advising and Career Development

This office hosts academic advising and career development services along with the Internship Program. Westminster College regards Academic Advising as an important part of the undergraduate experience. Entering freshmen are paired with an Academic Advisor through the Student Success Center; this individual serves as their advisor and continues in this capacity until the student declares a major. Upon declaring a major, students are advised by a faculty member in their major department. The student and advisor consult on a periodic basis in regard to the student's academic program, schedule of courses and academic progress. The advisor is the first person a student should contact for assistance with an academic or personal problem. The Career Development service offers students a wide range of programs that are designed to prepare them for satisfying lives after graduating from Westminster, whether it is in a career of their choice or gaining acceptance into graduate or professional school.

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

Every year a career fair is held – an event that typically attracts around 50-60 employers, study abroad programs and graduate schools. Throughout the year, additional employers and graduate programs recruit on campus; these local, regional, and national opportunities are open to all qualified students. Services are provided by professional staff to all levels of students, from freshmen to seniors, with the majority of services offered free of charge.

Internship Program

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

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

While students are encouraged to do internships for credit, Westminster recognizes that non-credit internships can be just as pivotal to a student's career development. Westminster values the learning that students can experience through non-credit internships and encourages those students to develop learning goals and add the experience to their resumes.

International students must receive approval from the Coordinator of Global Educational Services and WC Internship Coordinator before applying for an internship.

The First Year Experience

The Westminster College First Year Experience has two overarching goals for all students entering Westminster. First, it aims to establish a foundation for student success, starting with the very first semester. In their first year, students are given the tools, knowledge of Westminster resources, skills, and understanding of campus life necessary to set and achieve their academic goals. Students are closely mentored and provided with a complete, integrated experience aimed at educating the whole person and helping students to become life-long learners and leaders in a global community. Second, the First Year Experience helps students to become part of the Westminster Community, to learn its mission and values, to understand the resources and opportunities available to them as a Westminster student, and to encourage students to think about how they can contribute to building a better Blue Jay community.

The First Year Experience begins with New Student Week and proceeds through two courses in the first semester: WSM 101: Westminster Seminar, and LST 101: The Leader Within. WSM 101

promotes the development of critical thinking, reading comprehension, written and oral communication, and research skills. Transfer students also take a Westminster Seminar course, designed specifically for transfer students. LST 101 introduces students to the five domains of student development (intellectual, professional, social, ethical, and wellness) and provides them with the tools to take steps that will benefit their long-term plans for personal and academic success. These courses are complemented by attentive academic advising by a professional academic advisor, support from upper-classmen peer mentors, and regular, effective Student Life programming throughout the year. The culmination of these experiences should bring a sense of purpose for all first-year students, an identification of goals for each year in their Westminster experience, and a plan for assessing progress toward these goals in the subsequent years of the student's Westminster education.

The Transfer Experience

Transfer students face specific challenges when transitioning to another college. We strive to make students' transition to Westminster as smooth as possible by evaluating the credit they already earned and showing how it fits into our graduation requirements. During orientation day, transfer students have their first opportunity to learn how to navigate their new environment. Their initial academic advisor is also the instructor of WSM 102 Westminster Seminar, a 1-credit course designed to help the students acclimate to Westminster, set academic goals, and discover the resources and opportunities available to them. Once they declare a major, they get an academic advisor in their new program.

WCares Program

WCares, or Westminster Cares Program (WCP), supports the students struggling to acclimate to campus life by offering them the guidance and resources they need to achieve their personal, academic, and career goals. Based on a holistic approach to student success, WCares includes the collective efforts of faculty and staff to proactively address the challenges that affect a student's college experience. The program coordinator serves as the Chair of the Student Persistence Team and assists the Associate Dean of Student Success to organize Academic Review Board meetings and other activities designed to increase student retention. Specifically, students will learn to set goals, track progress, identify, plan for, and overcome potential obstacles in their education and/or professional development. They will also evaluate and improve their skills in time and stress management and will increase focus on self-care and systematic use of campus services (Math or Writing Lab, Reeves Library, Wellness Center, Center for Faith & Service, or the Learning Opportunities Center).

Global Educational Services

The office of Global Educational Services (GES) is the hub of everything international at Westminster College, primarily international student services, study abroad, and off-campus programs. GES provides support to prospective, newly admitted, and current international students, as well as those who graduated. This office facilitates international students' admittance to the United States by issuing documents that support students' applications for non-immigrant visas. It manages applications for Curricular Practical Training, Optional Practical Training, and transfers to graduate studies. GES assists international students' transition to life in the United States and Westminster by offering a general orientation and information in the areas of employment, financial planning, health insurance, and income taxes. This office promotes interactions between domestic and international students, encourages the internationalization of the College, and works in collaboration with other campus offices to foster a diverse community.

GES also facilitates international and off-campus study for students both domestic and international. Eligible students should meet the minimum grade point average requirement (if any) for the selected program, be in good academic and disciplinary standing and must have attended a minimum of one semester at Westminster College prior to departure for the program. Students may elect to study off-campus in a domestic or international program and can also participate in off-campus programs led by our faculty, to such destinations as Australia, Belize, Costa Rica, Ecuador, France, Germany, Iceland and Peru to name only a few. Credit transfer and scholarship opportunities are available.

Exchange Program

Westminster maintains exchange programs with the following:

- Aberystwyth University in Aberystwyth, UK
- Hanyang University in Seoul, South Korea
- International College of Liberal Arts (iCLA) in Kofu, Japan

- Irish American Scholars in Northern Ireland
 - Queens University Belfast
 - Ulster University
 - St. Mary's University College
 - Stranmillis University College
- Kansai Gaidai University in Hirakata, Japan
- L'Université Catholique de l'Ouest in Angers, France
- University of East Anglia in Norwich, UK
- University of Winchester in Winchester, UK

These programs are bilateral exchanges, whereby a Westminster student trades places with a student in the host country for a semester or for a full year of study, depending on the program, continues to pay tuition to Westminster and pays only non-tuition costs (room and board) to the host institution. Students who wish to study at the Université Catholique must have at least an intermediate level of French. Students who wish to study at Kansai Gaidai, Hanyang, or iCLA are not required to have prior knowledge of the Japanese or Korean language but are required to enroll in an introductory level language course.

Students may also choose one of our direct-enrollment programs in which tuition and fees are paid directly to the partner institution. Programs are available for one semester or one academic year with transfer credit. Special rates apply for Westminster College students. Westminster maintains direct-enrollment agreements with the following:

- La Universidad de Oviedo in Oviedo, Spain
- London School of Economics & Political Science in London, UK
- Università Cattolica del Sacro Cuore in Milan, Italy

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- Università Cattolica del Sacro Cuore in Milan, Italy

Study Abroad Affiliations

Westminster College enjoys a variety of affiliations, which allow for transfer of academic credit and in most cases, some financial aid can be applied to these experiences as well. Most programs offer additional options for internships, service learning, and depending on the program, research.

American Institute for Foreign Study (AIFS)

The Westminster affiliation with AIFS offers study abroad and internship opportunities for the year, semester, or summer in a variety of program locations including Australia, Austria, Brazil, China, Costa Rica, Czech Republic, England, France, Germany, India, Ireland, Italy, New Zealand, Peru, Russia, South Africa, and Spain. For additional information, check out the AIFS website.

Arcadia University Center for Education Abroad

Westminster has an affiliation with Arcadia University (Pennsylvania), which offers semester, year, or summer study abroad & internship programs in many areas of the world, including Australia, China, England, France, Germany, Greece, India, Ireland, Italy, New Zealand, Scotland, South Africa, Spain, Tanzania, and Wales, among others. For additional information, check out the [Arcadia University Center for Education Abroad website](#).

Institute for the International Education of Students (IES)

Westminster's affiliation with the Institute for the International Education of Students offers

qualified upper-class students the opportunity to study in any of several IES centers found in a variety of locations around the world. IES academic centers are located throughout Asia, Africa, Australia & New Zealand, Europe, and South America. A variety of academic options are available, including year, semester, and summer programs; internships, field study, service learning, volunteer and cultural programs are also available. For more information, check out the IES website.

Worldstrides (ISA and TEAN)

Westminster's affiliation with Worldstrides offers students cultural immersion experiences with study abroad or internships for either a year, a semester, a trimester, month or summer. International Studies Abroad (ISA) offers numerous opportunities in Europe, North American, and South American while The Education Abroad Network (TEAN) provides opportunities in Asia and the Pacific. For more information, check out the Worldstrides, ISA, and TEAN websites.

School for International Training (SIT)

The Westminster affiliation with SIT offers students an opportunity to engage in international internships, in-country research and service-learning opportunities with interdisciplinary themes. Locations for study include countries in Africa, Asia & the Pacific, Europe & the Middle East, Latin America and the Caribbean. For more information, check out the [SIT website](#).

Semester-at-Sea

Westminster is affiliated with the Institute for Shipboard Education and the University of Virginia, which offers a unique program for study abroad in a variety of countries during one semester or summer excursion. Ports of call have included cities in Russia, Korea, China, Vietnam, India, Brazil, Venezuela, South Africa, and Kenya. Students may learn more about this program, including updated itineraries at the [Semester-at-Sea website](#).

Spanish Studies Abroad (SSA)

Sponsored by the Center for Cross-Cultural Study, SSA offers Spanish-language programs in Argentina, Spain (Alicante, Córdoba, or Seville), Puerto Rico, and now Cuba. SSA is distinguished by its innovative curriculum and its full-immersion, Spanish-only options. Find more information on [SSA website](#).

Off-Campus Programs

The Semester on the United Nations

The Semester on the United Nations is sponsored by Drew University of Madison, New Jersey. Westminster and other participating colleges may nominate a limited number of junior and senior students to study for one semester in Madison and New York City. Coursework and internship focus on the United Nations while independent study options are available. POL 211 American Government is a prerequisite and POL 212 Introduction to International Politics and POL 305 International Law and Organizations are recommended.

Washington Semester Program

Westminster participates in the Washington Semester Program offered through American University in Washington, D.C. Sophomore, junior and senior students may choose to study and participate in internships which address a variety of programs that include among others American Politics, Foreign Policy, International Environment & Development, Global Economics & Business, International Law and Organizations, Islam and World Affairs, Journalism, Justice & Law, Peace & Conflict Resolution and Transforming Communities. Study abroad components may also be available with some programs of study. Scholarships are available. For more information, check out the Washington Semester Program website and contact the Director International & Off-Campus Programs, or the faculty campus advisor for the Washington Semester.

Study Abroad and Off-Campus Programs

Students enrolled in affiliated or exchange programs in another country will receive the grade of "CR" (Credit) for all courses passed at the host institution with a grade of D or better. The titles of the courses, the grade of "CR," and the credit hours will be listed on the student's transcript for all courses passed with the grade of D or higher. A notation will be included after the semester totals to indicate that the student was enrolled in a Westminster affiliated off campus program along with the

name and location of the institution at which the courses were completed. The grade of “CR” will not affect the student’s grade point average (GPA), and only grades of “CR” will be recorded on the Westminster transcript. A notation that the student was enrolled in an affiliated off-campus program will be recorded on the Westminster College transcript for those students who do not receive credit while studying abroad on an affiliated off-campus program. For students interested in participating in the Chicago Urban Studies Program and the Washington Semester Program, grades and credit hours will be treated as follows: all credit hours earned in the above U.S. programs will transfer directly to Westminster College. Grades earned in the courses will be figured into the student’s GPA at Westminster. Students may elect to take one course Credit-D-F subject to the policy stated in the college catalog.

Application for Reduced Course Load

To maintain F-1 student status, international students must be enrolled in a full course of study each fall and spring semester. Undergraduate students at Westminster College must be enrolled in 12 credit hours throughout the semester to maintain their status. There are valid academic and medical reasons for reducing your course load. For any semester in which you intend to reduce your course load, you must complete an **Application for Reduced Course Load** (available from the Office of International Student Services) and have your academic advisor sign the form. The student and their advisor will be notified if this request is denied.

THE WELLNESS CENTER

Westminster College is committed to the promotion of healthy lifestyles and a wellness model that includes six dimensions: social, emotional, physical, vocational, mental, and spiritual. The Wellness Center provides services and activities to the Westminster College community which promotes the development of healthy lifestyles and the acquisition of problem-solving and decision-making skills. The Wellness Center is staffed by a variety of health care professionals who provide individual consultations for personal, social, family, and health concerns. The Wellness Center includes three different programmatic areas: Counseling Services, the Student Health Clinic, and the Wellness and Prevention Programs.

Counseling Services

The counseling staff works with individuals, couples, and groups who request help with a wide variety of concerns, including relationship and family concerns, stress and anxiety, substance abuse, eating disorders, educational and career alternatives, communication skills, questions/concerns about sexuality, depression, and spiritual concerns. Consultation services are available to student groups concerned with issues that arise from the college environment. Wellness staff members are available for consultation with any of the College personnel who deal with student concerns. Congruent with The Wellness Center’s philosophy and professional ethics, counseling relationships are voluntary and confidential. Our counseling staff makes confidentiality both within and outside the college a primary concern.

Student Health Clinic

The Student Health Clinic is staffed by a nurse practitioner, and its services are provided for all students. The Student Health Clinic offers student’s unlimited clinic visits for acute and minor illnesses, minor injuries, allergy injections, well-woman and man exams, and the management of chronic illnesses. It also provides some in-office laboratory services. Should outside laboratory services be necessary, the student will be charged a reduced at-cost fee or processed through their insurance. Likewise, should a student need care beyond the scope of the on-site clinic (e.g., x-rays and pharmaceuticals), the student will be responsible for these charges. Emergencies are handled by calling 911 or as directed by the Nurse Practitioner to a hospital in the surrounding area.

Student Health Forms

All students are required to complete a Student Health form. A student taking medication should indicate on the Student Health Form the medication and the reason for the medication. All medications in the student’s possession must be clearly labeled with the name, dosage, and number of pills, as well as the name of the doctor prescribing the medication. Any significant change in a student’s health should be brought to the attention of the Executive Director of The Wellness Center or the Vice President/Dean of Student Life.

Required Immunizations

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

Required Health Insurance for US Citizens

Westminster College along with the majority of the nation's institutions of higher education require health insurance as a condition of enrollment for full-time students. Students who are US citizens and have health insurance coverage through parents or elsewhere will not be required to buy the college-sponsored plan. However, the students must opt out of the school-sponsored plan each year providing proof of coverage by completing the [waiver/opt-out process](#) before census date (at the end of the first week of classes). ***Please note: Students will automatically be billed for the insurance premium unless they waive coverage/opt-out of the student sponsored insurance.***

Health Insurance for International Students

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

Wellness Program

Helping students make informed, responsible lifestyle decisions is the primary aim of our **Wellness Program**, which is comprised of the **Nutrition Services; BASICS alcohol reduction program; Peer Health Educators; and Healthy Graffiti**. The Wellness Center staff can help you determine if alcohol and other drugs are becoming a problem in your life or if you are concerned about a friend or family member. Depending on the severity of the problem, individual counseling or the BASICS program (Brief Alcohol Screening and Intervention for College Students) may be effective in identifying causes and developing coping strategies. Counseling is free and confidential for all students. Community Resources—Support groups, off-campus counseling, and treatment programs are available in the Mid-Missouri area, and a complete list of public/private and inpatient/outpatient programs is available in the Wellness Center. All of these services are offered at no charge to Westminster's full-time students.

III. STUDENT ACCOUNTABILITY PROCEDURES

The basic philosophical approach to student accountability at Westminster College is educational in nature and intent. Through staff intervention, discussion of behavior and its consequences, and progressive discipline, students are encouraged and expected to evaluate their own behavior. Students learn to make responsible, positive and productive choices by embodying the Westminster College values – **Integrity, Fairness, Respect, and Responsibility**. Student Accountability expectations exist in order to maintain a community living environment that is conducive to the intellectual, social, wellness, ethical, and professional growth of Westminster College students as articulated in the Student Concept for Development.

Inherent Authority: Westminster College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community subject to the inherent right of

the Board of Trustees and the delegated right of the President of the College to exercise supervision over all or any disciplinary matters of the College. Such action may include pursuing disciplinary action for any violation of state or federal law – on- or off-campus that affects the College’s educational interest.

The Vice President/Dean of Student Life oversees accountability policies and procedures. Other members of the College community may be involved in the adjudication process, depending on the type, frequency and severity of the policy violation. Violations of campus policies may be adjudicated by the following:

Academic Policies: Faculty members, The Academic Dean’s Office, Honors Commission and/or Associate Dean of the Faculty with appeals to the Provost & Vice President/Dean of Academic Affairs.

General Campus Policies and/or Residence Life Regulations: Student Life staff with appeals to the Vice President/Dean of Student Life. In cases where the hearing officer is the Vice President/Dean of Student Life, appeals would go to the Provost Vice President/Dean of Academic Affairs or designee.

Abuse of College Student Accountability Procedures: Abuse of college student accountability procedures is a violation of college policy in itself and could pose additional sanctions. This includes, but is not limited to:

- failure to respond to and attend a meeting request of a college student accountability officer
- falsification, distortion, or misrepresentation of information to a college student accountability official
- disruption or interference with the operation of the college student accountability process
- attempting to discourage an individual’s proper participation in, or use of, the college student accountability process
- attempting or committing an act of retaliation against a person or student organization that has reported a policy violation

The accountability officer may discuss, consult, and advise with any student/witness, to include, student organizations, whose conduct is called into question before or after initiating formal disciplinary procedures. Through this process the student will be given the opportunity to present their personal version of the incident or occurrence. Students shall attend such consultations as requested by the Vice President/Dean of Student Life or accountability officer.

Failure to comply with the accountability process, also defined in student accountability procedures, will result in the accountability officer moving forward with the process and making a determination of responsibility and sanctions based upon information received.

Confidentiality: At Westminster College, academic and disciplinary records are kept separate. Information from disciplinary records is not available to unauthorized persons on campus or to any person off campus without written-expressed consent of the student or their legal representative or in cases where the safety of persons and property is involved. Effective August 14, 2009, according to the Higher Education Opportunity Act Sec. 493(a) (1)(A) amended HEA Sec. 487(a)[20 U.S.C. 1094 (a)]: added HEA Sec. 487(a)(26), upon written request, Westminster College must disclose to the alleged victim of any crime of violence or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim. Westminster College conduct staff members will encourage chapter leaders to notify their inter/national organizations of policy violations and sanctions. Student Life staff reserve the right to share conduct information regarding the chapter with the inter/national organization if a chapter has violated a policy and sanctioned with restriction of privileges, probation, or suspension.

Civil Authorities: Civil authorities have the right at all times to come onto the campus, including making entry into rented rooms, with or without the knowledge of the Vice President/Dean of Student Life, for the purposes of investigation of illegal activity, including search and/or seizure with a search warrant. On-campus behavior that may be a violation of civil law may also be referred to local authorities and the College reserves the right to invoke accountability proceedings for inappropriate student behavior occurring off-campus.

Criminal Convictions and Criminal Background Check Policy:

Westminster College is committed to providing a safe campus community and therefore reserves the right to place restrictions or refuse admission and/or continued enrollment in the College if an applicant or student is a potential danger to the campus community. Westminster College reserves the right to require a student to provide a formal criminal background check prepared by an outside vendor approved by Westminster College. The criminal records report must be received by Westminster College personnel within 15 days of the original request, unless a different deadline is provided in the request. Students who are charged with a crime after the admissions review process and while enrolled are required to report all charges and/or convictions to the Office of Student Life in writing within 5 days of the criminal charge and/or conviction.

- Should the student not provide the formal criminal background report in the time requested, the student may be placed on interim suspension from classes and all other activities unless good cause for the delay is provided and approved by the Vice-President/Dean of Student Life
- Should the student fail to notify the Vice-President/Dean of Student Life or designee of their criminal charge or conviction within the deadline, the student may face disciplinary action, including but not limited to, suspension or dismissal.

Disciplinary Action while Criminal Charges are Pending: Students may be accountable both to civil authorities and to the College for acts that constitute violations of law and college policy. Disciplinary action at the College will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

Interim Suspension: The Vice President/Dean of Student Life or designee may at any time suspend a student from the College, housing, or any other element of the College, pending formal procedures when it is found and believed that the presence of a student on campus, due to allegations or facts coming to their attention, would seriously disrupt the College or constitute a danger to the health, safety, or welfare of the College community. The suspending officer shall promptly notify the Vice President/Dean of Student Life to initiate the appropriate formal disciplinary action. Note that action under the Disruptive Student Policy does not always require disciplinary action.

Registered Sex Offender Policy

The College reserves the right to deny and/or revoke admission or enrollment of any application or student who was convicted of a crime requiring listing on the sex offender registry, or a felony. Individuals convicted of a felony and/or a crime requiring listing on the sex offender registry are required to inform College personnel of their status at the time they seek admission to the College or 5 days upon convictions if currently a student. Failure to comply with the notification requirement may result in immediate denial of admission or dismissal.

STUDENT ACCOUNTABILITY PROCESS

Reporting and Documentation: Student violations of Westminster College policy may be reported by any member of the college community. A written report shall be prepared and directed to Accountability Officers. Typically, this may be accomplished by filing a report with the Office of Security, completing and filling out a residence hall incident report, or submitting a photocopy of an official police report. Reports should be submitted as soon as possible following the occurrence.

Accountability Team:

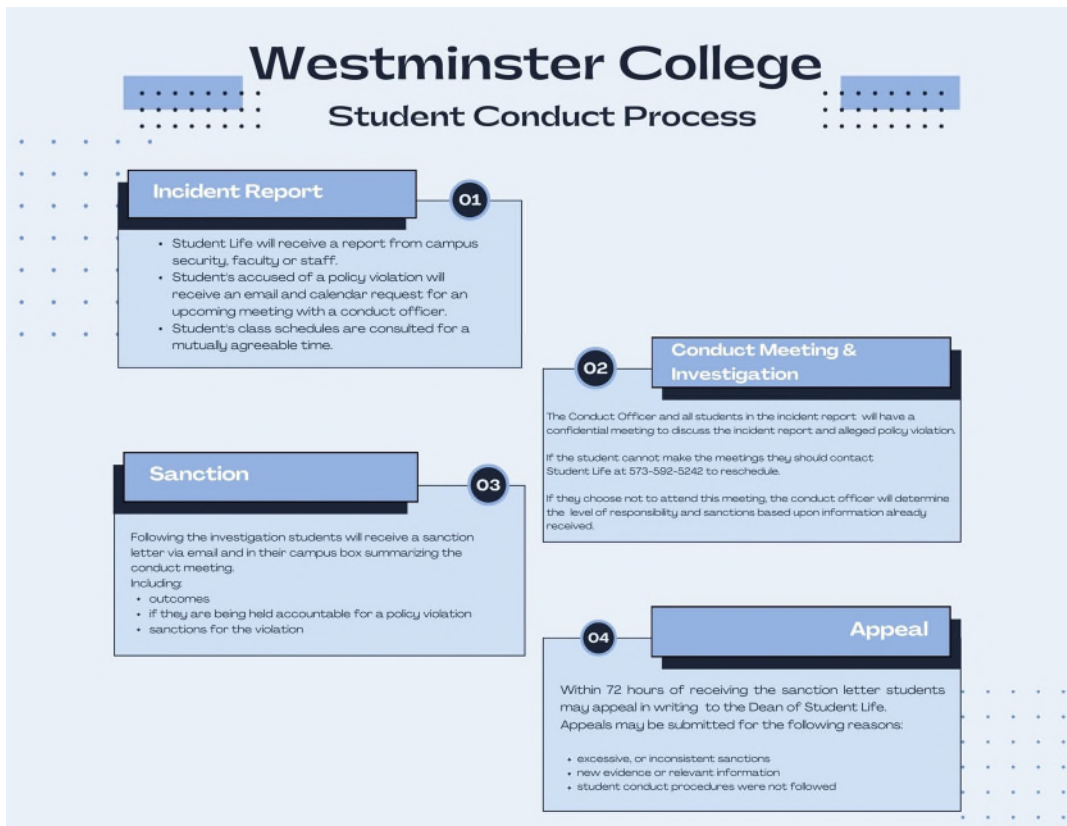
- Director of Residential Life
- Director of Campus Security
- Assistant Director of Fraternity & Sorority Life
- Wellness Center Prevention Staff

**Note: Additional accountability officers may be added to the team dependent upon completion of training and/or expertise at the discretion of the Vice-President/Dean of Student Life and/or designee.*

Student notification: Students who have been alleged in violation of campus policies will be notified via Westminster College email at least 24 hours in advance to attend a meeting. However, depending on the severity and/or other circumstances this timeline may be advanced. Students may also be contacted via text message and/or written letter, delivered to campus housing via student life or security personnel as an additional means of communication, but not in lieu of an email.

Information or Accountability Hearing Meeting: Following the review of the report, a designated staff member will schedule a meeting(s) in person or virtually with the students(s) to gather information about the incident and determine if a policy violation has occurred. The standard of proof used is Preponderance of Evidence. *Based on the outcome of the information or accountability hearing meeting, the designated staff member will determine the disposition of the violations(s) and may decide among the following options:*

1. A Westminster College policy has not been violated and no further action will be taken.
2. A student has been found responsible for violation of Westminster College policy and depending upon the type, frequency, and severity of the policy violation, sanctions will be issued accordingly.



DEFINITIONS OF STUDENT ACCOUNTABILITY SANCTIONS

In the event a student or a student organization is found responsible for a policy violation, sanctions may be imposed. Sanctions which may be imposed include, but are not limited to:

Educational – Educational sanctions for individuals or groups may include, but are not limited to: Judicial Educator online course participation, service projects, letters of apology, educational reports or presentations, housing transfers, counseling, loss of privileges, educational programs, behavioral contracts, chemical dependency assessments and treatment, etc. Educational sanctions are utilized to facilitate the student's learning from the experience.

Fines – to be used for restitution purposes and not to exceed \$1000 for any single violation (individual or group). An option of supervised community service work at the stated minimum college wage, an amount equivalent to the fine may be requested. The sanction of a fine can be decided at the discretion of the Accountability Officer.

Restitution – reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation and may be combined with other penalties. In unique situations, restitution may take the form of a student's institutional scholarship(s) reduced or rescinded.

Community Service – supervised community service may be required and depending upon the violation may be restricted to on-campus only.

Restriction of Privileges – Restriction of Privileges prohibits a student or student organization from participating in certain activities and may restrict student organization privileges for a period of time. A student organization under the status of Restriction of Privileges is not in good standing with the College. Restriction of Privileges may include, but is not limited to, loss of funding from the Student Government Association, loss or limitation of social events, or limitation of ability to participate in college events/activities, including College Athletics and Intramurals.

Conduct Warning – a formal written notice provided to the student that they have violated the rules of the college and that continuation or repetition of specified conduct found unacceptable within a period of time, as stated in the warning may be cause for more severe disciplinary action. Typically, the Conduct Warning will extend to the end of the semester in which punishment was assessed. If punishment is assessed near the end of a semester, the Warning can extend into the following semester and across academic years. Occasionally, a Conduct Warning may extend for a year. If a student commits another offense while on Conduct Warning they risk, at a minimum, a proportionally larger punishment than the one normally associated with the offense, or suspension/dismissal from the college. Depending on the nature of the incident there may be certain restrictions of activities/privileges while a student or organization is on conduct warning. For example, requests for letters of recommendation for awards or recognition may be denied by Student Life staff.

Disciplinary Probation – The most severe and serious warning a student may receive and still remain enrolled in the college. Disciplinary probation serves to notify a student or student organization they must avoid any additional policy violations during the time of probation to avoid additional disciplinary action. Disciplinary Probation may subject the student to immediate dismissal/suspension from athletic teams, student organizations, and leadership positions. Disciplinary Probation subjects a student organization to additional restriction of privileges while on probation. If a student or student group commits an offense while on Disciplinary Probation, they may be considered for additional sanctions such as immediate suspension or dismissal. Disciplinary probation will result in a restriction of privileges. Disciplinary probation can be for a semester, a year,

or more based on the violation and the student's conduct history while at the College or at other educational intuitions.

Deferred Suspension - Deferred Suspension is a status for a specified period of time during which any subsequent finding of responsibility for a violation of Westminster College policy shall result in the outcome of suspension or dismissal. Deferred Suspension may include additional restriction of privileges.

Suspension (Individual) – separation from the college for a specified period of time, usually the remainder of the semester. Parameters of the suspension, such as the exclusion of a Westminster College student from classes, exclusion from other privileges or activities, or exclusion from the Westminster College campus, may be set and defined in the written notice of suspension as well as required criteria or conditions for reinstatement.

Suspension (Group) – Suspension is a status for a specified period of time that includes, but is not limited to, the revocation of the College's registration of the student organization for a period of time, restrictions for use of college funding. If the student organization also holds a charter from an inter/national organizational governing body, the College may also discuss revoking the charter with the inter/national organizational governing body.

Dismissal – permanent termination, also known as expulsion, of student status of a Westminster College student without possibility of readmission to Westminster College, unless extenuating circumstances and written appeal is written and granted by the Vice-President & Dean of Student Life or designee.

Interim Measures – In cases where it is determined that certain continued operations of a student organization constitute a reasonable threat of harm to individuals, damage to College premises, or disruption to the mission of the College, the Vice-President/Dean of Student Life, or designee, may issue interim measures, up to and including interim suspension pending final outcome. The Vice-President/Dean of Student Life, or designee, will notify the student organization representative when interim measures are utilized.

**It should be noted that these are merely guidelines and ultimately the sanctions for all policy violations are at the discretion of the Vice President/Dean of Student Life.*

APPEALS

Appeals are a means of ensuring that students' rights are upheld and that all students receive fair treatment as they go through the student Accountability process. Appeals must be written and submitted within 72 hours of the issuance of sanction notification (except in the case of new evidence). The appeal will be evaluated to determine if valid grounds exist for a review of the case. The student will be notified within one week if and when the case or appeal will be reviewed. Appeals may be made to the Vice-President/Dean of Student Life or designee. In all cases, the Vice-President/Dean of Student Life shall determine the appropriate appellate authority given the nature of the case. Students are allowed only one appeal as the decision of the appeal officer is final. The sole exception is in matters of college suspension or expulsion, a final appeal may be made to the Vice President/Dean of Students or designated person of authority, who shall make the final determination of the matter.

Appeals may be made for the following reasons:

- Failure to adhere to proper procedures as outlined in the Westminster College Student Handbook.
- New evidence or relevant information.
- Excessive or inconsistent sanctions.

A student may not appeal based only upon their dissatisfaction with a sanction or lack of cooperation with the accountability process. Appeals will be processed as supported, modified, or removed.

Status during Appeal: In cases of suspension or dismissal, when a notice of appeal is filed within the required time, a student may petition the Vice President/Dean of Student Life in writing for permission to attend classes and/or remain in residential housing pending final determination of the appeal. The Vice President/Dean of Student Life may permit, upon such conditions they may impose, a student to continue classes on campus or virtually pending completion of appellate procedures. This permission will only be provided should such continuance not seriously disrupt the College or constitute a danger to the health, safety or welfare of the College community. In such event, however, any final disciplinary action imposed shall be effective from the date of the accountability hearing or determined by the Vice President/Dean of Student Life. The campus may be off-limits to students who have been Suspended or Dismissed and may be trespassed from private property.

ACADEMIC DISCIPLINARY PROCEDURES

Higher education involves both ethical and intellectual development. To this end, Westminster College students take the Athenian Oath when they walk through the Columns and join our community. The Oath, which is our honor code, embodies the commitment that each student has to the College community as a whole and helps to instill the core values of the institution in each student: Integrity, Fairness, Respect, and Responsibility. The Westminster College degree is an indication of personal and academic achievement, which in large measure depends upon the honor of each student. All students are bound by their oath and Westminster's Honor Code that states *No Westminster student shall commit any act of academic dishonesty in order to advance her or his own academic performance or to impede or advance the academic progress of others.* If students are found in violation of academic policies, they may be held responsible by their respective faculty member, which could include receiving a failing grade for the assignment or class, or any other measure the faculty member feels fits the dishonesty. However, in the case of faculty disrespect, this becomes a student accountability issue and will follow the procedures outlined in the student handbook.

IV. GENERAL STUDENT POLICIES

Alcohol, Cannabis & Controlled Substances

Note: The information presented in this section of the Handbook is intended to meet the provisions of the Student Right to Know and Campus Security Act (1990), the Drug-Free Schools and Communities Act (1989), and the Higher Education Amendments (1992). For cannabis regulation information in the State of Missouri please see the Missouri Department of Health and Senior Services website linked [here](#).

Westminster College believes that the abuse of controlled substances, cannabis and alcohol impedes the intellectual and social growth of students and has a negative impact on the Westminster community. To fulfill the Concept for Student Development through its programs and procedures, the Westminster Alcohol Policy seeks to accomplish the following objectives:

- To promote a campus climate that encourages individuals to cultivate and exhibit mature, healthy, responsible, and lawful conduct relative to the possession and use of alcohol.
- To encourage compliance with all relevant laws regarding the possession, use, and sale of alcohol.
- To influence the social climate and expectations of the campus in ways that promote a positive, safe, and balanced social environment.
- To provide educational programming that informs students of the potential dangers of alcohol and promotes responsibility and moderation relative to alcohol use.
- To implement appropriate conduct mechanisms and sanctions for individuals who violate the standards set forth by the Policy.

The educational mission and the values of Westminster College – **Integrity, Fairness, Respect, and Responsibility** – require that students act responsibly with regard to alcohol. Furthermore, the College prohibits **unlawful** possession, use of, or distribution of controlled substances, cannabis and prescription drugs, including alcohol, by students and employees on Westminster property or at any College-sponsored activity.

Westminster College takes a strong stance on the possession and use of illegal or controlled substances. Westminster regards possession, use, or distribution of illegal or controlled substances as a violation of college regulations and of the law. The presence or possession of cannabis or controlled substances, paraphernalia, and misuse of legal (prescription) drugs are all regarded as violations of Westminster College's policy.

The College reserves the right to have professional staff immediately contact local police to assist with suspected violations, particularly in the case of uncooperative residents, repeated situations, or to help determine the source of an alleged violation. In situations where any volume or quantity of illegal or controlled substances are present the College will always contact local law enforcement for collection and potential disposal of said substances. In incidents where any professional staff member detects and confirms the odor of cannabis with no physical evidence, probable cause exists to authorize a room search for cannabis and/or controlled substances. Any policy violations or illegal item(s) found will be confiscated by college staff, itemized, and included in a formal report for the student's accountability records. If controlled substances are found, local law enforcement agencies will be notified.

Regardless of state and local law changes, institutions of higher education are expected to continue to abide by the Drug-Free Schools and Communities Act by maintaining policies which prohibit cannabis possession, use, or distribution by students, staff, and faculty. ***Medical and recreational cannabis is NOT permitted on campus under federal law.*** Any institution that knowingly permits possession, use, or distribution of cannabis is at risk of losing, and even having to repay Title IV funding (Federal Financial Aid). [PIP Fact DrugFree.pdf \(missouri.edu\)](#)

Students at the college and their on- and off-campus guests who choose to possess and/or consume alcoholic beverages are expected to abide by college policy, and by all federal, state, and local laws. Westminster students will be held accountable for their own actions and for those of their guests who violate college policies. While the College expects responsibility and moderation with regards to alcohol use, students should report instances of intoxication, sexual misconduct or seek medical attention for immediate medical needs and not fear being charged with policy violations (as outlined in the College's [Sexual Harassment Policy](#) or [Good Samaritan Policy](#)).

Biennial Review

As required by the Drug Free Schools Act, a biennial review of the alcohol policy, rehabilitation programs, disciplinary procedures, and requests regarding considered changes to the policy will be reviewed every two years. The review is conducted, and summary report prepared by the alcohol/drug task force, chaired by the Vice-President/Dean of Student which includes student, faculty, and staff representation. As required, the summary report will be kept on file with the Office of Student Life.

Federal, State, and Local Government Requirements

Local, state, and federal laws prohibit the unlawful possession, use and distribution and sale of alcohol and illicit drugs. It is unlawful for any person to manufacture, deliver, or possess with intent to manufacture and deliver a controlled substance. For a full listing of Missouri laws and penalties, please see the following: www.missouri.gov. Summaries of the relevant federal, state, and local laws which govern the use and possession of alcohol are as follows:

- A person under age 21 cannot consume or possess alcoholic beverages. Missouri law makes it illegal for someone under the age of 21 to appear visibly intoxicated or have a BAC of more than .02%
- No person can misrepresent his or her age for the purpose of obtaining alcohol.
- No person shall sell, dispense, or give to any intoxicated person or one simulating intoxication, any alcoholic beverage.
- No one can have open containers of alcohol in a motor vehicle on a public street.
- No one can use or consume any liquor at an elementary or secondary school or on premises, or within 100 feet of a church.
- No one can sell or give alcohol to a minor.
- No one shall operate a motor vehicle on a public street while intoxicated.
- A person over age 21 cannot be driving while visibly intoxicated, under the influence of drugs, or with a blood alcohol content of .08 or over.

The City of Fulton, in its ordinances, defines an “open container” as “any alcoholic beverage except in the original container which shall not have been opened and the seal upon which shall not have been broken and from which the original cap or cork shall not have been removed.”

- Open containers are prohibited in public places.
- It shall be unlawful for any person to be in possession of an alcoholic beverage in an open container when upon any public street, sidewalk, alley, or public thoroughfare, or on or in any public building or parking lot.
- It shall be unlawful for any person to be in possession of an alcoholic beverage in an open container on any property maintained as a park or recreational area by the city without first obtaining a permit.
- No permit shall be issued for any area within one hundred fifty (150) feet of a recreational area on which an individual eighteen (18) years of age or younger will be involved in an organized recreational activity. When organized recreational activities involve individuals nineteen (19) years of age or older, permits may be issued for the area outside the actual participating field. Permits may not be issued for a period of more than eighteen (18) hours during any calendar day. Those hours must be between 8:00 a.m. and 2:00 a.m. Permits may not be issued for more than four (4) consecutive days

Potential Legal Sanctions for Violation of Relevant Laws

Legal sanctions for violations of federal, state or local laws governing the use or possession of alcohol vary by the type of offense and may include fines, classes, community service, license suspension or revocation, and/or incarceration, as well as a misdemeanor or felony conviction on an individual’s criminal record.

Westminster College Age and Space Restrictions:

- Students who are not 21 years of age may not possess or consume alcoholic beverages. Only students who have attained the legal drinking age of 21 years may possess or consume alcoholic beverages in select designated individual College private living quarters and other selected and pre-approved locations as determined by the Vice President/Dean of Student Life or designee. Designated individual College private living quarters include individual student rooms with the doors closed and individual apartments, townhouses, fraternity houses and residential houses with the exterior doors closed.
- While the consumption of alcoholic beverages is allowed in some individual student rooms, these areas are not designed to accommodate large groups of people. Alcoholic beverages may be consumed by small groups of legal drinking age in appropriately designated individual student rooms, apartments, townhouses, and residential houses with the door closed. A group consisting of no more than 2 guests per resident of the room, apartment, townhouse, or residential house but never totaling more than 12 people in that space is permitted. Any

group of 12 or more where alcohol is present constitutes an unregistered social event and is therefore subject to disciplinary action.

- Any guest of a student who is a legal minor (under the age of 18) cannot be present during the consumption or possession of alcohol even if the student is of legal drinking age, this includes overnight stays of prospective students.

Alcohol-Free Areas:

Every attempt will be made to create alcohol-free living spaces for all students who request it and for all new students. Individuals who do not drink have the right to live on campus and attend social events without pressure to consume alcohol. Although the College will identify appropriate space within existing housing facilities, students should realize that living in an alcohol-free space is in no way a guarantee that the residents of this area will not be exposed to alcohol and or the behavior associated with alcohol use. The residents of these alcohol-free areas will have responsibility for ensuring that the designated spaces remain alcohol free.

Alcohol is not allowed in public areas which include, but are not limited to, the following:

- Historic Gym, Wetterau Center, and any Westminster College athletic facility or field;
- Residence hall lounges, stairwells, laundry rooms, or hallways;
- Townhouse social lounge (unless approved for an event);
- Exterior lawns, sidewalks, parking lots, driveways, etc. unless specifically designated on an event notification form and/or approved by the Vice President/Dean of Student Life or designee.

Approved locations:

Registered event locations are approved via the [event notification form](#) (on MyWC) and/or approved by the Vice President/Dean of Student Life or designee. Approved locations may be temporarily restricted during special campus events by the Vice President/Dean of Student Life or designee.

Alcohol in Fraternity & Sorority Housing:

All nationally recognized fraternity and sorority chapters on Westminster College campus should adhere to their Internationals/ National alcohol and risk management guidelines. As indicated by most international/ national polices:

- Alcohol must not exceed 15% ABV. Any alcoholic beverage with an alcohol content (ABV) above 15% is prohibited in the fraternity housing/approved exterior locations.
- If found in violation of this policy, students and/or organizations will be subject to sanctions as deemed appropriate by the Interfraternity Council Judicial Process, Panhellenic Council, or designated conduct/accountability staff member.

Behavioral Expectations:

- Due to the goals and purposes of the academic community, any use of alcohol which endangers the welfare of self-and/or others or which results in offensive behavior or disorderly conduct is unacceptable. Visible public intoxication will subject the person to disciplinary action and potential legal consequences.
- Persons who have consumed alcohol off-campus are expected to return to campus safely and within all student and residential life policies.
- Any student guest who violates the alcohol policy, the host student will be held responsible for any offenses committed by that guest and may be subject to disciplinary action.
- Any student hosting a prospective student, or a minor is prohibited from taking that guest to private or closed events where alcohol may be present.
- Underage students who are in college housing when alcohol or alcoholic containers (whether empty or not) are present may be subject to individual alcohol sanctions. Empty alcohol containers lead to an “assumption of consumption.”

- In the upper-class residence halls, alcohol is permitted within the student room, provided all residents of the room, and guests at the time of consumption, are of legal age (21).
- Display of alcohol-related advertising materials (including bottles) is not permitted in common areas. Students are expected to promptly dispose of trash such as cans, bottles, and boxes from all hallways.
- Advertising from or by alcohol distributors or taverns (tavern defined as an establishment generating more than half of their annual gross sales from alcohol) are not allowed on campus or in campus media. Advertising from establishments, such as restaurants or convenience stores, that serve and/or sell alcohol, but not as their primary function, may not contain advertisements for alcohol.
- Drinking games are prohibited. The definition of drinking games includes, but is not limited to, the consumption of shots of alcohol, “beer pong,” “dares,” “flip cup,” or any other activity involving the consumption of alcohol that mandates duress or encouragement related to the consumption of alcohol.

Beverages and Container Requirements:

- Kegs of beer, party balls, or common source containers of alcohol are **not** allowed anywhere on the campus.
- Drinking and/or possessing alcoholic beverages (open containers) in any public place/area, designated alcohol-free area, campus common area, or other non-approved location is prohibited and subject to disciplinary action.
- Transportation of alcoholic beverages to and from rooms must be in sealed containers and in non-transparent bags.
- Students should note that the possession of alcoholic beverage containers, either full or empty, will be taken as a presumption of use and possession, and, as such, may be considered policy violations. Students may also be held accountable, even if they do not have actual possession of alcohol when they are present at alcohol-related events.
- Possession of equipment that encourages excessive and inappropriate consumption, such as beer pong tables, beer bongs, beer slides etc., is also prohibited.

Sanctions for Alcohol and/or Cannabis use Policy Violations

Infractions of the Westminster College Alcohol and Cannabis Policy by individual students and student organizations will result in disciplinary action and may in some cases subject the student or students to criminal or other legal action. The number of infractions is cumulative over the student’s tenure at Westminster College. The sanctions for infractions of the alcohol and cannabis policy by individual students or groups are listed below. Although the sanctions listed are typical, The Office of Student Accountability has full discretion in assessing sanctions and developmental actions to fit the seriousness of the offense. Aggravating factors such as property destruction, threats to the well-being of others, and disrespect of faculty/staff will be taken into consideration. Please see [General Student Accountability Procedures](#) section for detailed description of conduct hearing, adjudication, definitions of conduct warning/disciplinary probation status, and appeal procedures.

First offense – Students will be placed on Conduct Warning, and may be assigned additional sanctions including but not limited to:

- Behavioral Contract
- On-campus community service
- Judicial Educator online alcohol or cannabis training
- Educational or prevention meeting or presentation
- Restriction of Privileges
- Loss of points in housing selection process for the next academic year

Second offense – Student will be placed on Disciplinary Probation, may be assigned additional sanctions including but not limited to:

- Assigned a minimum of 20 hours of on-campus service

- Behavioral Contract
- Judicial Educator online alcohol or cannabis training
- Restriction of Privileges
- Loss of points in housing selection process for the next academic year
- Mandatory meeting with the Vice President/Dean of Student Life.
- The student must complete an alcohol assessment, or possibly a substance abuse education program, at the student's expense, and within a designated timeframe outlined in the student's sanction letter.

Third Offense – Student will be eligible for all sanctions listed for a first or second offense as well as suspension or dismissal from the College.

**If a student is involved in a more significant violation, such as providing minors or intoxication leading to harm to others, self or property, the sanctions may include restitution, disciplinary probation, and other sanctions as appropriate, regardless of number of violations.*

Note: If the student does not complete the sanctions issued (regardless of number of offences) they will be held accountable for noncompliance of the College accountability process and will be assigned additional sanctions.

Group Offenses

A group is defined as three or more individuals, living group, athletic team, fraternity/sorority, or campus club/organization. Any student present at these or similar events is subject to the individual alcohol and cannabis sanctions. All recognized fraternity and sorority chapters should be in compliance with their risk management policies, which will include notification or communication to their Inter/national Organizations.

First group offense – Will result in conduct warning and, may be assigned additional sanctions including but not limited to:

- On-campus community service
- Behavioral Contract
- Judicial Educator online training
- Educational or prevention meeting or presentation
- Possible restriction of privileges as outlined in Student Accountability Process section, which may include letters of recommendation or good standing.

Second group offense- Will result in disciplinary probation and may be assigned additional sanctions including but not limited to:

- On-campus community service
- Judicial Educator online training
- Educational or prevention meeting or presentation
- Behavioral Contract
- Restriction of privileges as outlined in the Student Accountability Process section. Which could include campus housing restrictions.

Third group offense - Student groups will be eligible for all sanctions listed for a first or second offense as well as suspension or dismissal from the College.

**If the group is involved in a more significant violation, such as providing minors or intoxication leading to harm to others, self or property, the sanctions may include restitution, disciplinary probation, and other sanctions as appropriate, regardless of number of violations.*

Note: If the student group does not complete the sanctions issued (regardless of number of offences) they will be held accountable for noncompliance of the College accountability

process and will be assigned additional sanctions. These sanctions are not all encompassing, and the sanctions can be based upon the discretion of the Vice President/Dean of Student Life and or designated Student Life staff member.

Sanctions for Controlled Substances, (excluding cannabis under 35 grams) Policy Violations

First offense – Students will be placed on Disciplinary Probation, may be assigned additional sanctions including but not limited to:

- Behavioral Contract
- On-campus community service
- Judicial Educator online alcohol or cannabis training
- Educational or prevention meeting or presentation
- Restriction of Privileges
- Loss of points in housing selection process for the next academic year
- Mandatory meeting with the Vice President/Dean of Student Life in conjunction with one or more of the following additional sanctions: legal action, restitution, individual drug assessment attendance (at the student's financial expense), eviction from college-owned or approved housing.

Second offense – Students will be placed or continued on Disciplinary Probation, may be assigned additional sanctions including but not limited to:

- On-campus community service
- Judicial Educator online alcohol training educational or prevention meeting or presentation.
- Mandatory meeting with the Vice President/Dean of Student Life in conjunction with one or more of the following additional sanctions: legal action, restitution, individual drug assessment attendance (at the student's financial expense), eviction from college-owned or approved housing.

Third offense - may result in suspension or dismissal from the college as well as other penalties. The number of infractions is cumulative over the student's tenure at Westminster College.

** The cases where there may be evidence of distribution, with or without evidence of personal use, will result in immediate suspension or dismissal from Westminster College.*

Note: If the student does not complete the sanctions issued (regardless of number of offences) they will be held accountable for noncompliance of the College accountability process and will be assigned additional sanctions.

Health Risks & Treatment

The College considers alcohol abuse to be a very serious problem. Short term effects of alcohol abuse include slurred speech, drowsiness, headaches, impaired judgment, decreased perception and coordination, distorted vision and hearing, vomiting, breathing difficulties, unconsciousness, coma, blackouts, and in some instances, death. Long-term effects of alcohol abuse include toxic psychosis, physical dependence, neurological and liver damage.

The general health risks associated with the use of illegal drugs can be divided into two categories: drug use that can destroy a healthy mind and body by outright organic damage, mental illness, malnutrition, and failure to get treatment of injuries or diseases; and drug use that generally reduces the body's natural immune system and increases the chances for infectious diseases such as hepatitis and AIDS. Drug overdose may cause psychosis, convulsions, coma, or death.

Alcohol and other drug counseling is available on campus to students through The Wellness Center, Westminster Hall lower level, (573) 592-5361. The Wellness Center offers BASICS (Brief Alcohol Screening and Intervention for College Students) and iCHAMP (individualized College Health for Alcohol and Marijuana Project) which is a consultation process that takes a sincere look at one's attitudes, beliefs, values, and behaviors regarding the use of alcohol and/or other substances. Students can participate in BASICS programming one of two ways: by either contacting the Wellness Center to schedule an appointment or by being referred for such services by the College (e.g. Vice-President/Dean of Student Life) due to an alcohol and/or drug policy violation. If students are in need of more intensive or inpatient treatment, they will be referred to appropriate rehabilitation services in the Columbia/Kansas City/St. Louis area.

EVENT NOTIFICATION POLICY

Student organizations registered with and/or approved by the College and in good standing wishing to host a social event must complete the event notification process for their event two weeks (10 days) in advance with the Office of Student Life or the Office of Fraternity and Sorority Life using the [Event Notification Form](#) (located on MyWC). All event documentation must be submitted to the Office of Student Life/Fraternity and Sorority Life two (2) weeks prior to the event. Failure to do so subjects all groups involved to sanctions outlined for unregistered event offenses.

Alumni Weekend Event Guidelines

Event documentation is required for all Alumni Weekend events, regardless of event type, number of guests, or if the event will be an alcoholic or non-alcoholic event. The notification paperwork must be submitted by 5:00PM, two weeks (14 days) prior to the scheduled event. One week prior to the registered event, the Assistant Director of Fraternity and Sorority Life will schedule a meeting with the Chapter President, Event Manager, and/or Risk Manager to talk through the documentation submitted for each event.

- For Alumni Weekend events there will be a mandatory event registration.
- Fencing may be needed at registered events based on location and/or vendor.
- A guest list will be provided for Alumni Weekend events.
- This event needs to be free of hard alcohol (under 15% ABV), unless provided by a licensed third-party vendor.
- BYOB or Third-Party vending services can be used at these events.
- All other Event Policies must still be followed.

Sanctions for Event Registration Policy Violations

At any point in the Event Notification process, an event can be cancelled if the process is not completed or if there are violations of the Event Policy leading up to or during the event. If an event is held without the proper documentation or if any information on the documentation was falsified or altered after the submission, the event can be subject to sanctions. In addition, if there are any policy violations during the event itself, the student organization and/or individuals could be subject to sanctions as well. Sanctions typically will stand for the semester or calendar year depending on the severity of the violation and cooperation of the individual(s) or organization.

First offense – Will result in a required meeting with an Accountability Officer, conduct warning. The group may be assigned additional sanctions including but not limited to:

- Group Behavioral Contract
- On-campus community service
- Judicial Educator online alcohol or cannabis training
- Educational or prevention meeting or presentation
- Restriction of Privileges

Second offense – Students will be placed on Disciplinary Probation, may be assigned additional sanctions including but not limited to:

- On-campus community service
- Judicial Educator online alcohol training educational or prevention meeting or presentation.
- Mandatory meeting with the Vice President/Dean of Student Life in conjunction with one or more of the following additional sanctions: legal action, restitution, individual drug assessment attendance (at the student's financial expense), eviction from college-owned or approved housing.

Third offense - may result in suspension or dismissal from the college as well as other penalties. The number of infractions is cumulative over the student's tenure at Westminster College.

**If the group is involved in a more significant violation, such as providing minors or intoxication leading to harm to others, self or property, the sanctions may include restitution, disciplinary probation, and other sanctions as appropriate, regardless of number of violations.*

Note: If the student does not complete the sanctions issued, they will be held accountable for noncompliance of the College accountability process and will be assigned additional sanctions or can be immediately suspended or dismissed from the College. Additionally, the student can be removed from campus housing. The cases where there may be evidence of distribution, with or without evidence of personal use, will result in immediate suspension or dismissal from Westminster College.

ASSAULT

Any act directed against another person(s) on or off Westminster College campus without the consent of the other, including but not limited to; physical contact or bodily harm, verbal altercations, written and electronic text video or social media. Offenses will not be tolerated and considered case-by-case, on the basis of severity and previous student conduct violations and sanctioned accordingly. When, deemed necessary, cases of assault may be referred to local authorities for further adjudication or potential prosecution.

ATHLETIC CONFERENCE CONDUCT

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

Athletes and fans participating in competitions with other institutions represent Westminster College and should conduct themselves in a manner fair to all involved. It shall be the responsibility of each member college or university to ensure that all of its students and all individuals employed by or directly associated with it conduct themselves in a sports-like manner when representing their college or university, especially at intercollegiate athletic contests.

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

A. Acts of Unsportsmanlike Conduct

- a. Striking, attempting to strike, or other physical abuse an official, opposing coach, staff administrator, spectator, student, or athlete;

- b. Intentionally, or with careless disregard for one's conduct, inciting participants or spectators to violent or abusive action;
- c. Using obscene gestures or profane or unduly provocative language or action, whether or not directed, toward an official, staff administrator, student, coach, or spectator;
- d. Publicly and unduly criticizing a game official, conference personnel, another member college or university, a student-athlete, or personnel from another member college or university.

B. Conduct of Contests

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

COLLEGE IDENTIFICATION CARD

Every Westminster College student is responsible for having a current identification card. This card must be presented at the request of a college staff member, including Resident Advisors, and Campus Security Officers. If the student is not in possession of an identification card, the student must cooperate with the college official by identifying who they are with their first name, last name, date of birth, and/or residence. It is a violation of campus policy for a student to misrepresent themselves to be any other person or fail to identify themselves and will be subject to conduct sanctions. The student may be required to accompany the college official to an appropriate office, where identification can be verified. Identification cards are non-transferable. Possession of another student's identification card is grounds for disciplinary action against either or both parties involved. The identification card is issued through the Office of Student Life. A lost identification card should be reported to the Office of Student Life. A fee of \$30 will be charged for a replacement and billed to the student's account.

COLLEGE OFFICIAL COOPERATION

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

COLLEGE FACILITY USE

Students or student groups may utilize College facilities for campus sponsored events by following all reservation procedures, by contacting Student Life or Plant Operations Staff. Contents and cleanliness of the original property must be maintained. Destruction of property or the acts of unauthorized entry, including the possession, duplication, or use of keys to any college facility will be subject to disciplinary action. Students are not permitted on the roof of any college building, including fraternity houses.

COMPUTER USE POLICY

Westminster College requires all computer users to abide by local, state and national laws and regulations concerning acceptable use of computers and networks.

Please note: Failure to properly set up wcmo.edu email account and check it along with MyWC on a regular basis does not absolve students from adhering to information that is communicated to them via email or MyWC.

COPYRIGHT LAW

Westminster's policy regarding the use of copyrighted materials is included in the "Guidelines for the Reproduction and Use of Copyrighted Materials by Faculty, Staff and Students," a document available in the library, the Academic Dean's Office, and on the [college's computer network](#). The guidelines essentially say that the college expects faculty, staff, and students to comply with the United States copyright laws. In addition to photocopying, copyright laws and guidelines also pertain to the showing of videos to campus groups, the copying of music and videos for personal use, the copying of materials from the web for use in publications and web pages, and the copying of computer software. The college guidelines also deal with showing videos in class and copying television programs for classroom use. Students with questions about copyright laws should read the college guidelines and discuss their concerns with the Reeves Library professional staff or the Vice-President/Dean of Faculty.

DEMONSTRATION AND PROTEST POLICY

As we challenge students to be critically aware of the events in their local and global communities and encourage students to be leaders of character, Westminster College supports students and student groups in their freedom of expression, such as demonstrations and peaceful protests. In an effort to provide guidelines for these types of events, the following policy outlines the format, time, and locations for demonstrations and protests.

This policy applies to all Westminster College students and/or student groups, staff, faculty, alumni, and visitors on college property. If a student, student group, staff, faculty, or visitor is planning a demonstration or peaceful protest to take place on campus property, they must contact the Vice-President/Dean of Student Life or designee via email at least 72 hours prior to the event for information requesting permission to host the event. This notification allows for the Student Life Staff to discuss the details and logistics with the individual(s) involved. Demonstrations and/or protests should be peaceful and not significantly impact the daily administrative functions of the institution. Students will receive written confirmation regarding the request to have a demonstration and/or protest after the review of the request by student life staff. Demonstrations or protests on Westminster College campus property must take place between 8:00AM and 9:00PM. Demonstrations or protests conducted by Westminster affiliated persons but not on Westminster campus property are subject to local laws and ordinances. Demonstrations and/or protests must not block entrances/exits to buildings, must not exceed fire code (if indoors), must not incite violence, include threats or force, or include weapons or open flames. The use of sound amplification, such as but not limited to megaphones, microphones, etc., is prohibited until 6:00PM and after 10:00PM Sunday through Thursday nights, and prohibited until 6:00PM and after midnight on Friday, and 10:00AM until midnight on Saturday. Following a demonstration and/or protest, all materials and trash must be cleaned and removed from the location by 8:00AM the following morning by the student, or student group(s), or visitors.

Since respect is one of the four cited core values of Westminster College, individuals engaging in a demonstration or protest, or those observing, must demonstrate respect for those with differing opinions. Any acts of violence or disorderly conduct will result in a referral to the Student Accountability Process. If a student, student group, staff, faculty, or visitor violates this policy, they may be subject to the Accountability Process, or the College may pursue other legal action against those who violate this policy.

**The Westminster College President and/or Vice-President/Dean of Student Life has the authority to postpone or cancel a demonstration or protest if the event poses a safety risk to the campus community.*

DISHONESTLY AND FALSIFICATION OF RECORDS

Any student who furnishes false or misleading information on admission and registration forms and records, student health form, personal identification, residence hall agreements, or any other college form, or who alters any college record in any manner, or who is dishonest in any other form is subject to disciplinary action. Possessing, using, attempting to use, manufacture, or distribute false identification (or “fake IDs”) is prohibited. The false identification will be confiscated, and the student will be subject to disciplinary action handled by the Office of Student Accountability.

DISORDERLY CONDUCT

At the discretion of the Vice President/Dean of Student Life or designee, any student club, organization, athletic team or individual may be held accountable for disrespectful actions or behaviors that do not align with the Mission and Values of The College.

DISRUPTIVE ACTIVITY

At the discretion of the Vice President/Dean of Student Life or designee, any student club, organization, athletic team or individual may be held accountable for actions or behaviors that intend to disrupt or disrespect College sanctioned events or personnel.

DISTURBING THE PEACE

There shall be no undue or excessive disturbances of the normal peace and quiet at any time on the Westminster College campus. Bands, stereos, or other sources of loud music or noise are prohibited until 5:00 p.m. on school days and after 9:00 p.m. Sunday through Thursday nights and are prohibited until 3:00 p.m. and after midnight on Friday and Saturday nights. During the times when bands, stereos, and other sources of loud music are permitted, the noise level must be kept low enough as to not disturb neighbors or other members of the Westminster and/or Fulton communities. Students and student organizations are reminded that the Fulton City ordinances may be stricter on noise than the Westminster College policy set forth above. Students and student leaders may be subject to arrest and prosecution should a formal complaint by a Fulton resident be made, even if the violation is not an infraction of college policy.

(FERPA) Westminster College Institutional Policy on the Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 (FERPA) governs the release of educational records maintained by an educational institution and access to the records in order for the student to be afforded certain rights to privacy. This law applies to all elementary, secondary, and postsecondary institutions that receive federal funds under any program administered by the U.S. Secretary of Education. Westminster College complies fully with the Family Educational Rights and Privacy Act of 1974 as noted in the policy information below:

Annual Notification: Students will be notified of their FERPA rights via the [Westminster Web Site](#) at or by requesting a copy of the policy available in the Registrar’s Office at Westminster College.

Procedure to Inspect Education Records: Students may inspect and review their education records upon request to the appropriate record custodian. Students should submit to the record custodian or appropriate staff person a written request, which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian or appropriate staff person will make the needed arrangement for access as promptly as possible and notify the student of the time and place when the records may be inspected. Access must be given in 45 days or less from the receipt of the request. Once students have requested access to their education records, such students’ records cannot be destroyed until inspection and review have been provided. When a record contains information about more than one student, the student may inspect and review only the records, which relate to him.

Right to Refuse Access: Westminster College reserves the right to refuse to permit a student to inspect the following records: (1) The financial statement of the student's parents; (2) Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975; (3) Records which are excluded from the FERPA definition of education records.

Refusal to Provide Copies: Westminster College reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations: (1) The student has an unpaid financial obligation to the College; (2) There is an unresolved disciplinary action against the student.

Record of Requests for Disclosure: Westminster College will maintain a record of all requests for and/or disclosure of information from a student's education records during their enrollment period. The record will indicate the date of the request, the name of the party making the request, and the legitimate interests these parties had in requesting or obtaining the information.

Fees for Copies of Records: The fee for copies will be \$2.00 per page. The fee for an official transcript will be \$12.00 per transcript.

Correction of Education Records: After inspecting his or her educational records, a student has the right to request the amendment of such records. He or she should submit such a request in writing to the school official in charge of the records. If the request is denied, the student has the right to a hearing as provided in Title 34 of the Code of Federal Regulations. The hearing will be conducted by the Professional Standards Committee, a committee of elected faculty members. If the committee decides against the student, the student has the right to submit a written comment on the disputed material in his or her educational record. The comment will be maintained as a permanent and integral part of his or her record and will be disclosed to any party to whom the student's educational record is disclosed. The student also has the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue S.W., Washington, D.C., 20202-4608, according to the procedures described in Title 34 of the Code of Federal Regulations, Subtitle A, Parts 99.64 and 99.65.

Location of Educational Records: Educational records at Westminster are located as follows: (a) academic records are kept by the Dean of Faculty and the Registrar in Westminster Hall; (b) records on student life including records on student housing, organizations, and disciplinary matters are kept by the Dean of Student Life in Hunter Activity Center; (c) health records are kept by the Director of Counseling and Health Services in Westminster Hall (d) records on student financial affairs are kept by the Vice President for Business & Finance in Westminster Hall and by the Director of Financial Aid in the Enrollment Services/Financial Aid offices in Champ; (e) career services records are kept by the Director of Career Services in Reeves Library; (f) internship records are kept by the internship coordinator in Reeves Library (g) athletic records are kept by the Director of Athletics located in the Westminster Gymnasium.

Disclosure of Education Records: Westminster College will disclose information from a student's education records only with the written consent of the student, except:

- 1) To school officials who have a legitimate educational interest in the records;
- 2) To officials of another school, upon request, in which a student seeks or intends to enroll;
- 3) To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs;
- 4) In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- 5) If required by a state law requiring disclosure that was adopted before November 19, 1974;
- 6) To organizations conducting certain studies for or on behalf of the college;

- 7) To accrediting organizations to carry out their functions;
- 8) To parents of a student who provide evidence that the parents declared the student as a dependent on their most recent Federal Income Tax form;
- 9) To comply with a judicial order or a lawfully issued subpoena;
- 10) To appropriate parties in a health or safety emergency;
- 11) To an alleged victim of any crime of violence of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

Parental Access to Children's Education Records: Records may be released to parents under the following circumstances: 1) through written consent of the student, 2) in compliance with a subpoena, or 3) by submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax Form.

Grade Reporting: Westminster faculty report midterm and final grades electronically for all enrolled students to the Registrar's Office. **Westminster College does not mail grade reports.** By entering their confidential student I.D. and Password, students may access their midterm and final grades through the campus computer network. A printable version of the grade report is also available to students on the Campus WEB for hard copy access. Letters regarding academic ineligibility and academic probation will be sent to domestic students at their legal, home, permanent address and their Westminster e-mail address. Academic ineligibility and probation letters are sent to international students at their campus address and Westminster e-mail address.

Definitions: At Westminster the phrase "other school officials" refers to any person a) employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); b) company with whom the College has contracted, e.g. attorney, auditor, collections; c) a person serving on the Board of Trustees; or d) a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official is: (a) maintaining, monitoring, or evaluating the record-keeping system itself; (b) implementation, monitoring, or evaluating the academic curriculum; (c) counseling, advising, or otherwise assisting a particular student; or (d) evaluating particular students with respect to financial or academic awards, honors, or achievements.

A student is defined as any person who attends or has attended Westminster College. An educational record is any record (in handwriting, print, tapes, film, or other medium) maintained by Westminster College or an agent of Westminster College, which is directly related to a student.

E-Mail or Other Electronic Communication: FERPA does not provide information on or prohibit the use of e-mail for non-directory information. Therefore, it is the policy of Westminster College to authorize e-mail correspondence containing non-directory information **only if the e-mail is being sent to and received from the official Westminster College e-mail account created for the student or faculty/staff** (the college e-mail address must end in *@westminster-mo.edu*). Due to the sensitive nature of non-directory information and the likelihood of inadvertent disclosure to someone other than the intended recipient, e-mail containing non-directory information is not a safe means of communication and should be used only if office hours are not available or the student is unable to meet with the faculty/staff in person.

If an e-mail is sent including non-directory information, the sender of the e-mail should take adequate precautions to make certain that the intended recipient (student or faculty/staff with a legitimate educational interest) is actually the person receiving the e-mail. When replying to an e-mail containing non-directory information, faculty/staff/students should examine the e-mail address of the recipient to make certain that it is not being copied to other recipients who do not have a legitimate

educational interest. E-mails should never include personally identifiable information such as Social Security Number, Student Number, etc.

A student has the right to object to e-mail correspondence including non-directory information and may do so by presenting his/her objection in writing to the Registrar's Office before the end of the first fifteen days of classes.

Directory Information: Certain information pertaining to students is defined as "directory information," which is information that may be freely made public and that is normally published in such things as student directories, yearbooks, school announcements, etc. Westminster College may disclose any of the following items without prior written consent unless written notification is received from the student.

Westminster directory information includes: a student's name, address, fraternity/sorority affiliation, telephone/cell number, E-mail address, date and place of birth, parents' names and address(es), major field of study, minor field of study, picture, class, academic advisor, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance at Westminster College, veteran status, full-time or part-time enrollment status, honors, degrees and awards received, the most recent previous educational institution attended, and high school attended. A student has the right to object to the publication of this information and may do so by presenting his objection in writing to the Registrar before the end of the first fifteen days of classes.

Students who complete and submit FERPA release forms may give parents or other designees permission to inquire about or receive non-directory information. Please contact the Registrar's Office to determine if a student has submitted a FERPA release form.

A copy of the Department of Education's Code of Federal Regulations, Part 99 - Family Educational Rights and Privacy is available in the Registrar's Office.

Release of Student Conduct & Accountability documents

If a student would like to release their Student Conduct and Accountability record, they must fill out the Federal Education Rights and Privacy Act [Release of Information Authorization form](#).

FIREARMS, WEAPONS, FIREWORKS AND EXPLOSIVES POLICY

A safe and secure environment is fundamental in fulfilling the mission and vision of Westminster College. In our commitment to maintaining an environment free of violence or serious harm, we have established the following weapons policy which protects the campus community, while supporting students who are in pursuit of lawful weapons purposes, such as hunting or club activities. In order to maintain this privilege and right to store weapons on campus, Westminster College and its members will abide by this policy and all Missouri and Federal statutes pertaining to weapons regulations. Inability or unwillingness to abide by the weapons policy will result in this privilege being revoked or more severe action.

All weapons in the possession of currently enrolled students are to be turned in to Campus Security (573.592.5555) immediately upon being brought to campus. Although this service is available 24 hours per day, 24-hour notice must be given to Campus Security before a weapon can be checked out; weapons cannot be checked out between the hours of 8:00 p.m. and 5:00 a.m. without special permission from Campus Security. The student will complete a Weapon Storage/Release Form at the time of storage, and Campus Security will attach the completed form to a photocopy of the student's I.D. card as a part of the permanent record.

The student will submit the weapon(s)/ammunition, trigger locks secured and in an unloaded condition. The weapon/ammunition will be tagged with the student's name, description, and serial number if applicable, then stored in a locked safe on campus.

Campus Security reserves the right to contact The Wellness Center to verify there are no underlying issues that would prohibit the release of the weapon to the requesting student. Once the weapon is checked out, it is to leave campus immediately (unloaded and with the trigger lock still in place in the case of firearms). Unclaimed weapons left in storage after the student has checked out of housing will be turned in to the police. Please note that this policy also includes firearms in the possession of students permitted by this or any other government to carry concealed weapons.

The following is a list of weapons that are never allowed on campus and as such are strictly prohibited: handguns, sling shots, tasers, nunchaku or nun-chucks, BB guns, paintball guns, air soft guns, fireworks, explosives, knives with blades longer than four inches, or any other incendiary devices. Additionally, the following are prohibited by Missouri law and are forbidden on campus or to be in the possession of anyone on campus: any explosive (weapon or component meant to trigger a weapon or cause destruction), machine guns, gas guns (any gas ejection device that is designed or adapted for the purpose of ejecting any poison gas that will cause death or serious physical injury), short barreled rifle or shotgun, firearm silencer, switchblade knife, a bullet or projectile which explodes or detonates upon impact because of an independent explosive charge after having been shot from a firearm, and knuckles.

Chemical self-defense sprays will not be considered weapons. Any item/weapon not specified in this policy that may or may not qualify as a weapon must be approved by the Director of Campus Security before it can be brought to campus. Weapons found on campus in places other than Campus Security's storage safe will be turned in to the police and the possessor of the weapon will be subject to disciplinary action which may result in a fine of up to \$1000, immediate dismissal, and/or suspension from campus housing and/or the College.

GAMBLING

Westminster College students must abide by federal and state laws and College policies prohibiting illegal gambling. Prohibited activity includes, but is not limited to:

- Betting on, wagering on, or selling pools on any athletic event;
- Possessing on one's person or premises (e.g. room, car, etc.) any card, book, or other device for registering bets;
- Knowingly permitting the use of one's premises or electronic devices for illegal gambling;
- Knowingly receiving or delivering a letter, package, or parcel related to illegal gambling;
- Offering, soliciting, or accepting a bribe to influence the outcome of an athletic event;
- Involvement in bookmaking or wagering pools with respect to sporting events;
- Playing cards for money; and
- Unauthorized raffles.

College-approved non-cash legal gambling activities such as casino nights with prizes must be approved by the Office of Student Life. The sponsoring organization must obtain appropriate licenses and complete required reports for legal gambling activities. Students who experience serious difficulties with gambling are urged to contact the Wellness Center or contact the Midwest Consortium on Problem Gambling and Substance Abuse at <https://www.themidwestconference.org> or 1-888-BETS-OFF.

GOOD SAMARITAN/MEDICAL AMNESTY POLICY

The welfare of students in our Westminster College community is of paramount importance. At times, students on- and off-campus may need assistance. Westminster College promotes bystander intervention and encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help a student who may have been sexually assaulted or who is at risk of alcohol overdose). Westminster does not want this fear to impact our students or community members from helping someone in need. Westminster

College pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the College will focus on educational responses to those who offer their assistance to others in need, serve as witnesses to an incident or make a good faith report of alleged misconduct.

**This policy does not protect students from the consequences associated with Missouri law. Students are still subject to charges and penalties per Missouri law.*

The individual in need of immediate medical attention: If an individual receives emergency medical attention related to their consumption of alcohol or another drug, they are required to complete a follow-up with The Wellness Center. If the student is taken to the hospital, the College reserves the right to contact the student's parents/guardian. If a student violates any other college policy while intoxicated, those infractions are subject to standard student accountability adjudication and sanctions.

Organization: Should a student experience severe intoxication or a drug-related reaction while attending an event hosted by an organization, representatives or members of that organization are expected to promptly call for medical assistance. This act of responsibility will mitigate the judicial consequences against the organization resulting from student accountability code violations that may have occurred at the time of the incident.

Failure to Call: Failure by any individual or organization to call for emergency medical assistance while a person is in need, which could include experiencing severe intoxication or a drug-related reaction, may result in more severe consequences.

ANTI-DISCRIMINATION AND HARASSMENT POLICY

This policy in its entirety is found 3.31 in the Faculty Handbook and below is an abbreviation.

Anti-Discrimination and Harassment

Westminster College is dedicated to maintaining an environment where all people feel respected and included and is committed to maintaining a diverse and inclusive work and learning environment free from discrimination and harassment. Harassment and/or discrimination subvert the mission of the College and threaten the careers, educational experiences and well-being of its students, staff, administrators and faculty. Thus, in accordance with federal and state law, Title IX and College policy, the College prohibits harassment or discrimination on its campus, at any College sponsored activities, and on any College sponsored trips, on the basis of an individual's/individuals' race, color, age, religion, sex, gender, sexual orientation, gender identity or expression, national or ethnic origin, citizenship, veteran status, marital status, disability or genetic information in its programs, activities and employment. It is the policy of Westminster College to promote equal employment opportunity without discrimination or harassment. The College also prohibits aiding, abetting, inciting, compelling or coercing discrimination or harassment prohibited by this policy. In addition, the College prohibits retaliation against any member of the College community for making a complaint under this policy or participating in any investigation or proceeding provided in this policy.

Each member of the Westminster community has the right to work, study and/or socialize in an environment that is free from harassment and discrimination. Each member of the Westminster community, therefore, has the corresponding responsibility and obligation to conduct himself or herself so as to create an environment that is free of harassment and discrimination. This includes the acts of supervisors, managers, faculty, employee subordinates and peers, fellow students, guests, visitors, vendors, consultants, and customers. In addition to being responsible for their own conduct, supervisors and managers must ensure that their employees contribute to a work environment that is free of harassment and discrimination. Behavior prohibited by this policy is unacceptable in the workplace and in any work-related environment outside the workplace, such as during business trips, business meetings, athletic events on campus and business-related social events.

Discrimination – Conferring, refusing or denying benefits or providing differential treatment to an individual or class of individuals in violation of law based on the individual’s/individuals’ race, color, age, religion, sex, gender, sexual orientation, gender identity or expression, national or ethnic origin, citizenship, veteran status, marital status, disability or genetic information, in connection with the terms and conditions of employment or educational opportunities.

Harassment – A form of discrimination that includes verbal, physical, or other conduct based on the individual’s race, color, age, religion, sex, gender, sexual orientation, gender identity or expression, national or ethnic origin, citizenship, veteran status, marital status, disability or genetic information that is unwelcome and sufficiently severe, pervasive, or persistent so as to create an intimidating, hostile, or offensive environment that interferes with the individual’s job performance or educational opportunities.

Harassment may include, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; offensive jokes, name calling, physical assaults or threats, ridicule or mockery, insults or put-downs, offensive objects or pictures, etc. Harassment may also include written or graphic material placed on walls, bulletin boards or elsewhere on the campus or circulated by other means, including electronic media, that denigrates, shows hostility to, or aversion towards an individual or group because of race, color, age, religion, sex, gender, sexual orientation, gender identity or expression, national or ethnic origin, citizenship, veteran status, marital status, disability or genetic information.

In accordance with the procedures provided herein, incidents of harassment and discrimination will warrant appropriate disciplinary action, up to and including termination or expulsion from the College.

Please note that complaints of Sexual Harassment may be governed by the College’s Title IX Sexual Harassment Policy found on the [Title IX page](#) on the College website.

Complaints of Discrimination or Harassment by Students

Students who believe they have been the victims of behavior prohibited by this policy or believe they have observed such behavior should contact either the Vice President and Dean of Student Life or the Director of the Learning Opportunity Center to file a complaint:

Vice-President/Dean of Student Life
573-592-5269 or 573-592-5242
HAC-Craighead Office

Director of the Learning Opportunities Center
573-592-5504
Westminster Hall 34

Any member of the Westminster community who witnesses an incident of discrimination or harassment should make a report to the Chief HR Officer:

Associate VP & Chief HR Officer/Title IX Coordinator
573-592-5226
Washington West, second floor, Office 1

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

Please note that ALL complaints of Sexual Harassment, as defined in the College’s Title IX Sexual Harassment Policy, are addressed by the College’s Title IX Sexual Harassment Policy. Any complaints of Sexual Harassment that do not fall under the scope of the Title IX Sexual Harassment Policy will be responded to as follows:

Informal Process

Many instances of harassment and discrimination can be resolved through an informal process that does not require extensive procedures. When appropriate, every effort should be made to address and/or eliminate harassment and discrimination from the College campus through informal means. In cases where a member of the Westminster community feels that another College community member may have engaged in behavior violating this policy, the person may first attempt to resolve the situation by communicating that the behavior is unwelcome and requesting that the unwelcome behavior stop immediately. Students should inform the Dean of Student Life Office and employees should inform their immediate supervisor and/or the Chief HR Officer of this communication. The Vice President and Dean of Student Life (students), Chief HR Officer, and other appropriate parties may also facilitate and participate in subsequent, informal attempts to resolve the issue if desired and appropriate. The date, time, and outcome of any informal discussions should be documented.

While the College encourages individuals who believe they are being harassed or discriminated against to firmly and promptly notify the offender that his or her behavior is unwelcome, the College also recognizes that power and status disparities between an alleged harasser and complainant or the nature of the alleged behavior may make such a confrontation difficult or inappropriate. Thus, while informal discussions are recommended as the first option for reaching a resolution, these informal procedures are not a prerequisite to a formal complaint and investigation. If informal discussions are ineffective, inappropriate, or not desired by either party, the complaint will be referred to the Dean of Student Life Office (students) or the Office of Human Resources (“HR”) for further investigation and resolution in accordance with the Formal Complaint Process.

Formal Complaint Process

If informal discussions are unsuccessful, inappropriate, or not desired by either party, a formal written complaint may be filed with the Vice President and Dean of Student Life (students), Vice President for Academic Affairs and Dean of Faculty (Faculty), or HR. Both the individual filing the complaint (the “complainant”) as well as the individual accused of the harassment or discrimination (the “respondent”) will be given a copy of this policy. The respondent will also be provided with a copy of the written complaint.

It is the College’s policy to investigate all complaints in a fair, thorough, and prompt manner. The Chief HR Officer or designee will investigate all formal complaints. The Chief HR Officer may appoint an attorney or other professional to conduct the investigation. As part of the investigation, the Chief HR Officer or designee will interview and/or obtain statements from both the complainant and respondent. The Chief HR Officer or designee may also interview and/or obtain statements from other witnesses, if appropriate, and review any relevant documentation.

When the investigation is complete, the Chief HR Officer or designee will prepare a written report with factual findings and a determination regarding whether a violation of the policy more likely than not occurred based on the facts of the investigation. In determining whether alleged conduct violates this policy, the Chief HR Officer or designee will consider the surrounding circumstances, the nature of the behavior, the relationship between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances.

Students found in violation of this policy may be subjected to corrective action or discipline and appeals as outlined in the ‘Student Conduct Process’ of the Student Life Handbook.

A complete copy of the College’s Anti-Discrimination and Harassment Policy and Procedures can be accessed in the Employee Handbook or by contacting the Office of Human Resources.

HAZING

Westminster College is committed to providing a learning environment free of all forms of violence, abuse, intimidation, fear, discrimination, and coercive conduct, including hazing. We offer hazing prevention education to all clubs and organizations, in addition to our many NCAA (Division III) athletic teams. All individuals have a right to be treated with respect and free from any form of physical, mental, and/or emotional abuse. Hazing is a serious offense and is a violation of the College's core values of fairness, integrity, respect, and responsibility. Hazing also violates Missouri law (provided below), and individuals who engage in behaviors that constitute hazing may be subject to criminal prosecution.

Definition of Hazing

Any intentional act or situation that is created on- or off-campus against someone joining, becoming a member, or maintaining membership in any group, which is humiliating, intimidating or demeaning; which produces physical, mental, or emotional pain or discomfort; and/or which endangers the health and safety of the person. A person's willingness to participate in an act of hazing does not justify, exempt or excuse the act. Hazing creates an environment/climate in which dignity and respect are absent.

A person violates this policy if the person:

- Engages in hazing
- Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing
- Intentionally, knowingly, or recklessly permits hazing to occur
- Has firsthand knowledge of the planning of a specific hazing incident involving a student, or firsthand knowledge that a specific hazing incident has occurred and knowingly fails to report said knowledge in writing to the Vice-President/Dean of Student Life or other appropriate officials of Westminster College

An organization violates this policy if the organizations:

- Officer or any combination of members, new members, or alumni of the organization, team, or other group commits or assists in the commission of hazing, condones, or encourages hazing, or fails to prevent or report hazing.

Missouri Anti-Hazing Law

§ 578.365. Hazing -- consent not a defense -- penalties

1. A person commits the offense of hazing if he or she knowingly participates in or causes a willful act, occurring on or off the campus of a public or private college or university, directed against a student or a prospective member of an organization operating under the sanction of a public or private college or university, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at probable risk of the loss of life or probable bodily or psychological harm.

Acts of hazing include:

- a. Any activity which recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or forced smoking or chewing of tobacco products;
- b. Any activity which recklessly endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress-inducing activity; or
- c. Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state.

2. Public or private colleges or universities in this state shall adopt a written policy prohibiting hazing by any organization operating under the sanction of the institution.
3. Nothing in this section should be interpreted as creating a new private cause of action against any educational institution.
4. Consent is not a defense against hazing. Section 565.010 does not apply to hazing cases or to homicide cases arising out of hazing activity.
5. The offense of hazing is a class A misdemeanor, unless the act creates a substantial risk to the life of the student or prospective member, in which case it is a class D felony.

Conditions That Create a Hazing Dynamic

Members often wish to be accepted into any group and will submit to hazing in order to be included. Because of this, consent to be hazed does not excuse hazing. Any activity that places members in a subservient position to experienced members of the group creates an unhealthy and unsafe power dynamic in which control has been yielded to the experienced member. Members in any organization may expect to be trained or oriented for a period of time, but membership in any group that puts any member in a lesser role, unrelated to the original conditions for membership, is inappropriate and unfair to the members.

Hazing behaviors can emphasize a power imbalance and can cause humiliation, emotional, and physical distress to students. Regardless of severity, all hazing behaviors will be defined as hazing and result in a campus policy violation, with the possibility of including law enforcement. Examples of hazing are included below; these examples are intended to be illustrative and not all-inclusive:

- Restrictions or interference with academic engagement
- Requiring members to practice periods of silence
- Verbal harassment
- Requiring physical activity, or personal servitude (errands, cooking, cleaning, etc.)
- Pressuring or coercing any person to participate in activities that are inconsistent with the College's community standards or policies or applicable law
- Requiring or suggesting that members/new members/prospective members dress in costumes or apparel or obtain, carry or possess items
- Sleep deprivation
- Forced consumption of any substance
- Psychological Hazing – causing embarrassment or shame, ridicule, or causing or inducing mental or emotional distress.
- Physical injury
- Kidnapping, or imprisonment

Reporting Hazing

If you know of a hazing incident on Westminster's campus, it can be a violation of policy and/or a crime *not* to report it. You may contact any of the following resources to discuss your concerns, to report an incident, or to ask any general questions you may have about hazing:

Office of Student Life 573.592.5242
 Campus Security 573.592.6231
 Director of Athletics 573.592.5301
 Vice President/Dean of Student Life 573.592.5269

Students may seek out confidential pastoral or wellness counseling through the Center for Faith & Service and/or The Wellness Center. Westminster College staff will take all reasonable measures to protect the identity and confidentiality of victims of hazing as well as of any individuals or organizations/teams that work to assist such victims. Any retaliation against any person who reports, is a witness to, or is involved with or cooperates with the adjudication of hazing is strictly prohibited. Efforts to prevent the discovery of or reporting of hazing violate Westminster College's hazing policy.

Investigating and Adjudicating Incidents of Hazing

The College must investigate reports of hazing and will follow [General Student Accountability Procedures](#) as outlined in the handbook. Depending upon the nature or conflict of interest or availability of Student Accountability Officers, the College may seek out external resources to investigate claims. It is always to the benefit of the organization, club, or team involved to cooperate fully in the investigation process in order to make Westminster College a better and safer place for all students. Organizations that have an internal conduct/accountability process are encouraged to adhere to those standards and processes; however, internal organizational consequences do not replace, supersede, or suspend campus or legal consequences.

Individuals and/or groups may both be held responsible for hazing incidents, depending on the nature of the incident and the various roles played. Any student found responsible for a violation of the hazing policy will receive a sanction ranging from warning to expulsion. The sanction will depend on the severity of the incident and will take into account any previous disciplinary infractions. Any group/team/organization responsible for a violation of the hazing policy will receive a sanction ranging from warning to restrictions on competition or social activities to removal of institutional recognition. The sanction will depend on the severity of the incident and will take into account any previous disciplinary infractions.

INSPECTION OF PROPERTY

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

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

Motor vehicles on college property are subject to visual inspection. A complete search of such vehicles may be conducted only when there is reason to believe they contain property or articles which are not permitted on college property or are in violation of College policy. When searches are warranted local law enforcement may be contacted. If a student refuses to open a locked container or a motor vehicle, the locked container or motor vehicle may be impounded until a search warrant can be obtained or the matter turned over to the police.

MISSING STUDENT POLICY

In accordance with the Higher Education Opportunity Act, Westminster College has the following policy and procedure in place for reporting and investigating a report of a missing student. If a Westminster student has not been seen on campus for more than 24 hours and community members do not know where the student may be or are concerned about them, they should immediately notify Campus Security (592-5555). Campus Security will notify appropriate Student Life staff as needed. If the student of concern has been missing for more than 24 hours, the College will notify the proper local authorities and cooperate with any initiated investigation. At this time, the College may contact other individuals aware of the missing student's whereabouts, including permanent legal guardians. If community members are concerned about the student's whereabouts and feel that they may be in

danger, they should immediately contact Campus Security, the Fulton Police Department, and/or call 911.

MOTOR VEHICLE REGULATIONS

The College must regulate vehicle parking in order to ensure respect for all members of the community. All Westminster students must register their motor vehicles on [MyWC](#) within seventy-two (72) hours of arrival on campus. Upon registration, students will receive a parking permit, which must be affixed and clearly visible on the inside bottom right of the front windshield (taping to the windshield is not acceptable). A \$80.00 annual registration and parking fee is charged to your student account, receivable at the rate of \$40.00 per semester. Westminster College students are responsible for knowing and observing the motor vehicle regulations for both Westminster College and William Woods University campuses.

Between 8:00 a.m. and 5:00 p.m., Monday through Friday, students are prohibited from parking in areas designated as Faculty/Staff Parking. Students will be held responsible for observing campus parking regulations and any parking fines regardless of who may drive the vehicle. Vehicles illegally parked or abandoned may be towed at the owner's expense. If a student receives more than three (3) tickets in a semester, the vehicle is subject to towing at the owner's expense.

A student wanting to appeal a motor vehicle infraction should log into MyWC and complete the [Parking Appeal Form](#). Appeals made later than 10 days after the violation will not be considered. The schedule of fines for parking violations:

No parking permit on vehicle	\$70
Parking in a Handicapped area	\$100
Parking in Admissions Visitor section	\$70
Parking in Visitor section	\$40
Parking in Faculty/Staff Area	\$30
Improper Parking	\$40

The City of Fulton requires motor vehicles parked on public streets to be moved at least every 72 hours. While this is usually not a problem during the semester, students should not leave their vehicles on public streets during vacation periods or breaks. Students needing to park vehicles during a vacation period should contact the Security Office. If a student does not have a vehicle in Fulton, they may fill out a parking fee waiver form no later than the 7th day after classes start (census date). The [Vehicle Registration and Waiver Form](#) is located on MyWC.

NOISE

All members of the Westminster College community are expected to respect the rights of students and area residents to live in an environment free from excessive noise pollution, thereby enabling all community members to pursue their academics free from harassing noise and excessively boisterous activities. Although students should expect that some events and activities will entail music and noise, they also have a right to expect that the level of noise will be reasonable and appropriate to the time and place. Responsibility for providing an environment free of excessive noise falls first upon individuals and groups who are expected to regulate themselves.

In consideration of recurring problems with noise to campus areas as well as surrounding residential area arising from events scheduled in campus facilities, campus housing or outdoors, amplification of music or other noise is only permitted from 6 p.m.-10 p.m., Sunday-Thursday; 6 p.m.-12 a.m. (midnight) on Friday; and 10 a.m.-12 a.m. (midnight) on Saturday.

Music and noise may not be projected from any college-owned or managed or affiliated facility to the outside at any time, unless given approval by Student Life staff. (For example, speakers may not be placed in windows or on patios/balconies/porches.) Should a complaint be received regarding noise from an event, Security/Student Life staff will visit the site to make a determination on the noise

level. If it is determined that it is too loud and creates a disturbance, the officer will direct that the level be lowered to a reasonable level. If the level intensifies and/or complaints continue even after the volume is lowered, the Security/Student Life staff person has the authority to shut off the amplified music, voice, or sounds, and/or close the event. After normal ending times for social events, it is expected that any music/noise level will be dramatically lowered to the point that it would not disturb adjacent areas. After an initial warning and request to bring the volume into an acceptable range, the Security/Student Life staff person may direct that the music be turned off. Stereo speakers may be confiscated from those students whose stereos create unacceptable levels of noise.

Occasionally, sponsoring groups may be required to obtain a City of Fulton noise permit in order to host their particular event. A City of Fulton noise permit DOES NOT allow for unlimited noise/volume and does not give attendees or sponsors the right to disturb the peace. Intervention by Fulton Police Department will also result in college action.

Violators of the campus noise policy may be subject to disciplinary action. Sanctions for violations of the noise policy will be drawn from sanctions found in the Student Accountability section of this handbook. Additional expectations regarding noise for students living in campus housing can be found in the [Residential Policies](#) section of this handbook.

PARENTAL NOTIFICATION POLICY

Student Life personnel will use this Parental Notification Policy to intercede in situations where the health or safety of a student (or students) is threatened and/or the situation has contributed to a significant deterioration of the living-learning community, especially in situations involving minors using/abusing alcohol. The notification of parents will be the responsibility of the Vice President/Dean of Student Life or designee, who will consult with appropriate personnel prior to notification. Follow-up discussions with parents should be directed to the Vice President/Dean of Student Life or designee in order to ensure that communication is based upon the facts surrounding the incident(s).

PAYMENT OF FEES

Students are responsible for payment of their charges including the cost of tuition, mandatory fees, room, board, and other fees. All balances must be paid in full by August 1 for the Fall Semester, January 1 for the Spring Semester, and May 1 for the Summer Semesters, or the student must be enrolled in the monthly online payment plan each semester. Failure to meet your financial obligation to the College may result in the cancellation of the current registration and prohibition of any future registration until the student's good standing is restored. Any student not enrolled in the monthly online payment plan or who pays less than the total amount due by the due date will be assessed a monthly finance charge of 1.5 percent on the unpaid balance. Official transcripts and diplomas will not be released until all financial obligations to the College have been satisfied. The Business Office is located in Westminster Hall.

POSTING OF MATERIALS

Materials, including but not limited to posters, flyers, pictures, signs, brochures, advertisements, and all other materials of this nature, may be posted only on "General Use" bulletin boards. Prior approval is not required to post materials at these locations, with the exception of any non-college individual, group, or outside agency. These groups must receive approval from the Office of Student Life or appropriate department director before posting any materials on campus. "General Use" bulletin boards are located in most College buildings. Materials shall not be posted on college structures, including windows, doors, trees, refuse containers, utility poles, fountains, benches, walls, fences, or vehicles.

1. Materials may not be placed on vehicles parked on campus grounds.
2. All materials must clearly identify the group, organizations, or person responsible for producing and posting the materials, including the name of the contact person and direct contact information, such as email, address, and/or telephone number.

3. Materials designed to promote the consumption of alcoholic beverages or tobacco products are not permitted.
4. Posters/flyers must not exceed 18" x 24" in size, unless approved by the department head of the area, and only one poster per group/individual per event may be placed on a single general use bulletin board at any given time. Material must be fastened with tacs or staples (no tape or glue). When posting material, any material already displayed should not be removed or otherwise tampered with or defaced.
5. Painting is not permitted on sidewalks or structures.
6. The hanging (attachment) of banners is prohibited, except in consultation with the appropriate department director or Office of Student Life.
7. Writing signs, ads, promotions or placing drawings of a non-instructional nature on any classroom chalkboard or dry-erase board is prohibited.
8. Advertising for or promoting a specific political candidate or party on college property is prohibited by the IRS.

Removal of Materials

1. Materials that are posted improperly shall be removed promptly by Student Life staff or college personnel.
2. Materials posted pursuant to this policy that materially disrupt or interfere with the normal activities of the College shall be removed.
3. No person shall remove materials posted in accordance with these rules without the authorization of the Plant Operations staff. The College is not responsible for material removed by unauthorized individuals.

TITLE IX SEXUAL HARASSMENT POLICY

Westminster College is committed to providing a learning environment free of all forms of violence, abuse, intimidation, fear, discrimination, and coercive conduct, including Sexual Harassment. Westminster College does not tolerate Sexual Harassment, as defined in this policy. Sexual Harassment is a serious offense and is a violation of the College's core values of fairness, integrity, respect, and responsibility.

Westminster College is committed to educating its community members on all forms of Sexual Harassment and to empowering students, faculty and staff to speak out against these acts. All reports of Sexual Harassment will be taken seriously and addressed through the processes outlined in this policy.

The purpose of this Title IX Sexual Harassment Policy is to prevent and respond to Sexual Harassment on campus and to restore equal access to the College's educational programs and activities. It is meant to encourage all members of the campus community to take responsibility for their behavior, to ensure compliance with applicable campus, state and federal regulations, to fairly discipline and sanction behavior that is inconsistent with the Westminster's values (fairness, respect, responsibility, & integrity), and to educate the Westminster community about implications and consequences of prohibited behavior. This Title IX Sexual Harassment Policy below includes definitions of terms, prevention information, procedures, and resources available in the event of Sexual Harassment.

Statement of Policy

The College does not discriminate on the basis of sex in its education programs and activities. Furthermore, the College strictly prohibits Sexual Harassment, as defined in this policy. This policy applies to any member of the College community, including students, faculty, and staff, as well as contractors, vendors, visitors, guests and other third parties. Additionally, the College prohibits retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against individuals who make reports or complaint of prohibited Sexual Harassment

or participate in or refuse to participate in an investigation, proceeding, or formal hearing concerning a violation of this Policy.

Scope of the Policy

The Title IX Sexual Harassment Grievance Process set out in this Policy pertains to Sexual Harassment, as defined by this policy, committed by or against students and/or employees, when: (1) the conduct occurs on campus or other property owned or controlled by the College; or (2) the conduct occurs in the context of a College employment or education program or activity within the United States. The College’s education program or activity includes locations, events, or circumstances over which the College exercises substantial control over both the respondent and the context in which the Sexual Harassment occurred, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution (such as fraternity or sorority house).

All members of the Westminster College community have the right to submit a complaint or raise concerns regarding Sexual Harassment under Title IX pursuant to this Policy without fear of retaliation.

A complete copy of College’s Title IX Sexual Harassment Policy can be accessed via the website at www.wcmo.edu. Hard copies are available at Title IX Coordinator’s Office, Washington West, second floor, room 1.

Complaints that do not fall under the scope of this process will be addressed by the College’s Anti-Discrimination and Harassment Policy or other applicable student or employee policy. Please refer to Student Handbook or Employee Handbook for more information on reporting and the adjudication procedures involving complaints that fall outside the scope of this Policy. Any individual with questions about which policy may apply in a given set of circumstances should contact the College’s Title IX Coordinator.

Title IX Coordinator

Title IX of the Education Amendments of 1972 (“Title IX”) is a federal law that prohibits sex discrimination in federally funded education programs and activities within the United States. Title IX also prohibits retaliation against any individual who files a complaint pursuant to Title IX, or who participates in a Title IX complaint investigation. Any inquiries regarding Title IX or this Policy should be directed to the Associate Vice President & Chief Human Resources Officer as the College’s Title IX Coordinator. The College’s Title IX Coordinator is responsible for implementing and monitoring Title IX Compliance on behalf of the College, the coordinating training, education, and communications in regards to this Policy; administering the grievance procedures for handling complaints of violations of this Policy; and meeting with students regarding issues relating to Title IX and this Policy. The Vice President/Dean of Student Life and Vice President/Dean of Academic Affairs serve as Deputy Title IX Coordinators. The Vice President/Dean of Student Life provides support to the Title IX Coordinator on issues affecting students, the Director of the Learning Opportunities Center/Faculty Athletic Representative provides support to the Title IX Coordinator on issues affecting student athletes, and the Vice President/Dean of Academic Affairs provides support to the Title IX Coordinator on issues affecting faculty. These Deputy Title IX Coordinators can also provide oversight in case the Title IX Coordinator is unavailable or if the Title IX Coordinator has a conflict of interest with a party in a grievance process. The contact information for each of these individuals follows:

<i>Associate VP & Chief HR Officer</i> 573-592-5226 Washington West, second floor, room 1	<i>Vice President/Dean of Student Life</i> 573-592-5269 or 573-592-5242 HAC-Craighead Office
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<p><i>Vice President/Dean of Faculty</i> 573-592-5212 Westminster Hall 127</p>	<p><i>Director of the Learning Opportunities Center</i> 573-592-5304 Westminster Hall 34</p>
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Clery Act

Policy: Annual Disclosure of Crime Statistics

The Clery Act requires colleges and universities receiving federal funding to report campus crime data, support victims of violence, and publicly outline the policies and procedures put into place to improve campus safety. The Violence Against Women Act (VAWA) amendments to the Clery Act expand the rights afforded to campus survivors of sexual assault, dating/domestic violence, and stalking. The Annual Security Report (ASR) is disseminated to employees and students annually on October 1st. The ASR includes statistics of campus crime for the preceding 3 calendar years, policy statements, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of/response to sexual assault, dating/domestic violence, and stalking. Campus Security collects statistics from the Fulton Police Department, Office of Student Life, the Wellness Center, and any other campus security authority as defined under the Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act. [Click here](#) to view a link to the most recent ASR. Crime statistics may also be obtained at the Office of Student Life or by contacting the Director of Campus Security at 573-592-5555.

Definitions

Sexual Harassment:

For the purposes of this policy, Sexual Harassment is defined as conduct based on sex that may be one or more of following:

- 2) Employee conditioning provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (i.e., a quid pro quo), or
- 3) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
- 4) Sexual assault, stalking, dating/domestic violence, as defined herein.

Sexual Assault: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- Sexual Assault includes, but is not limited to, the following acts when they occur without consent of the victim:
 - Any penetration, however slight, of the genitals or anus of one person with the genitals of another person,
 - Any act involving the genitals of one person and the hand, mouth, tongue, or anus of another person,
 - Any sexual act involving penetration, however slight, of the genitals or anus of one person by a finger, instrument, or object,
 - Touching of another person's genitals or breasts under or over the clothing, or
 - Touching of one person with the genitals of another person under or over the clothing,

Dating Violence: Violence by a person who has been in a romantic or intimate relationship with the individual to whom the violence is directed. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

Domestic Violence: Domestic Violence is a felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim
- By a person with whom the victim shares a child in common
- By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner

- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

Stalking: Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their own safety or the safety of others or suffer substantial emotional distress.

For purposes of this policy:

- "Course of conduct" means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property
- "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling
- "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim

Complainant: A Complainant is any individual who is alleged to be the victim of conduct that could constitute sexual harassment under this Policy, in connection with his/her/their participation in or attempted participation in an educational program or activity of the College. A Complainant may be a student, an employee, or a third party.

Respondent: A Respondent is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Understanding Consent

Consent is the unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter with a specific individual. Consent must be informed, freely given, and mutual. Consent is clear, mutually understandable words or actions communicating an agreement to engage in specific sexual or intimate conduct.

A current or past dating or sexual relationship, by itself, does not create consent. Consent to sexual activity in the past does not create consent to future sexual activity. Consent to sexual activity with one person does not create consent to sexual activity with another person. Consent to one sexual activity does not create consent to another sexual activity. Consent can be withdrawn at any time during a sexual encounter.

Consent cannot be given as the result of force, coercion, intimidation, or threats. Consent cannot be given by one who is incapacitated, voluntarily or involuntarily, due to a physical condition, including, but not limited to, the use or influence of drugs or alcohol, or being in a state of unconsciousness, sleep, or other state in which the person is unaware that sexual activity is occurring. If there is any doubt as to another person's capacity to give consent, community members should assume the other person does not have the capacity to give consent.

A person cannot consent if he/she/they are under the age of consent or if the person has a mental disability that impairs the individual's ability to provide consent.

Options for Reporting Sexual Harassment

Every report of Sexual Harassment received by the College will be taken seriously and action will be taken as appropriate. As detailed herein, students, faculty, and staff have a variety of options for reporting Sexual Harassment to the College.

1. Reporting to the College

Any person may report Sexual Harassment whether or not the person reporting is the person alleged to be the victim of conduct that could constitute Sexual Harassment. Reports may be made in person, by mail, by telephone, or by e-mail using the contact information listed for the Title IX Coordinator. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed below for the Title IX Coordinator.

Associate VP & Chief HR Officer/Title IX Coordinator
573-592-5226
Washington West, second floor, room 1

Students may also notify faculty and staff of any incident of Sexual Harassment. With the exception of individuals who constitute Confidential Support Persons (listed below), all faculty and staff are considered mandatory reporters for purposes of this policy and are required to notify the Title IX Coordinator or Deputy Title IX Coordinators upon receipt of information regarding an alleged incident of Sexual Harassment.

Reporting Sexual Harassment to the Title IX Coordinator does not automatically start the grievance process – the Title IX Coordinator will explain to the Complainant how to start the grievance process by filing a Formal Complaint. An individual can make a report of Sexual Harassment in order to obtain supportive measures and resources – an individual making a report of Sexual Harassment is not required to file a Formal Complaint.

There is no time limit on reporting Sexual Harassment, though the College encourages prompt reporting, as delayed reporting may hinder the College’s ability to complete the grievance process

2. Confidential Reporting of Sexual Harassment

When an individual is affected by an incident involving Sexual Harassment there are some people within the Westminster College community, he/she/they can talk with who can provide completely confidential support and assistance. The College’s Confidential Support Persons include members of the Wellness Center staff (i.e. Director/Nurse Practitioner, Clinic Coordinator, Counselors, and Assistant Director) and the Chaplain.

- *Director of Counseling Services*
573-592-5361
Lower Level of Westminster Hall/The Wellness Center
- *Chaplain/Director of the Center for Faith & Service*
573-592-5262
329 West 7th Street, Fulton, MO

These individuals will maintain confidentiality about the details of an incident reported to them. Because reports to Confidential Support Persons remain confidential, the College will not be able to respond to offer supportive measures as outlined below in this policy.

3. Other Reporting Options

Individuals may make a criminal report with local law enforcement. College personnel are available to assist individuals in contacting the appropriate jurisdiction. For assistance in making a report to law enforcement, contact:

Director of Campus Security
573-592-6231
710 Westminster Avenue

Responding to Reports of Sexual Harassment

Upon receiving a report of Sexual Harassment, the Title IX Coordinator will promptly contact the complainant confidentially to:

- Discuss the availability of supportive measures with or without the filing of a formal complaint,
- Provide a copy of this policy,
- Explain to the complainant the process for filing a Formal Complaint and the grievance process,
- Discuss the options available to the complainant, including the complainant's right to file a criminal complaint that will run separately from the College's process, and
- Provide the Complainant with information about existing counseling, health services, victim advocacy, legal assistance, visa and immigration assistance, and other services available on and/or off campus.

Supportive Measures are individualized services designed to restore or preserve equal access to the College's education programs and activities, protect the safety of all parties and the educational environment, and/or deter Sexual Harassment. Supportive measures should be non-punitive, non-disciplinary, and not unreasonably burdensome to the other party. The College will do everything possible to provide a climate that is sensitive to and respectful and supportive of individual needs. Supportive measures will be provided if they are reasonably available and requested, regardless of whether the complainant chooses to file a Formal Complaint. Any supportive measures provided will be kept confidential to the extent that doing so will not impair the ability of the College to provide the supportive measures.

Supportive measures may include, but are not limited to:

- Campus counseling and support services
- Adjustments to academic requirements, such as extension of deadlines
- Additional academic support
- Adjustments to work or class schedules
- Changes in work locations or assignments
- Mutual restrictions on contact between the parties
- Leaves of absence

Emergency Removal and Administrative Leaves

The College reserves the right to remove a student Respondent from its educational program or activity on an emergency basis. Such removal may only occur if, after an individualized safety and risk analysis, the College determines an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal. In the event a decision is made to remove a Respondent, he/she/they will be provided with notice by the Title IX Coordinator and given the opportunity to challenge that decision immediately following the removal by submitting a request in writing to the Title IX Coordinator. Likewise, a non-student employee Respondent may be placed on administrative leave pending the grievance process described in this Policy.

Filing a Formal Complaint

In the event that a Complainant wishes for the College to proceed with an investigation and hearing regarding the allegations of Sexual Harassment pursuant to the grievance process procedures in this Policy, he/she/they must file a Formal Complaint. A Formal Complaint is a document alleging Sexual Harassment against a Respondent and requesting that the College investigate the allegation of Sexual Harassment. The Complainant must be participating in or attempting to access a college education program or activity at the time the Formal Complaint is submitted.

A Formal Complaint must be in written form, but it may be submitted in person, by mail, or by email using the contact information available in the Policy. It must be signed by the Complainant, and the required signature may be physical or digital.

A Title IX Coordinator may also initiate a Formal Complaint by signing it. The Title IX Coordinator may consider the specific facts and circumstances and whether there is a pattern of misconduct involving a particular Respondent. A Title IX Coordinator may only sign a Formal Complaint after he/she/they have contacted the Complainant and discussed supportive measures and the Formal Complaint process with the Complainant. The Title IX Coordinator must consider the Complainant's wishes for how the College responds to the report of Sexual Harassment. The Title IX Coordinator should balance campus safety concerns with respect for the complainant's wishes.

The Title IX Coordinator may consolidate Formal Complaints where the allegations of Sexual Harassment arise out of the same facts or circumstances. Where a Formal Complaint includes more than one Complainant or more than one Respondent, any references in this policy to a single Complainant and/or Respondent will also refer to multiple Complainants and/or Respondents.

Dismissal of Formal Complaints

Upon receipt of a Formal Complaint, the Title IX Coordinator will review the allegations set forth therein and determine whether the Complaint may proceed. To proceed with the grievance process outlined in this policy, the Formal Complaint must fall within the scope of this Policy. Formal Complaints of Sexual Harassment brought pursuant to this policy *must be dismissed if*:

- The conduct alleged would not constitute Sexual Harassment as defined in this Policy;
- The conduct alleged did not occur against a person within the United States;
- The conduct alleged did not occur within a College educational program or activity, which includes locations, events, or circumstances over which the College exercises substantial control over both the respondent and the context in which the Sexual Harassment occurred, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution (such as fraternity or sorority house).

If the Formal Complaint must be dismissed under this Policy, then it will be addressed by the College's Harassment and Discrimination Policy, or under the applicable student or employee policies. Please refer to the Student Handbook and Employee Handbook for more information on reporting and the adjudication procedures for other policies. Any individual with questions about which policy may apply in a given set of circumstances should contact the College's Title IX Coordinator.

The Title IX Coordinator may also, in his/her/their discretion, dismiss a Formal Complaint in the event that the Complainant withdraws their complaint, the Respondent is no longer enrolled or employed, or if specific circumstances prevent gathering evidence sufficient to reach a determination on responsibility.

After an initial review of the Formal Complaint, the Title IX Coordinator will continue to monitor the investigation and evaluate the Formal Complaint to determine if the above criteria for dismissal apply. In the event of a dismissal (either mandatory or discretionary) both parties will be notified in writing and given the opportunity to appeal.

To the extent the behavior alleged in the Formal Complaint could constitute a violation of another College policy, it may be pursued under that policy. The Title IX Coordinator has the discretion to refer the allegations to the appropriate College official.

TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCESS

General Grievance Process Procedures

If a Complainant or Respondent is concerned that an individual involved in investigating or adjudicating a complaint of Sexual Harassment may be biased or have a conflict of interest, that person should inform the Vice President/Dean of Student Life immediately. The Vice President/Dean of Student Life will consider this concern, determine if any bias or conflict of interest exists, and appoint an appropriate replacement if necessary. Concerns about any bias or conflict of interest on the part of the Vice President/Dean of Student Life should be reported to the Title IX Coordinator.

The Respondent will be presumed not responsible for the policy violation that is alleged in the Formal Complaint unless and until the Respondent is found responsible by the Hearing Officer at the conclusion of the grievance process. Charges of Sexual Harassment remain allegations until a decision is reached by college officials.

The grievance process generally will be completed within 120 days. However, extensions to this time frame may be granted at the request of either party, or at the discretion of the Title IX Coordinator when good cause exists for the delay. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities. The College will not delay this grievance process pending the final results of a criminal investigation or proceeding but may delay the process briefly to accommodate a law enforcement investigation. The Title IX Coordinator will notify all parties in writing of the delay, the length of the extension granted and the reason for the extension.

Notice

Within 5 working days of receipt of a Formal Complaint, the Title IX Coordinator will issue a written notice to the parties. The written notice should include, if known, the identity of the parties, the conduct alleged to be Sexual Harassment, and the date(s) and location(s) of the incident(s). The notice will also include a statement that the Respondent is presumed to be not responsible for any policy violations. The notice must also inform the parties that they have the right to an advisor of their choice during the grievance process, that they may inspect, and review evidence gathered during the investigation, and that the Student Conduct Policy and Anti-Discrimination and Harassment Policy prohibit knowingly furnishing false information to the College.

If during the course of the investigation, additional allegations are going to be investigated that were not included in the original notice, the Title IX Coordinator will issue a supplemental written notice to the parties.

Parties will also be provided with notice of all meetings, interviews, or hearings with sufficient time to prepare for any meeting, interview, or hearing. Such notice will include the date, time, location, participants, and purpose of the meeting, interview, or hearing.

Advisors

Each party will be given the same opportunity to select an advisor of their choice. Advisors can be a friend, family member, faculty member, mentor, attorney, or any other person of the party's choice who is available and agrees to serve as the advisor. A party must provide notice of who will serve as their advisor during any grievance process hearing at least 5 working days prior to the hearing. If a party does not have an advisor for a grievance hearing, the College will provide an advisor chosen by the College at no cost to the party (Complainant or Respondent). This appointed advisor may be a college employee or may be an outside individual contracted to serve as an advisor.

During the investigation process, the advisor may attend meetings between the party and the Investigators. Advisors may confer with the party during any meeting, interview, or hearing, but generally may not speak on behalf of the party. Their purpose during the investigation meeting is

to provide support to the party they are advising. The only time an advisor may speak on behalf of the party is to conduct cross examination during the grievance hearing.

Any advisor who fails to comply with these policies, the Rules of Procedure and Decorum for hearings, and/or who does not treat all others with respect throughout the grievance process may be warned by the Title IX Coordinator, Investigator(s), and/or Hearing Officer for his/her/their first infraction. An advisor may be asked to leave the grievance proceeding if after being warned he/she/they continue to violate these policies or the Rules of Procedure and Decorum for a hearing, and/or continues to not treat others with respect. If an advisor is asked to leave a meeting, interview, or hearing, the proceeding will end and be continued at another time when the party has an advisor. Whether an advisor who has been asked to leave a proceeding may serve as an advisor to the party at a later meeting, interview, or hearing will be a decision in the sole discretion of the Title IX Coordinator.

Investigation

The Title IX Coordinator will appoint an Investigator or Investigators to conduct a fair and thorough investigation of the allegations in the Formal Complaint. Generally, the Title IX Coordinator along with the Director of Campus Security will serve as Investigators; however, the Title IX Coordinator may appoint another College employee(s), or an outside individual(s) as Investigator(s).

The Investigator will provide written notice of any meetings or interviews to the parties and/or witnesses, which will include the date, time, and location for the meeting, as well as who will be participating in the meeting and the purpose for the meeting. This notice will be provided at least 3 working days in advance of the meeting or interview, unless the party/witness requests to meet sooner.

The burden will be on the Investigator(s) to fully and fairly investigate the allegation in the Formal Complaint. All parties will have an equal opportunity to present witnesses and evidence to the Investigator. The parties will not be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence. The investigation will generally include interviews and/or written statements from parties and witnesses, as well as consideration of any other evidence relevant to the incident.

At the conclusion of the investigation, the Investigator(s) will send a copy of the evidence that is directly related to the allegations in the Formal Complaint to the parties and their advisors for inspection and review. The parties will then have 10 days in order to submit a written response to the evidence, if they choose to do so. The Investigator(s) will consider any written response to the evidence before the completion of the investigative report. The Investigator(s) will make all evidence that is directly related to the allegations available at the grievance hearing.

The Investigator(s) will prepare an investigative report that fairly summarizes all the relevant evidence. The investigative report should include a description of all steps taken in the investigation, as well as summaries of all interviews with parties and/or witnesses and all relevant evidence reviewed by the Investigator.

The Investigator(s) will send a copy of the report to the parties and their advisors at least 10 days prior to any hearing for the parties' review and written response

Hearing

Following the completion of the investigation, the College will conduct a live hearing before a Hearing Officer, who will act as the decision maker. The Hearing Officer will be appointed by the Title IX Coordinator, and may be a college employee, or may be an outside individual contracted to serve as Hearing Officer.

The hearing will be conducted pursuant to the Rules of Procedure and Decorum, which will be made available on MyWC and emailed to the parties by the Title IX Coordinator. At the request of either party, the College will provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other. Whether the hearing is conducted in person or virtually, it will be recorded.

The Investigator(s) will make all evidence directly related to the allegations available at the grievance hearing. All parties may refer to such evidence and may use it in cross-examination. The Investigator(s) will provide a copy of the investigative report and all evidence that is relevant to the allegations in the Formal Complaint to the Hearing Officer. However, the Hearing Officer may not defer to the investigative report and must objectively evaluate all relevant evidence and independently reach a determination regarding responsibility.

The Investigator(s), Complainant, and Respondent all have the ability to testify and call witnesses at the hearing, and to provide evidence to the Hearing Officer, who will have the opportunity to ask questions of all parties and witnesses during the hearing.

After the Hearing Officer asks their questions, each party's advisor will have the opportunity to ask all relevant and follow up questions of the other party and all witnesses during cross examination. The cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. If a party does not have an advisor present at a live hearing, the College will provide an advisor of the College's choice to conduct the cross-examination on behalf of that party without fee or charge to that party.

Advisors must abide by the Rules of Procedure and Decorum in questioning parties and witnesses. Any advisor who does not abide by the Rules of Procedure and Decorum will be warned or dismissed from the hearing at the discretion of the Hearing Officer. The Hearing Officer cannot draw an inference about the determination regarding responsibility based solely on a party's or witness' absence from the hearing or refusal to answer questions during the hearing, including cross examination.

Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Hearing Officer must first determine whether the question is relevant and explain any decision to exclude a question as not relevant to the party's advisor asking the cross-examination questions. Questions or evidence that are deemed irrelevant by the Hearing Officer will be excluded from the hearing. Formal rules of evidence shall not apply.

The following types of evidence must be considered irrelevant by the Hearing Officer:

1. Evidence that is not pertinent to proving whether a fact material to the allegation is more or less likely to be true;
2. Information that is protected by privilege (e.g., attorney-client privilege);
3. Any party's medical, psychiatric, psychological, or counseling records without that party's voluntary, written consent;
4. Any information about the Complainant's sexual predisposition or prior sexual behavior, unless it is offered to prove that someone other than the Respondent committed the behavior alleged in the formal complaint or offered to prove consent.

In general, the Hearing Officer cannot rely on any statement by a party or witness who does not submit to cross-examination during the course of the hearing in reaching a determination on responsibility. However, in very limited circumstances, the Hearing Officer may consider statements by Complainants and Respondents that are against the individual's interest even if that individual does not submit to cross-examination. A statement against interest is a statement that could expose the individual to a finding of responsibility and sanctions, or a statement that tends to invalidate an individual's complaint against another. For example, if during an interview with an Investigator, a

Respondent makes a statement admitting to the alleged conduct that would violate this policy, or a Complainant makes a statement that information in the Formal Complaint was false, then the Hearing Officer may consider those statements even if the individual does not submit to cross-examination.

Findings and Written Determination

The Hearing Officer will make a determination of responsibility and whether there is a policy violation based on a preponderance of evidence – that is, whether it is more likely than not that a policy violation occurred. This standard of evidence applies to all Title IX Sexual Harassment hearings as determined within this policy, which includes any type of Respondent (student, staff, or faculty).

The Hearing Officer will issue a written Determination Notification Letter regarding responsibility that includes:

1. Identifying allegations in the Formal Complaint;
2. Description of procedural steps taken from the receipt of the complaint through determination, including any notices, interviews, investigations, and hearings;
3. Findings of fact that support the determination;
4. Conclusions regarding application of the policy to the facts,
5. A statement and rationale for the result for each allegation including the determination of responsibility, any sanctions that will be imposed on the Respondent, and whether any remedies designed to restore and preserve equal access to the College's educational program will be provided to the Complainant; and
6. The procedures and acceptable bases for appeal of this determination.

Written determination will be sent simultaneously to the parties along with information about how to file an appeal. The determination will become final, and any sanctions will take effect after the resolution of any appeal, or if no appeal is filed after the deadline to file an appeal has passed.

Sanctions for Sexual Harassment

The possible sanctions that can be imposed on a student Respondent found to have violated this policy include: warning, probation, suspension, dismissal/expulsion, withholding diploma, withholding degree, transcript notation, organizational sanctions, and/or restrictions from events and/or college-sponsored activities.

The possible sanctions that can be imposed on an employee Respondent include: warning, probation, temporary suspension with or without pay, or termination.

In addition to sanctions imposed on the Respondent, remedies can be offered to the Complainant in order to restore and preserve equal access to the College's educational program and activities. Remedies may be, but are not limited to, a continuation of previously offered supportive measures. Additionally, remedies may burden the Respondent or be punitive/disciplinary in nature.

Appeals

Both the Complainant and the Respondent have a right to appeal the determination regarding responsibility and the College's dismissal of a formal complaint (see the 'Dismissal' section). Appeals must be written and submitted within 48 hours of receipt of the Decision Notification Letter (except in the case of new evidence). The Appeals Officer will be designated by the President of the College. In most cases, the designee will be the Vice President/Dean of Student Life (students), CFO (staff), and/or Vice President/Dean of Academic Affairs (faculty). A different designee will be chosen as appropriate or in the event of a conflict of interest. The appeal will be evaluated to determine if valid grounds exist for a review of the case. The following are the only permissible grounds for an appeal under this Policy:

- Procedural irregularity that affected the outcome,

- The existence of relevant information that was not available or known at the time of the hearing, and which, if known, might have changed the outcome of the hearing, or
- The Title IX Coordinator, Investigator(s), or Hearing Officer had a conflict of interest or bias that affected the outcome of the matter.

No appeal may be based only upon dissatisfaction with the determination and/or sanction.

The Appeal Officer will notify the parties that an appeal has been filed. Each party will then have 10 working days to submit a written statement in support of or challenging the outcome of the hearing.

The Appeal Officer will issue a written determination of the outcome of the appeal, describing the result of the appeal and the rationale in support of that decision. This decision will generally be issued within 15 days of the deadline for the parties to submit their written statements. The decision of the Appeal Officer, including any changes in the sanctions, will be simultaneously issued in writing to both parties.

Retaliation

The College strictly prohibits retaliation of any kind against an individual for reporting Sexual Harassment pursuant to this Policy, assisting someone with a complaint of Sexual Harassment, or participating in the grievance process following a formal complaint of Sexual Harassment. Examples of such prohibited retaliation include threats, intimidation, reprisals, or adverse educational actions. Any incidents of alleged retaliation should be immediately reported to the Title IX Coordinator or the Deputy Title IX Coordinators. The College will take appropriate corrective action, including disciplinary action, up to and including dismissal or expulsion, if retaliation occurs.

Educational/Prevention Programs

The College has comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns that are intended to end sexual misconduct, dating/domestic violence, sexual assault, and stalking. Programs to prevent sexual misconduct, dating/domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees. The ongoing educational programs are overseen by the Title IX Coordinator/Director of Human Resources and Vice-President/Dean of Student Life. All prevention programs are:

- culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and empirically based and assessed for value, effectiveness, or outcome
- in consideration of environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels
- accessible to students, faculty, and staff and accommodated based upon one's ability status, language, and/or learning style

Training

The College will ensure that the Title IX Coordinator, Investigator(s), Hearing Officer, and any person who facilitates an informal resolution has received training on:

- The definition of Sexual Harassment as set out in this policy;
- The definition of Consent under this policy and how to apply the definition of Consent consistently and impartially;
- The scope of the College's education program or activity;
- How to conduct the grievance process, including investigations, hearings, appeals, and informal resolutions (as applicable); and
- How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, or bias.

Hearing Officer will also receive training on:

- How to operate any technology used in conducting a hearing; and
- How to determine relevance of questions and evidence, including the provisions of this policy pertaining to the exclusion of evidence of a Complainant's previous sexual behavior

Investigators will also receive training on:

- How to determine if evidence is relevant to an investigation; and
- How to create an investigative report that fairly summarizes relevant evidence.

All training materials used by the College must not rely on sex stereotypes and must promote the impartial investigation and adjudication of Formal Complaints. All training materials used to train the Title IX Coordinator, Investigator, Hearing Officer, and any individual who facilitates an informal resolution must be made publicly available. These materials will be published at: www.wcmo.edu.

Recordkeeping

The Title IX Coordinator must create and maintain for a period of at least seven years records of any actions, including any supportive measures taken in response to a report or formal complaint of Sexual Harassment. For each instance, the Title IX Coordinator must document: 1) the basis for the conclusion that the College's response was not deliberately indifferent, and 2) that the College has taken measures designed to restore or preserve equal access to the College's educational program or activity. If the Title IX Coordinator does not provide the Complainant with supportive measures, then the Title IX Coordinator must document why it was not clearly unreasonable to not provide supportive measures.

The Title IX Coordinator will also maintain the following records for a period of at least seven years:

- Records related to each Sexual Harassment investigation, including any determination regarding responsibility;
- Any audio or audiovisual recording or transcript from a grievance hearing;
- Records of any disciplinary sanctions imposed on the Respondent;
- Records of any remedies provided to the Complainant;
- Any appeal from a grievance process and the result of the appeal;
- Records related to any informal resolution and the result of the informal resolution;
- All materials used to train the Title IX Coordinators, Investigator, Hearing Officer, and any individual who facilitates an informal resolution.

College and Community Resources

Westminster College encourages members of the campus community who are victims of Sexual Harassment to take the following steps:

- Get to a safe place as soon as possible.
- Contact the Fulton Police Department (573-592-3100), as well as Campus Security (573-592-5555).
- Do not blame yourself. Sexual Harassment is *never* the victim's fault.
- Seek immediate medical attention at an area hospital or medical clinic. If the complainant wishes, Westminster staff members are available to accompany the complainant to a local hospital. Complainants who wish to be accompanied to a local hospital by Westminster staff and have not identified a staff member whom they wish to accompany them should contact the Wellness Center.

A specialized/trained sexual assault nurse examiner (SANE) is available at the University of Missouri hospital to conduct an examination or "rape kit". If possible, do not change clothes, shower, bathe, douche, or urinate. Emergency room personnel are trained to check for injuries and collect physical evidence. It is important to preserve evidence as it may be necessary should you decide to pursue criminal charges through the Fulton Police Department.

Utilize the College's resources to seek support. Confidential support individuals as outlined in this policy are available and can discuss your reporting options if you choose to report. If you chose to report, you can report to campus authorities and/or local law enforcement. Incidents of Sexual Harassment are often underreported on college campuses, often because individuals do not recognize their experience as a criminal offense and/or a college violation or due to their lack of knowledge of and/or discomfort with campus and community resources. However, it is always your personal choice whether or not you report to campus officials and/or law enforcement.

Please be aware that hospital personnel may be obligated to contact proper authorities regarding a sexual assault or other criminal behavior. Although you are not obligated to do so, individuals reporting Sexual Harassment are highly encouraged to take advantage of the resources listed above, which can help you understand your options for off-campus proceedings, as well as make you aware of services, such as counseling, that are specific to your needs. Other options may be available to complainants, such as obtaining an order of protection, no contact order, or restraining order from the court system.

SKATEBOARDING AND ROLLERBLADING

Persons who engage in rollerblading or skateboarding activities on the Westminster campus do so at their own risk. The College does not assume liability for injuries or damage resulting from these activities. The College prohibits any activity that can damage buildings and grounds, personal property, or can cause injury to any person. Persons engaging in an unacceptable activity will be asked to discontinue the activity immediately. Persons who continue to disregard college policy or common-sense safety will be asked to leave the campus or may have disciplinary action taken against them. Rollerblading and skateboarding activities are permitted on the sidewalks and flat concrete areas provided that such activities do not interfere with pedestrian safety or traffic on the sidewalks. Rollerblading and skateboarding activities are permitted in parking lots and roadways during times of non-use. Rollerblading and skateboarding are not allowed inside any of the buildings. Due to the fragile nature of the concrete squares that surround the Churchill Memorial, rollerblading and skateboarding are prohibited at this location, as well as other areas which might be designated.

HOVERBOARDS

Due to the incidents of fires and other safety concerns, Westminster College is restricting the use of, possession of, and/or charging of batteries, whether observed or unattended, of any Hoverboard type device within any college owned, managed or recognized facility. This restriction includes all self-balancing boards/scooters and other similar equipment which are self-driven and either motor or battery-powered. This restriction will be in effect until the safety standards of Hoverboards have been adequately developed and implemented across all models. These devices' batteries can burst into flames especially while being charged resulting in a metal fire that can burn with intense heat. Westminster is committed to the safety of its campus and residential communities and has restricted this item from any and all college buildings until further notice. Devices identified in any college-approved housing areas will be removed and the user/owner will be subject to disciplinary action.

SMOKING/VAPING

Westminster College remains committed to providing its students, employees, and visitors with a safe and healthy environment. All areas of our campus, including streets, sidewalks, and the Stinson Creek Trail that runs through campus, are smoke-free. For the purpose of this policy, "tobacco or vape" is defined as all tobacco-derived or related products including, but not limited to, cigarettes, cigars, cigarillos, pipes, hookah-smoked products, clove cigarettes, vaping and vaping devices, and any smokeless, spit or spitless, dissolvable, or inhaled tobacco products including, but not limited to, dip, chew, snuff or snus, in any form. "Smoking" refers to inhaling, exhaling, burning,

or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated tobacco or vape product intended for inhalation, whether natural or synthetic

Smoking is prohibited in all indoor and outdoor areas of Westminster campus. “Campus” is defined as all campus-owned facilities and property of Westminster College from Jefferson Street to Hackberry St. (west of Hickman) and W. 8th Street to 4th Street. The complete policy and more information can be found [online](#).

The success of this policy depends upon the courtesy, respect, and cooperation of all members of the Westminster community—smokers and non-smokers, students, and employees. Any member of the College community may take the initiative to inform individuals of the policy and politely ask for their compliance. All college employees, students, visitors, and contractors are required to comply with this policy, which shall remain in force at all times.

Infractions of the Westminster College Smoking policy by students will result in a “ticket”, educational/online program, and/or disciplinary action. The number of infractions is cumulative over the student’s tenure at Westminster College. Although the sanctions listed are typical, Student Life staff has latitude in assessing sanctions and developmental actions to fit the seriousness of the offense.

SOLICITORS

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

STOLEN PROPERTY/THEFT

Possession of stolen property is illegal and can result in disciplinary action as outlined in the [Student Accountability Procedures](#) and/or criminal charges. Any theft should be reported upon discovery to campus security and/or law enforcement.

SURVEILLANCE POLICY

Westminster College has security cameras installed around campus. All recorded footage from these cameras are managed by Campus Safety & Security and the Information Technology department. Only authorized personnel will have access to the cameras and footage. All recordings will be stored in a secure location, as the content of the footage is considered confidential information. While authorized Westminster College personnel will have access to the camera footage, the College reserves the right to allow other individuals to view footage if it is a necessary action as part of an investigation or campus safety concern. Students or student groups should not install or set up personal video cameras or recording devices on campus for surveillance purposes. If there is a request for additional cameras around campus, please contact Campus Safety & Security.

V. RESIDENCE LIFE POLICIES

RESIDENCE LIFE

The Office of Residential Life strives to create an engaged, supportive, and inclusive community while providing enriching learning opportunities through campus and hall programming. Staff are available to assist students living on-campus with facility needs, roommate conflicts, or educational concerns. Resident Advisors are employed by this office to serve and educate residential students.

College-Owned, Managed or Approved Housing Facilities

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

facilities include all of the residence halls in the Quadrangle (Gage, Marquess, Rice, Scott and Sloss Halls), the Triangle (Weigle, Wetterau and Sweazey), the Westminster Apartments, the Westminster Grove Townhouses, and are in close proximity to campus. Residence hall rooms typically contain two beds, desks, and wardrobes.

Quadrangle

The Churchill Quadrangle is comprised of Gage, Marquess, Rice, Scott, and Sloss Halls, which are suite style and typically assigned to first year students. Within each quadrangle building there are up to nine suites with four two-person rooms and a bathroom in each suite.

Triangle

The Westminster Triangle is comprised of three residence halls including Sweazey Hall, Wetterau Hall, and Weigle Hall. These traditional hall residences are typically assigned to upper-class students and include a lounge and kitchen area. The Triangle Halls also have separate floors in each building, one residential hall floor, and lounges dedicated to our three sororities on campus.

Apartments

The Westminster Apartments include two buildings with 32 beds, located on Fifth Street. Each apartment has four single bedrooms, two bathrooms, kitchen, living room, and all modern appliances. Each apartment also has its own washer and dryer. All utilities, college WiFi, routine and emergency maintenance are covered in the rental agreement, as well as a small amount of custodial service in common community areas.

Townhomes

The Westminster Groves include five 24-bed Townhouses located at the corner of Seventh Street and Hickman Avenue. Each townhouse unit has four single bedrooms, one double bedroom, three bathrooms, kitchen, a living room, and all modern appliances. Each unit also has its own washer and dryer. All utilities, college Wi-Fi, routine and emergency maintenance are covered in the rental agreement, as well as a small amount of custodial service in common community areas.

Fraternity & Sorority Facilities

Westminster College also manages five Inter/national Fraternity facilities. For these chapters, the college is responsible for the maintenance and routine upkeep of the structure. Residents of these facilities sign a housing contract with the College, which outlines room and board responsibilities and charges each year. This includes the following fraternities:

- Beta Theta Pi at 502 Westminster Ave.
- Phi Delta Theta at 500 Westminster Ave.
- Sigma Alpha Epsilon at 315 W. Fifth St.
- Sigma Chi at 402 Westminster Ave.
- Delta Tau Delta at 604 Westminster Ave.

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

- Kappa Alpha Order at 602 Westminster Ave.

The College recognizes three national women's sororities: Alpha Gamma Delta, Kappa Alpha Theta, Kappa Kappa Gamma. Each of our women's organizations has a residential hall, social lounge and

chapter room in one of our upper-class residence halls in the Triangle: Alpha Gamma Delta/Sweazey Hall, Kappa Alpha Theta/Wetterau Hall, and Kappa Kappa Gamma/Weigle Hall.

Gender Inclusive Housing

Westminster does not restrict roommate pairings based on sex, gender identity or gender expression. This means that any student can choose to live with one another, regardless of sex, gender identity or gender expression, in a shared room or suite. However, a student(s) must first request to be placed in Gender Inclusive Housing; if they do not, Residence Life Staff will place the student based on male and female suites/rooms/townhomes and apartments. The Office of Residential Life Office will only honor a request mutually made by all parties. For more information, please contact the Office of Residence Life.

Open/Closure

The opening and closing dates for all residence halls, houses, apartments, and townhouses will be the same: opening dates will be advertised with all campus move-in dates and closing dates will typically be 24 hours after a student's last final or the day after Commencement.

Residency Policy

As a Residential College, Westminster requires all admitted degree-seeking students with freshman, sophomore, or junior academic standing at the beginning of each academic year to live in one of the college residence halls, fraternity houses, college-owned houses, college apartments or townhouses. Students who are requesting an exemption must fill out the [Residency Exception Form](#) on MyWC.

Exceptions to this policy may be requested by students who:

1. Are living at home with their parents and commuting within 30 miles of campus
2. Are 22 years or older or have senior status (88 credit hours) prior to the first day of classes
3. Are married or the primary caregiver of a child(ren)
4. Have a special circumstance (medical, financial, etc.) that may require one to live off-campus and can provide appropriate documentation of those circumstances.

If a student does not meet these conditions above and would like to apply for a housing exemption, please see the Housing Exemption Request policy below.

Residency Exception for Fraternity Men

The College recognizes occupancy in all fraternity houses as compliance with our Residency Policy if the facilities meet the College Minimum Standards for Housing. The College supports the fraternity's efforts to fill their facility and maintain housing agreements with their members. Therefore, the College refrains from making residency exception decisions that may impact a fraternity's potential occupancy without their support. Given that fraternity men enter into different agreements with their respective House Corporations, they must gain approval from both the College (through the above outlined process) in addition to their House Corporation. If a student makes an exception request to the College prior to receiving fraternity approval, the Office of Residential Life will hold their request until confirmation is received from the relevant House Corporation. Receiving permission from one party, without confirmation from the other, does not grant an exception to the residency policy.

Housing Selection Process

All new students desiring to live in college residence halls must complete a [Housing Selection Agreement](#) (must be logged into MyWC). The housing selection agreement is reviewed by Student Life staff to carefully match students with their ideal roommate. New students are assigned to rooms in the summer and are notified of their assignment and roommate via SOAR and/or their Westminster email.

Room selection for students in upper-class student residence halls is made during the spring semester for the following academic year. Depending upon the desired residence hall, students will select their respective roommates to form a group or pair. Each group or pair is then assigned a number (based upon status and GPA) and entered into a lottery system for selection.

Single Room

Single rooms are available at an increased cost and based upon a lottery selection system and pending availability in that given year. Students who have a documented medical need will also be provided with a single room. For a breakdown of the costs for a single room and a medical single room, refer to the annual room and board rates located on the [Westminster College website](#).

Housing Exemptions Request

Westminster College recognizes that certain situations and/or living conditions affecting our students may require special housing accommodations while they are living on-campus. As such, students need to submit a personal request for [Special Housing Accommodation Form](#) with attached documentation prior to housing assignments being issued (for new students), or room selection (for continuing students). Students must submit this form each year as conditions may have changed that will impact their previous approval.

The Residential Life staff will work closely with the housing exemption committee, comprised of five College professionals, it is at the discretion of these entities and in conjunction with the space availability that dictates whether an offer of accommodations can/will be made. Students who fail to comply with the residency policy or disregard the result of their request and therefore reside off-campus without approval will be responsible for full room charges and may also be subject to additional disciplinary action.

Please be aware of the following deadlines when submitting your application and/or documentation:

New Students: To have one's request considered for the start of a fall semester, the priority deadline to submit this application is June 1 of the same calendar year. If a student will first attend Westminster and live on campus for the spring term, please submit your application by December 1, immediately prior to the semester you plan to enroll.

Continuing Students: To have one's request considered, the deadline to submit this application is February 15 immediately prior to the start of the campus room selection process in order to get a response before the housing selection process takes place. Students may be able to submit forms after this deadline at the discretion of Residential Life, but no decision will be made on these requests until June 1.

**Please make note that because all forms are completed and subsequent forms are turned into the Office of Residential Life, it does not guarantee that all requests will be accommodated or granted.*

Housing Review Committee

The Office of Residential Life utilizes a Housing Review Committee to hear requests for exemptions or special consideration to any campus housing policies. The committee is composed of professional staff members in the following areas:

- Residential Life
- Fraternity and Sorority Life
- Wellness Center
- Financial Aid
- Academics
- Business Office
- Student Life (when deemed necessary)

The committee will then consider the request and the student's written statement prior to making a decision. The majority of the policy exemptions that are considered by the committee include residency requests and special meal plan requests. The Office of Residential Life may elect to refer other policy issues to the committee depending upon the nature of the request. The student will be notified via email of the committee's decision.

Students whose requests are denied by the Housing Review Committee are allowed one appeal each academic year; appeals are submitted in writing to the Vice President/Dean of Student Life. This is the final appeal of the request process. Typically, these requests are made and considered for the start of a new academic year and the exemption runs for the duration of that year. In rare instances, mid-year exceptions may be considered.

Campus Meal Plans

All students who reside in a college owned residence facility (Quadrangle, Triangle, Townhomes, and Apartments) must participate in a campus meal plan. The meal plans offered include:

- *19 meals/week plus \$50 Blue Jay Bucks each semester (for use in JCI or other meal needs)
- *14 meals/week plus \$75 Blue Jay Bucks each semester (for use in JCI or other meal needs)
- *10 meals/week plus \$100 Blue Jay Bucks each semester (for use in JCI or other meal needs)
- *5 meals/week plus \$25 Blue Jay Bucks for each semester (for use in JCI or other meal needs)

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

Meal Plan Requirements by Location:

Quadrangle (typically freshmen) – 19 meal plan

Triangle – 19, 14, or 10 meal plans

Townhomes/Apartments – 19, 14, 10, or 5 meal plans

First-time, full-time students are required to participate in the College's 19 meal plan as they are typically assigned housing in the Quadrangle. The Quadrangle, a suite-style living facility, does not provide adequate kitchen space for storage or preparation of meals. Additionally, students may have food insecurities and/or financial constraints that having a regular meal plan allows for proper nutrition and decreases these potential concerns. Students living in the Triangle, will default to the 19-meal plan each semester. If these students wish to select the 14-or 10- meal plan, they must fill out a "[Request to Change Meal Plan](#)" form (must be logged into MyWC) prior to the census date (seven days after the start of classes each semester). Requests to lower one's meal plan after the census date will not be approved. However, a student may raise their meal plan at any time during the semester, and their semester charges will be prorated based upon the week they make their request. Students living in campus housing with full kitchen service (Apartments and Townhomes) will default to a 5-meal plan on their college bill. If they wish to select a 10-, 14-, or 19 meal plans, they must fill out a "[Request to Change Meal Plan](#)" form (you must be logged into MyWC to access).

Consistent with our housing exceptions policy, individuals may submit documentation and complete the Request to Change Meal Plan form if they want to apply for an exception to the requirement. Individuals may apply for an exception due to extenuating financial, medical or personal reasons. The committee will review exceptions throughout the year and notify students within a reasonable timeframe regarding their decisions. All decision made by the housing/meal plan review committee can be appealed to the Vice-President/Dean of Student Life.

Vacating Campus Housing

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

In situations where a student is medically withdrawn, a student is permitted three (3) business days to notify Residential Life of their plans to leave campus. The Vice President/Dean of Student Life may approve extensions to this policy at their discretion. When a student is administratively withdrawn, a student must adhere to the instructions given by the Vice President/Dean of Student Life or designee. The student may still be held responsible for full room and board charges for the entire semester. In situations where a student is academically dismissed at the conclusion of the fall semester, they have one week (seven days) after receipt of letter of academic dismissal to notify the Office of Residential Life of plans to remove belongings from campus owned housing. If items are left in campus owned housing one week prior to the beginning of the spring semester, they may be discarded and/or removed and the student will be charged for the removal.

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

Move-In Policies

New Student Move-In will occur prior to opening the facilities for continuing students. Continuing students will often have their own move-in dates and expectations, separate from those of our new students. Anyone wishing to be considered for an early return must fill out the [“Request for Early Return” form](#) and submit it online through MyWC. Unless there is a justifiable reason for the request, the student will incur a \$75/night convenience charge which will be assessed directly to their student account. In addition, any early arriving student who provides housing access for another, non-approved student will be subject to disciplinary procedures and/or fines.

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

Break/Holiday Housing

The college residence halls are typically closed during regular college holidays and vacations. Residents who need to remain on campus during holidays and breaks must register for break housing. If a student is approved to stay on campus, they are still expected to follow all regular campus policies and expectations. Permission to remain on campus is a privilege which may be rescinded if a student fails to comply with these expectations or campus policies.

Storage of Personal Items

Limited storage is offered on a first-come, first-served basis during the summer months and is available throughout the year. Storage consists of individual lockers available for rent in the basement of Marquess Hall, and private storage cubes in the basement of Cedar in Westminster Groves. There is a \$50 non-refundable rental fee for the Summer. ***Storage is limited to the items that can fit within the reserved storage locker or cube.***

Bulk items (such as large furniture or appliances) may be stored in specific areas within the College-owned Fraternity and Sorority housing facilities as jointly determined by the Vice-President/Dean of

Student Life or Director of Residential Life and the respective Chapter Advisors. In the College owned Fraternity and Sorority housing facilities, items are stored at the risk of the individual and rooms must be accessible to security and plant operations for cleaning and fire inspection purposes. Any items that do not meet the criteria for bulk items must be taken home by residents upon check out or the student or respective chapter may be billed for items left.

The College's policy on loss of student personal property also applies to items stored over the summer. While the College will provide limited storage, the College assumes no liability for any damaged, lost or stolen items. Students are encouraged to acquire renter's insurance (or their parent's homeowners' policy) to cover their belongings while at Westminster during the academic year and if applicable, while using College storage facilities. Personal items left in Residence Halls, Residential Houses, Westminster Apartments, and Westminster Grove after the official closing of campus housing will be disposed of at the discretion of the Office of Residential Life and the Plant Operations staff.

Room Inventories and Check-In/Out Process

Each resident of college-owned housing will have a Room Condition Report form for their housing assignment. For those living in a college-owned fraternity house, this form will be filled out by Residential Life staff prior to student arrival, and each student will be responsible for making any changes they determine necessary and signing the form which will be stored in the Residential Life office. For living in all other college-owned housing options the form will be filled out with an RA, documenting the move-in condition of the room and any outstanding damages or missing items. This will be reviewed with the student who will be asked to sign the form. If the student fails to turn in the form or does not sign the form the room condition report completed by the staff member and/or residential advisor will serve as record. The Office of Residential Life uses this form to assess damages at the conclusion of the academic year, or whenever the student leaves the current housing assignment. It is the student's responsibility to play an active role to notify their RA if/when they find anything missing or damaged and to send in work orders in a timely manner throughout the semester. Plant Operations staff keep an inventory of furniture in each room and/or common area, which may be used for end of the year condition reports or housing damages/fines.

When a student checks out of their housing assignment, they need to arrange a time to meet with their RA to complete the "checkout condition" of the Room Condition Report form and to return their keys prior to leaving campus. Failure to complete a checkout or be present during checkout will result in a fine of two hundred fifty dollars (\$250). If the student is moving from their room mid-semester, the date they complete their checkout and sign the Room Condition Report form is the date that will be used to prorate or adjust their housing charges. Emails will be sent leading up to each check-out period outlining the complete list of checkout responsibilities for residents. Such responsibilities include but are not limited to:

- Schedule a checkout time with a RA. It is recommended to give at least 24-hour notice so that the staff can meet your request and also retrieve your Room Condition Report Form.
- Remove all personal items from your room. Your room should only have college-issued furniture remaining at the time of checkout.
- Thoroughly clean your room, which includes but is not limited to: vacuum/wash your floors, empty all trash in designated residential hall spaces, wipe down college furniture (inside and out), clean room blinds and windows, and remove all forms of adhesive from walls, doors and ceilings.
- Ensure all the College issued furniture is in the room and in working condition.

Failure to do any of the above items will likely result in monetary fines. In addition, students who fail to check out by the advertised closing deadlines of the College will forfeit their housing deposit and will be subjected to a \$75/day fine for each day they stay past this deadline. This charge goes

into effect immediately after the closing deadline has expired (i.e. if the halls/houses close at 6:00p.m., the charge goes into effect at 6:01p.m.). This applies at the end of each Fall and Spring semester, and any summer moving deadlines given to summer residents. As noted, exceptions to this deadline may be approved by the Director of Residential Life, Vice-President/Dean of Student Life, or designee.

Damages and Charges

Students are responsible for damage to their room during occupancy and for the costs of any c items missing from the room at checkout. While a student staff member may conduct the final inspection and checkout, fines are not assessed until professional staff inspects the facilities. These professional staff members are the final authority of damage and charge decisions. The costs for repair or replacement are determined by Plant Operations and then communicated to Residential Life and the Business Office. After checkout paperwork is processed and damages are assessed, the charges will then be sent to the Business Office to add to their student account. An e-mail will also be sent to students who incur charges, outlining the nature and amount of the damage. There will be a one-week window for a student to submit an appeal for charges, and if overturned, the Office of Residential Life or Plant Operations will notify the Business Office to remove some or all of the fees. If two or more students share a living space, damage charges will be equally divided among the residents unless the responsible party absolves their roommate of any role in the original damage.

For the Fraternity facilities, Plant Operations will assess any damage to rooms and common areas. All costs for damage will be billed to the Fraternity at the end of the year. The Fraternity will then have the authority to determine how to assign damages to the facility as outlined in their respective lease agreements.

Common Area Damage

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

Once common area damage occurs, each member of the community will receive notice from the Office of Residential Life with a summary of the damages/charges associated with the repair/replacement, and a quote of the expected cost per person. The community will be given one week (seven days) to identify the person(s) responsible. If no person (s) are identified, then each member of the community will be charged for their shared portion of the damage on their next monthly bill. Damage to common areas will be divided evenly among all members of the living area.

This same process may be used if a community fails to maintain an appropriate level of cleanliness in their living environment. If it is deemed that a custodian is spending an extensive amount of time to return the community to a reasonable level of order and cleanliness, the overtime charges may be distributed among the residents unless the person(s) responsible can be identified. Additionally, the college may need to utilize external contractors to complete the repair work, depending on campus needs and staffing, but will notify the student(s) and share the invoice of such costs.

Room Changes/Switches

On occasion, students may request to change housing assignments. All requests to change rooms or switch rooms with another student must be submitted to the Office of Residential Life and receive approval from the Director of Residence Life. Students who move without approval will forfeit their housing deposit (\$200), may incur a fine, and must return to their original housing assignment.

The College has a “room freeze” at the start and conclusion of each semester, in which moves will not be permitted to occur at this time. During the beginning of each term, a room freeze is in effect for

the first two weeks of the semester, allowing students and residential advisors time to work through the conflict resolution process. At the end of each term, the room freeze is in effect for the last two weeks of the semester to ensure that students have a quiet and undisturbed study environment. In the event that room changes are approved to occur during the winter break, the Office of Residential Life may allow students to stay on campus and complete their move the day after finals conclude.

Students must have a justifiable reason to change rooms. If the rationale is due to a roommate conflict, those involved must participate in a mediation process prior to being considered for a move. The Office of Residential Life will have the authority to accept or deny a request for a room change.

If a student occupies a room that has a vacancy, the student will be given a week to find a roommate. If they are not able to find a roommate, they will be notified about the possibility of having a roommate assigned to them at any time during the academic year. A student cannot deny another student from occupying this space. Students who are in a room/space with vacancy are not permitted to remove unused furniture from the room. All college rooms/facilities must retain all sets of furniture at all times.

Housekeeping and Maintenance

Students are responsible for maintaining their rooms and common areas in a clean, tidy, and sanitary manner. Rooms are subject to inspection by the college for reasons of health and safety. The bathrooms, hallways, and other public areas are maintained by the College; however, residents will be held responsible for cleaning areas that have trash/dirt that exceeds normal usage. In order to effectively clean bathrooms and common area spaces, students should store and/or remove their personal items from spaces like countertops, kitchen sinks, etc. Problems should be brought to the attention of the Resident Advisor. When a resident fails to maintain an appropriately clean and tidy living space, they may be subject to fines and/or charges for college staff to bring the space up to a minimum standard.

Requests for maintenance, such as broken locks, electrical problems, plumbing, and carpentry needs, should be directed to the Plant Operations e-mail (workorder@wcmo.edu) or by phone (extension 5282). Repairs, replacements, and alterations will be made by the college at their discretion. Any repair, replacement, alteration, or painting by a student in the residence halls must have the prior approval of the Plant Operations Office. Failure to gain prior approval will result in fines and/or charges assessed to the responsible party.

Room Entry and Lockout Procedures

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

If a student gets locked out of their building, room or residence hall, they can call Campus Security (573-592-5555) to gain access to their space. Security will respond, confirming the student should receive access, and then grant them access. At this time, they may ask for identification and/or proof of identification when allowed into the residence.

If a student loses their room key, it is important for them to immediately notify their RA, or another member of the Residential Life staff. When a key is unaccounted for, it creates an unsafe environment not only for our students but also within the facilities. Because of this, the College will change the lock(s) of the area, and issue new keys to all residents whose safety may be compromised.

Depending on the number of locks and keys which need changed the cost to issue new hardware and keys varies by the number of doors which are impacted. As a general rule, there is a \$50 charge for each door that needs to be serviced in the Triangle and \$250 for all other campus living quarters. This fee is assessed to the student account of the student who originally lost the key. However, these prices are subject to change pending costs for locks, cores, keys, etc.

Roommate Assignment, Mediation and Conflict Management

New Westminster students will be matched with a roommate(s) based upon the information submitted on the Housing Questionnaire. Once housing assignments have been made, students will be notified of their placement and the contact information for their assigned roommate(s). These assignments are subject to change for administrative reasons, although every opportunity is made to keep assignments once students have been notified.

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

Please note that during the beginning of each term, a room freeze is in effect for the first two weeks of the semester. Moves will not be permitted to occur during this time. Once the room freeze ends, room changes will be considered; however, the roommate conflict mediation process will begin as early in the semester as necessary.

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

Housing Policy Violations

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

Guests and Visitation

Any person in college-owned or managed housing who is not assigned to live in the room they are located in is considered a guest. The student(s) assigned to the room is considered the host, and the host is responsible for the conduct of their guest at all times. The host will be held responsible for any damage, theft, or disturbance caused by their guest. Guests are expected to abide by all campus policies, regulations, and conduct standards, regardless of whether they are a Westminster student.

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

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

- Guests are not permitted to stay more than six (6) nights in a thirty (30) day period. This policy applies even if the roommate gives permission for the guest to stay in the residence.

Students deemed to be in violation of our visitation policy or appear to be abusing the policy may be contacted by a Residential Life staff member to discuss the policy and their perceived compliance. In some situations, a student may face disciplinary action for repeated violations of this policy. In addition, the guest may be escorted off campus and/or advised not to return.

Prohibited Items

Halogen/heat lamps	Incense/Candles	Open Flames
Space Heaters	Fireworks/Explosives	Toasters/Toaster Oven
Coiled cooking units	Extension Cords	Weapons/Guns
Illegal Drugs	Petroleum Distillates	Waterbeds
Alcohol (if underage)	Pets/Animals/Fish	Heated bedding
Personal mattresses	Live Holiday Trees	Air fryers
Open Flames	Gas Grills	

Grills and Barbecuing

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

Pets

Pets are not permitted in any of our college-owned or managed facilities. Pets are not allowed to “visit” students in their residences or stay indoors for any period of time. Animals of any kind are not permitted in college residence halls or other college buildings, out of respect for others’ potential allergies, aversion to animals, and the continued good condition of college facilities. Students found violating the campus pet policy will be subject to \$250 fine and may potentially be removed from college housing, this includes unapproved Emotional Support Animals.

Emotional Support Animals (ESA)

Students can apply for an Emotional Support Animal as defined by the Federal Housing Act (FHA) Americans with Disabilities Act (ADA). These requests are looked at on a case-by-case basis and are not guaranteed to be approved. To apply for an ESA please complete the [Emotional Support Animal Request form](#) on MyWC.

Service and Emotional Support Animal in College Housing

Westminster College understands the importance of Service Animals and Emotional Support Animals as reasonable accommodations to individuals with disabilities. Therefore, Westminster is in compliance with the FHA and ADA, and established the following policy regarding requests for Service Animals and Emotional Support Animals in College owned housing. This policy outlines:

- 1) the applicable definitions,
- 2) the procedure for evaluating accommodation requests with respect to Service Animals and Emotional Support Animals in college housing,

- 3) the Owner's responsibilities, and
- 4) the standards for maintaining Service Animals and Emotional Support Animals at Westminster College.

Westminster College reserves the right to amend this policy as necessary and in accordance with federal or state guidelines. All Service Animal and Emotional Support Animal applications must be ***renewed annually***.

Section I. Definitions

A. Service Animal: A "Service Animal" is a dog (or in certain cases, a miniature horse) that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, do not qualify as Service Animals. The work or tasks performed by the service animal must be related directly to the individuals' disability. Examples of such work or tasks, but not limited to, include assisting those who are blind or with low vision, alerting individuals who are deaf or hard of hearing, pulling a wheelchair, assisting if an individual is having a seizure, assisting in alerting individuals to the presence of allergens, getting items such as medicine or telephone, provide physical support/assistance with balance to individuals with mobility issues, assist individuals with psychiatric and neurological disabilities. Service Animals are working animals, not pets. The work or task a Service Animal has been trained to provide must be directly related to the person's disability. Dogs or miniature horses whose sole function is to provide comfort or emotional support do not qualify as Service Animals. Service Animals must be harnessed, leashed or tethered unless these devices interfere with the Service Animal work/tasks or the individual's disability. In such cases, the individual must maintain control of the animal through voice, signal, or other means.

B. Emotional Support Animal: Emotional Support Animals are animals that provide assistance or perform tasks for the benefit of individuals with a disability, or animals that provide emotional support, which alleviates one, or more identified symptoms or effects of a person's disability or mental health diagnosis. Some, but not all, animals that assist persons with disabilities are professionally trained. Other Emotional Support Animals are trained by the owners. In some cases, no special training is required. The question is whether the animal provides assistance or provides the benefit needed as a reasonable accommodation by the person with the disability. Unlike a Service Animal, an Emotional Support Animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times. Emotional Support Animals may be considered for access to college-owned/managed housing; however, they are not permitted in other areas of the College (e.g. dining hall, libraries, academic buildings, classrooms, labs, student center, etc.).

C. Pet: A domestic or tame animal kept for companionship. A pet is not considered a Service Animal or an Emotional Support Animal. Residents of Westminster College are not permitted to keep any type of pet.

D. Approved Animal: A Service Animal or Emotional Support Animal that has been approved by Westminster College in accordance with this policy.

E. Owner: Is the student or other covered person who has requested the accommodation of a Service Animal or Emotional Support Animal and has been approved for the accommodation.

Section II. Procedures for Requesting Service Animals or Emotional Support Animals as a Reasonable Accommodation

A. Any individual requesting, as reasonable accommodating, permission to allow a Service Animal or Emotional Support Animal must submit the “Request Form for Service Animal and Emotional Support Animal Accommodations” to the Director of Residential Life. This Request Form is available in MyWC here [Emotional Support Animal Request form](#).

B. If an individual requires assistance in completing the Request Form, please contact the Office of Residential Life at 573-592-5242.

C. Westminster College may also require additional documentation indicating that the individual has a disability, and that the animal would provide emotional support or other assistance that would ameliorate one or more symptoms or effects of the disability. Westminster may require that a reliable third party provide the required documentation. A “reliable third party” includes an external physician, psychiatrist, social worker, or other mental health professional. The documentation must be obtained by the individual or someone acting on behalf of the individual, and NOT by Westminster College Wellness Center staff. Documentation for the need of a Service Animal or Emotional Support Animal as a reasonable accommodation should include the following information:

1. Verification of the individual’s disability from an external physician, psychiatrist, social worker, or other mental health professional;
2. A statement regarding how the animal serves as an accommodation for the verified disability; and, if necessary;
3. A statement regarding how the animal provides the individual an equal opportunity to use and enjoy Westminster housing.
4. Statement from a licensed Veterinarian regarding the animal’s vaccination status and temperament.
5. Verification, i.e., cat or dog, is hypo-allergenic if deemed necessary by the committee due to housing accommodations and places of frequency by the animal.
6. Verification of pet-owners insurance will be required

D. Westminster, in consultation with the individual and other parties, as appropriate, may consider the criteria below in determining whether the presence of the animal is a reasonable accommodation to allow the individual access to college housing:

- Whether the animal poses or has posed in the past a direct threat to the individual or others;
- Whether the animal causes or has caused excessive damage to housing beyond reasonable wear and tear;
- Whether the size of the animal is too large for available assigned housing space;
- Whether the animal’s presence would force another individual from individual housing (e.g. serious allergies);
- Whether the animal’s presence otherwise violates individuals’ right to peace and quiet enjoyment;
- Whether the animal is housebroken or is unable to live with others in a reasonable manner.

E. Westminster will make a reasonably timed decision regarding the individual’s request. Residential Life staff will review the Request Form and all other documentation provided by the individual in reaching a determination regarding the request. In the event Westminster needs additional information to make a determination, staff will promptly advise the individual of the information needed. It is Westminster’s practice to seek only the information necessary to verify whether the individual is a person with a disability and/or to evaluate if the reasonable accommodation is necessary to provide the individual an equal opportunity to use and enjoy Westminster housing. If Westminster grants the request, the individual will be notified.

F. Westminster may deny the requested accommodation if providing it would impose an undue financial burden and administrative burden on Westminster or fundamentally alter the nature of Westminster's operations. If Westminster denies the request, Westminster will schedule a meeting with the individual at a mutually convenient time to discuss possible alternative accommodations that would not impose such a burden or result in a fundamental alteration. The following timelines for requesting housing accommodations apply:

- First-year students:
 - o June 1 of the same calendar year for fall semester
 - o December 1 immediately prior to the spring semester
- All other Requests:
 - o February 10 immediately prior to the start of campus room selection

Request Forms and other documentation submitted for housing accommodations after these dates will be accepted and considered; however, Westminster College cannot guarantee it will be able to meet an individual's request for an accommodation after these timelines, as it may impose an undue financial and/or administrative burden or fundamentally alter the nature of Westminster's operations.

G. If an accommodation request is not granted, the student may appeal the decision in writing. All appeals will go through the Vice President/Dean of Student Life and a response will be provided in a timely manner.

H. If a student is approved for an accommodation pursuant to this Policy, the individual must provide written consent for Westminster to disclose information regarding the request to those individuals who may be impacted by the presence of the animal, including, but not limited to, Campus Life and Security staff. If necessary, the student's potential and/or actual roommate(s) and/or suitemate(s) and/or neighbors will also be notified. Such information shall be limited to information related to the animal and shall not include information related to the individuals' disability. Any roommate(s) and/or suitemate(s) will sign the "College-Owned/Managed Roommate/Suitemate Acknowledgement" provided within this policy.

Section III. Owner's Responsibilities

A. Only Approved Animals will be permitted in Westminster College housing. The owner must also abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the Owner's responsibility to know and understand these ordinances, laws, and regulations. Westminster has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. Westminster reserves the right to request documentation showing that the animal has been licensed.

B. The Owner is responsible for assuring the Approved Animal does not interfere with routine activities of the residence or cause difficulties for others residing in the residence.

C. The owner is financially responsible for the Approved Animal including property damage, liability, and potential bodily injury caused by the animal. Examples: replacement of furniture, carpet, window(s), walls and wall coverings, etc. The owner is expected to cover any cost associated with the damage or injury and encouraged to get personal liability insurance coverage.

D. The Owner is responsible for any cost relating to cleaning or repairs beyond standard cleaning or repairs.

E. Animals must be placed in kennel or locked shelter when the owner is away from the room.

F. If the animal is no longer needed as an Approved Animal or the animal is no longer in the residence, the owner must notify the Office of Student Life. If the owner wishes to replace the Approved Animal with a different animal, the owner must submit a new request.

G. If applicable, the owner's college-owned/managed residence may be inspected for fleas, ticks, or other pests once a semester or as needed. If any pests are found, the residence will be treated, and the owner will be billed for the expense that is beyond standard pest management in residence halls.

H. If the owner resides in a shared living space, all roommates and/or suitemates must agree to allow the Approved Animal to reside with them (the College-Owned/Managed Roommate/Suitemate Acknowledgement provided in this policy). In the event one or more roommates or suitemates do not approve, either the owner and the Approved Animal or the roommate(s)/suitemate(s) may be moved to a different residence.

I. Service Animals may travel freely with their owner throughout College Housing and other areas of the College as long as they are under the control/supervision of the owner. Emotional Support Animals that do not otherwise qualify as Service Animals must be kept in the owner's assigned room at all times if housed on-campus, except when transported outside the private residential area in an animal carrier or controlled by leash or harness. When outside the residence, the owner of an Emotional Support Animal shall carry proof that the animal is an Approved Animal. No owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from Westminster housing.

J. Approved Animals may not be left overnight in college housing to be cared for by another student. Approved Animals must be taken with the owner if they leave campus for a prolonged period.

K. Housing has the ability to relocate the owner and the Approved Animal as deemed appropriate and in compliance with this policy.

L. The owner is expected to comply with all other residential policies.

M. If the owner lives in a fraternity house or sorority floor, they must obtain the signature/approval of their chapter president, chapter advisor, or respective house corporation.

N. Any violation of the above requirements may result in immediate removal of the Approved Animal from the College.

O. Should the Approved Animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.

Section VI. Standards for Maintaining an Approved Animal at Westminster College

A. Care and Supervision: a. All care and supervision of Service Animals and Emotional Support Animals is the responsibility of the animal's owner.

B. The owner is required to maintain control of their animal at all times. For dogs, there will be an approved area to walk dogs on campus.

C. The Owner is responsible for the cleanup of the animal's waste. Indoor animal waste, such as a litter box must be placed in a tied sturdy plastic bag and disposed of in the outside trash dumpster. All litter boxes must be placed on mats, so waste is not tracked.

D. The College may prohibit the use of Service Animals in certain locations because of the health and safety restrictions (e.g., where the animals may be in danger). Restricted areas may include, but are not limited to, the following areas: custodial closets, boiler rooms, facility equipment rooms, etc. Exceptions to restricted areas may be granted on a case-by-case basis by contacting the Director of Residential Life.

E. All Emotional Support Animals are restricted to the Owner's assigned housing.

Section VII. Animal Health and Well-Being

A. Vaccination: All animals must have current vaccinations against diseases common to that type of animal in accordance with local ordinances and regulations. Dogs must have current vaccination for rabies and wear a rabies vaccination tag.

B. Licensing: Local licensing requirements must be followed.

C. Health: All animals housed in college housing must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the animal's health. The college reserves the right to direct that the animal receives veterinary attention, at the owner's expense.

D. Leash: The animal must be on a leash, unless the leash would inhibit the animal's ability to be of service. Owners must abide by any local city, county, or state ordinances related to leashing.

E. Other Conditions: Other reasonable conditions or restrictions may be placed on the animal depending on the nature and characteristics of the animal.

Section VIII. Responsibilities for Faculty, Staff, Students and Other Members of the Westminster Community

A. They will allow a Service Animal to accompany its owner at all times and in all places on campus, except where animals are specifically prohibited.

B. They are not to touch or pet a Service or Emotional Support Animal unless invited to do so. c. They are not to feed a Service or Emotional Support Animal. d. They are not to deliberately startle a Service or Emotional Support Animal. e. They are not to separate or to attempt to separate an Owner from his or her Service or Emotional Support Animal. f. Except as otherwise provided in this Policy/permitted under state or federal law, faculty, staff, students, and other members of the Westminster Community are not to inquire for details about the Owner's disabilities. The nature of a person's disability is a private

Room Inspections and Searches

Westminster College reserves the right to inspect and/or search college-owned or managed buildings or property, including residence halls, apartments, townhouses, and fraternities recognized by the college if there is reason to suspect that policies are being violated or the health/safety of students is at risk. This policy also applies to fraternity houses not owned by the college. If a fraternity knowingly hides, covers up/conceals, denies access to college officials or withholds information from

the college that fraternity will be subject to the disciplinary process from the Vice President/Dean of Student Life.

An inspection is considered to have taken place when a college official looks in the room, observing only items in view without the need to move or open items. A search is considered to have taken place when a college official moves or opens items in the room to inspect parts of the room or its contents that are not in plain view. If a student refuses to open a locked container, the container may be confiscated until a search warrant can be obtained or the matter turned over to the police.

Residence Hall/Facility Furnishings

All furnishings and equipment provided in each resident's room and other campus community areas are the property of the college and are provided for the convenience of the residents. Residents are not permitted to remove furniture from the premises or move to or from other parts of the building, any furnishings, or equipment without the written permission of the Office of Residential Life. Students are expected to retain all college-issued furniture provided in their room for the duration of their occupancy. This applies to all college-owned and managed facilities (except for the one fraternity house unowned by the College. Their respective House Corporation is responsible for adopting and enforcing their own policy on room furnishings). Students who violate this policy may be charged full replacement costs of missing furniture items, and/or subject to disciplinary action where appropriate. An inventory of furniture will be documented by plant operations, noting any work orders that lead to the removal or repair of such items.

**** Residents are not allowed to bring their own personal mattresses unless it is medically approved in advance by the Wellness Center and the Office of Residential Life.***

Student Appliances

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

Decorations and Wall Adhesives

Decorations will only be permitted inside residents' rooms. Any decorations or other items hanging outside of the room, including outside of the residents' window or on a balcony, must be taken down. Failure to remove items outside of the room will subject residents to a meeting with Residential Life staff and/or the student accountability process. Because of the damage caused to walls, woodwork, and doors, care must be taken in hanging decorations in a student's room. The only recommended product for hanging decorations is the 3M Command product which is available for purchase in the College Bookstore. However, students must follow the product user guidelines to prevent any damage from occurring.

Students will be assessed a charge for any damage or marks on the wall, floor, or ceiling that result from tape, tacks, adhesives, or other methods of attachment. An adhesive that is not removed when the student checks out (i.e. poster tacks, command hooks, etc.) will be removed by the College, at the student's expense. Any damage beyond normal wear and tear will also be the student's financial responsibility. Because of the potential for significant wall damage, dartboards are prohibited in all campus housing including fraternity houses.

Windows, Window Blinds and Screens

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

In addition, student room windows are not meant to be an entrance to or an exit from the room, building or suite. Students who use the windows for entrance and exit during non-emergency situations may face disciplinary consequences. The college recommends that students lock their windows any time they are closed. Failure to do so presents a huge liability to the student and those living in their area.

Noise and Disturbance

The use of radios, stereos, sound systems, televisions, etc. is permitted in college housing facilities. The use of said devices is a privilege and may be revoked if it causes disturbance to other residents. Stereo speakers may be confiscated from those students who create unacceptable levels of noise.

The use of musical instruments in campus housing facilities, (i.e. trumpets, drums, and guitars) is highly discouraged. Amplified sound systems are prohibited, at an appropriate volume for common living areas. Students may practice their musical instruments in Champ Auditorium, and piano and choral activities in the Hunter Activity Center/Glass Music Room. Noise in other college residences (fraternity houses) or in off-campus residences must be within Fulton City ordinances and not disruptive to neighbors, businesses, or the College. The fraternity houses, whether they are college-owned or not, must stay in compliance with the Fulton City noise ordinance at all times. Those organizations that continuously fail to remain in compliance with the Fulton City noise ordinances will be subject to disciplinary actions from the Office of the Vice President/Dean of Student Life.

Anyone living on campus is expected to be courteous toward their fellow residents at all times. Courtesy hours are in effect 24 hours a day, regardless of whether it is designated “quiet hours.” All students are encouraged to both comply and uphold the campus’ courtesy hour policy. In order to provide an atmosphere conducive to study, relaxation, and sleep while classes are in session, “quiet hours” begin at 10:00PM. Sunday-Thursday evenings and 12:00AM/midnight on Friday and Saturday evenings. “Quiet hours” are in effect until 8:00AM on Monday-Friday mornings and until 10:00AM on Saturday and Sunday mornings. “Quiet hours” are in effect 24 hours/day during final exam periods. While there are no curfews for students, it is recommended that students reside in their rooms after 12:00AM (midnight) on school nights and 2:00AM on weekends-especially for freshmen making the transition from home to independent living.

Fire Safety and Alarm Procedures

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

1. Activate an alarm
2. Call the Fulton Fire Department (911)
3. Notify the Resident Advisor or other staff and other students
4. Call Campus Security (573-592-5555 or 573-544-7191)

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

Hallways in campus housing areas must be kept clear of debris or other items that restrict the ability of residents to exit the building. Bikes, furniture, and other items may not be stored in the hallways or stairways. In the Quadrangle, the residents of the suite are responsible for keeping their

hallway clear and unobstructed. All members of the suite are subject to disciplinary action unless it can be determined who is responsible for the obstruction.

Students who tamper with the fire alarm system or any safety equipment (including smoke detectors and/or fire extinguishers) will be subject to campus disciplinary proceedings through the Vice President/Dean of Student Life or their designee.

Open Burn

Per the fire code, the location for any open burning shall not be less than 50 feet from any structure, and provisions shall be made to prevent the fire from spreading to within 50 feet of any structure. A bonfire shall not be conducted within 50 feet of a structure or combustible material unless the fire is contained in a barbecue pit. Open burning, bonfires, and the use of portable outdoor fireplaces should be constantly attended to until the fire is extinguished and at least one portable fire extinguisher must be available on site. A recreational fire is defined in the fire code as “an outdoor fire burning materials other than rubbish where the fuel being burned is not contained in an incinerator, outdoor fireplace, portable outdoor fireplace, barbecue grill or barbecue pit and has a total fuel area of 3 feet or less in diameter and 2 feet or less in height for pleasure, religious, ceremonial, cooking, warmth or similar purposes.” In the event a student organization or department on campus wants to have a recreational burn or bonfire on campus, they must contact Campus Safety & Security to receive approval and/or receive a burn permit from the City of Fulton.

Tornado and/or Other Severe Weather Procedure

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

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

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

- | | |
|--|----------------------------------|
| • Gage, Marquess, Rice and Scott Halls | Basement in hall |
| • Sloss Hall | Basement of other Quad buildings |
| • Wetterau, Sweazey, and Weigle Halls | Basement lounges |
| • Westminster Apartments (5 th St.) | Basement of Beta Theta Pi |
| • Westminster Grove Townhouses | Basement of Cedar or Hickory |
| • Residential houses | Basement of house |

If you live in 302 W. 5th or 309 W. 5th, your shelter location is the Beta Theta Pi Fraternity house. There is not a basement facility to provide shelter on location.

Institutional Scholarships for Room and Board

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

- The room portion of the award may be used to fund campus housing only and is intended to cover the rental charges associated with living in a double room in a residential hall.
- The board portion of the award will cover up to the cost of a 19-meal plan in the College dining hall. Students who live in an on-campus residential house, Triangle, Westminster apartment, Westminster townhouse, may elect to continue the 19-meal plan or select from the 14, 10, or 5-meal plans depending on their assigned residence.
- The sole exception to this policy is that room and board awards may be applied to living and dining in a fraternity house, with any charges above the cost of a residence hall double and 19-meal plan being paid by the student. **Students receiving scholarships for room and board may not move from college-managed housing to a fraternity house after the start of the academic year.**
- Under no circumstances can institutionally funded room and board awards be used for off-campus housing, applied to non-room and board expenses, or converted into cash for other uses.

II. GENERAL ACADEMIC POLICIES

ACADEMIC ADVISING

Academic Advising Mission Statement:

Academic Advisors at Westminster College are committed to the academic professional development of our students. Our objective is to not only make sure course requirements are met but to guide students down a path most suited for their intended career outcomes. We commit ourselves in assisting to make successful and enriching experiences for all Westminster students.

Academic Advisor Responsibilities:

- Listen to the needs of students and assist them in meeting academic goals
- Be accessible to advisees via appointment, phone and email.
- Provide accurate and consistent information regarding curriculum and College changes
- Be able to clarify College and program specific requirements, policies and procedures
- Educate students on how to use key technologies and where to access information
- Assist students in identifying campus resources

Student Responsibilities:

- Engage in academic and career planning
- Take personal responsibility for decision making related to academic success
- Schedule advising appointment in a timely manner, meet with advisor at least once each semester, and prepare for appointments by:
 - Reviewing degree requirements
 - Research course options
 - Develop questions
- Learn and understand College and program specific academic policies and procedures
- Know how to use key technologies and where to access information
- Be aware of campus resources and support systems that promote academic success

ACADEMIC REVIEW BOARD

The Academic Review Board is an intervention reserved for students who risk not meeting the minimum requirements for good academic standing due to low grades, missed assignments, poor attendance, or overall lack of academic engagement. The Academic Review Board is intended as a last resort effort to change behavior and improve the likelihood of academic success for a student brought before the Review Board. This is not a disciplinary hearing, but rather an important meeting that is intended to communicate deep concern for the student and their academic success.

The Review Board will gather input from faculty, academic advisors, and other campus constituencies regarding students who may be at risk of academic failure. The Review Board will initially investigate cases of apparent academic disengagement to determine the level of severity and ways to help the student. Once the Review Board determines what action is appropriate, the student will be notified of a required meeting with two to three members of the Review Board. This group will meet with the student to determine whether the student is prepared to make a commitment to academic work. A behavioral contract will be developed for the student, and they will be advised of the possibility that they may be suspended for the remainder of the semester if they fail to carry out the requirements of the behavioral contract. In severe cases, the Academic Review Board may recommend immediate suspension to the Dean of Faculty.

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

- Provost, Vice-President of Academic Affairs, Chief Academic Officer, and Co-Chief Retention Officer
- Associate Vice-President & Associate Dean of Academics
- WCares Program Coordinator and Student Retention Specialist
- Vice President/Dean of Student Life, or designee
- Wellness Center Director of Health or Counseling Services
- The Student's Academic Advisor
- The Student's Instructor(s)
- The Student's Athletic Coach

APPEAL PROCEDURES

A student who has a complaint about the conduct of a class or the evaluation of their work in a course should first attempt to resolve the issue by discussing it with the course instructor. Having done this, if the student still believes that they are not being treated fairly, the matter should be brought to the attention of either the faculty member's department chairperson or, the relevant academic division chair, if the faculty member the student wishes to complain about is a department chair, or the Dean of Faculty. If the mediation by the Dean leads to no successful resolution of the issue, the individual(s) lodging the complaint may address their issue to the Professional Standards Committee for resolution. If the mediation by the Dean has led to a successful resolution, but the individual against whom the complaint was lodged then fails to meet the terms of the corrective action in the time frame stipulated, the Dean will submit the issue to the Professional Standards Committee for resolution. If the mediation by the Dean leads to no successful resolution of the issue, the Dean of Faculty may become the complainant and then address the issue to the Professional Standards Committee for resolution. If for any reason the Dean decides not to seek an inquiry by the Professional Standards Committee, the original complainant may address the issue to the Professional Standards Committee for resolution.

The Professional Standards Committee hears cases in which it is alleged that a faculty member has acted contrary to generally recognized standards of professional ethics or to established faculty policy. The committee also hears grade appeals, which allege improper academic evaluation. Improper academic evaluation includes the following: (1) an evaluation that does not conform to the individual faculty member's announced methods and standards of evaluation and/or (2) an evaluation that is arbitrary, capricious, or prejudiced by the consideration of factors unrelated to

academic achievement, such as a student's race, color, religion, sex, age, national origin, political or cultural affiliation, life style, or behavior outside the classroom. Cases alleging violations of professional ethics involve conduct that is clearly detrimental to a faculty member's performance of academic or institutional responsibilities.

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

Class Attendance and Verification of Care

Although there is no College-wide policy regarding absences, regular attendance is expected and part of student responsibility; instructors are required to take attendance in all classes. It is the student's responsibility to arrange to complete work missed due to an absence and to ascertain what assignments, if any, were given to the class during his or her absence.

Failure to attend class does not constitute an official withdrawal. All requests for withdrawal from Westminster College must be initiated by the student and made with the WC Program Coordinator, office located in Student Success Center/Reeves Library.

If a student receiving Federal Title IV assistance fails to attend class, the college may be required to perform an unofficial withdrawal. In this case, the midpoint of the semester or the last date of attendance that can be documented will be the withdrawal date. According to Federal regulations, withdrawal from or failure to attend classes may trigger a mandatory refund of federal financial aid to the federal agency granting the aid and may result in a balance due to the college that must be paid by the student.

The Westminster College Student Health Clinic will only provide a "verification of care" form directly to the student. This form will provide the date of the student's appointment with the clinic. (Verification of care notes cannot be written after the absence has occurred.) These verification notes do not include (a) description of illness/injury or (b) any judgment by the medical provider regarding the student's need to miss classes or assignments. We encourage students to discuss those details directly with their professors.

If a student anticipates being away from classes for an extended period of time (i.e., a week or longer) and/or is unable to notify all of their professors, the student should notify the Vice President/Dean of Student Life as soon as possible. If there is a disagreement between the student and professor relative to the validity of a student's excuse for missing class, the student may request a concise statement regarding the student's inability to attend class from the medical provider of

care. This statement will be given to the student to share with the professor. Any further disagreements will be referred to the Departmental Chair.

COLLEGE DUTY POLICY

While the classroom learning experience is central to student development, Westminster College realizes that college duty activities also serve the mission of the college “to educate and inspire Westminster students, contribute to their development as leaders of character, and prepare them for lives of success, significance and service.”

All College Duty absences are approved by the Academic Dean. The success of the college duty experience positively shapes the student’s learning experience and is the result of shared responsibility by students, college duty sponsors, faculty, and academic advisors. The student’s role is to choose classes for the semester that minimize potential absences as much as possible, anticipate and plan for college duty absences in the upcoming semester, and make arrangements with the instructor about these absences. Sponsors must notify the Academic Dean’s Office of student absences for the event and serve as the point of contact regarding questions about specific college duty absences and potential conflicts of interest. Students and sponsors should have a clear understanding of the College Duty policy and sponsors should exercise wisdom and oversight in advising the student in making college duty requests. Faculty instructors emphasize course requirements at the beginning of the semester, identify key attendance dates, and describe specific absence policies of the class. Advisors make course selection suggestions, considering alternatives to scheduling classes at times or in semesters in which frequent college duty class absences may occur. The intent of the College Duty policy is to enhance the educational experience of our students. In the interest of student’s academic progress, all parties involved should work together to assure that off-campus experiences do not impair regular classroom learning.

A. Classification of College Duty

Level I College Duty

College-contracted athletic events. - Automatically accepted as college duty as outlined in Part B.

Level II College Duty

Class-related travel, including field trips - The Academic Dean will approve these on a case-by-case basis as outlined in Part B.

Level III College Duty–

- 1) college-sponsored events, such as those attended by student organizations
- 2) activities approved by the college and listed in the student handbook
- 3) events not sponsored by the College, such as fraternity and sorority conferences and external leadership conferences

The Academic Dean will approve these on a case-by-case basis as outlined in Part B.

B. Approval Timetable & Process:

In all cases (Levels I, II, and III) the participating group shall submit the following to the Academic Dean’s Office a minimum of two (2) weeks in advance of travel. Under exceptional circumstances, the Dean may grant waivers to this policy on a case-by-case basis.

- A list of students planning to participate. Coaches shall distribute to all faculty via e-mail or otherwise the names of athletes and dates of games at the start of each semester and provide changes to the roster and schedule to faculty as the semester progresses. Within two weeks before each event, they shall continue to provide faculty with the

names of students attending and when and where the games will be played. After each event, should any student-athlete not have attended the athletic event, the coaches will notify the relevant faculty of the names of these absent students within two class days after their return to campus.

- Field trips led by faculty are subject to the same approval requirements of two weeks' notice to the Academic Dean's Office. Upon approval, the faculty member shall notify the remaining faculty of the date, time, and list of students attending. Within two weeks before each event, he/she shall provide faculty with the names of students attending and when and where the field trip will be taken. After each field trip, should any student not have attended, the faculty member will notify all faculty within two class days after return to campus.
- A description of the conference, workshop or event. In the cases of Level II and III the participating group shall submit the following to the Academic Dean's Office a minimum of two (2) weeks in advance of travel. Submissions with less than two weeks' notice may result in rejection solely for this reason.
- A description of the educational value and/or how the activity benefits the College.
- How participation constitutes "representing the College," as defined in the College Catalog.

Note: On-campus events also require notification of faculty for students to miss class.

C. General Rules

1. All Levels: Upon their return to campus, students shall follow-up with relevant faculty at the next scheduled class period or before completing missed work.
2. Levels II and III:
 - a) No student shall be allowed more than two (2) days College duty per semester.
 - b) If students attending the event are not accompanied by a faculty/staff advisor, then the participating students should secure a faculty or staff sponsor for the event and provide a report substantiating the educational value. The completed report must be delivered to the sponsor within one week of return. If an acceptable report is not submitted, the absence will not count as College Duty. For campus organizations, the lack of or incomplete submission of a report may result in denial of college duty designation for future events sponsored by that organization.
 - c) Students are responsible for providing at least one week's notification to the instructors of the missed classes.
 - d) For Level II College duty only: In the case of field trips beyond the hours of the scheduled course time slot, which may conflict with other courses, it is the student's responsibility to seek permission from the faculty member whose class is being missed. At least one week's notice, shall be given. The faculty member has no obligation to grant permission to miss class, tests or assignments that are due.
 - e) Under exceptional circumstances, the Dean of Faculty may grant waivers to this policy on a case by-case basis.

CO-CURRICULAR ASSESSMENT

The mission of Westminster College is to create life-long learners and leaders of character grounded firmly in ethical values and prepared for "lives of success, significance and service". The Student Leadership Development Program at Westminster is designed to embrace the Westminster College mission and utilize the academic/curricular experience of students as a means to develop leadership

potential. The Concept for Student Development is articulated as a holistic model for the progression of students across all aspects of their personal development during their years in college, with the ultimate goal of offering an educational experience that prepares Westminster students to be skilled leaders in a global community. Westminster targets five domains of student growth: intellectual, ethical, professional, social, and wellness. Together, these domains allow us to structure and integrate developmental programs and activities. Students experience meaningful opportunities to grow in each of these domains. The Student Life department utilizes the Concept for Student Development and the Student Leadership Development Program to conduct regular assessment of cocurricular activities. Each department within Student Life has an assessment plan for their respective area to ensure programs are meeting the needs of the student population.

COMPLAINT RESOLUTION

The U.S. Department of Education requires institutions to provide its students or prospective students with contact information for filing complaints with its accreditor and with the appropriate state officials. The Higher Learning Commission, the accrediting agency for Westminster College, may be contacted at: The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1413; Phone: 800.621.7440 / 312.263.0456; Fax: 312.263.7462; info@hlcommission.org. Additionally, the Missouri Department of Higher Education serves as a clearinghouse for postsecondary student complaints. The MDHE complaint information, process and policy may be found [here](#). Note that the policy provides that a student who wishes to file a complaint with the department must first exhaust all formal and informal avenues provided by the institution to resolve disputes. Complaints filed with the institution are kept on file with the respective departments (i.e. Student Life, Academics, etc.).

DIGITAL BLUE

As part of Westminster's Digital Blue Initiative, each student will receive an Apple iPad bundle (includes device, i-Pencil, charger, and charging block) when he/she/they arrive at Westminster College. Students will be able to use their iPad and pencil during their time here and keep these devices upon completion of their degree. If a student withdraws, is deemed ineligible to return, or transfers from the College, they will need to return their iPad bundle or they can purchase it at a depreciated value. If a student fails to return his/her/their device or returns it damaged, the device will be remotely disabled and its replacement applied to the student's account. For all policies related to the usage and ownership of a Westminster-issued iPad, please see [The Digital Blue Student Responsibility and Liability Agreement](#).

STUDENT RESPECT TOWARD FACULTY

Since respect is one of the four cited core values of Westminster College, students are held to a high standard of respecting their professors/faculty in all forms of classroom behavior and in communication outside of class. Neither the professor/faculty member, nor the College will tolerate disrespect from any student. Professors/Faculty members have the authority to establish and enforce standards of respectful classroom behavior along with communication boundaries in and out of class. Professors are institutionally authorized and obligated to cite violations of any of those established standards to their respective Department Chair, Division Chair, or Academic Deans. Since providing students with evaluative feedback is part of the teaching job, students are always encouraged to discuss specifics of their grades with their professors for the purpose of future improvement. Negative evaluations (academic or behavioral), however, do not in any way entitle students to communicate with a professor in a disrespectful or inappropriate tone (as deemed by the individual professor) in person, over the telephone, or other written or electronic means. If any such violation occurs, the professor, at their discretion, should alert their respective departmental chair, Associate Vice-President of Academics and/or Vice-President/Dean of Academics. If the behavior violates the student handbook policies outlined in this document the professor must notify the Vice-President/Dean of Student Life or Student Accountability Office, to initiate the student accountability process. Professors/faculty members are encouraged to seek informal resolutions and utilize these moments as educational opportunities; however, if a professor has attempted an educational conversation and no resolution has been reached the student will be held responsible

and sanctioned accordingly. In some situations, the accountability officer or Vice-President/Dean of Student Life may consult with the Provost and Vice-President/Dean of Academics as the student may be removed from the class, placed in another class, or receive a withdraw passing or failing grade depending on their current grade in the class. Additionally, adjudication can include college sanctions outlined in the conduct portion of this handbook and potentially suspension/expulsion from that professor's class.

HONOR CODE

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

WITHDRAWAL POLICY FOR MILITARY DEPLOYMENT

Students who begin a semester and must withdraw due to military deployment will receive a credit on the student account for all fees that exceed the amount of federal financial aid earned excluding federal loans. Federal Title IV assistance must be returned according to federal guidelines as outlined in the College Catalog "Withdrawals and Refunds" section. If there is a credit balance remaining on the student account after all calculations are complete, a refund will be issued to the student. A withdrawal date will be determined for students who take incomplete grades and are not able to complete the remaining courses before the sixth week of the next semester based on the last date of attendance during the semester they were called to active duty. For these students, the refund will be calculated based on the policy outlined in the Student Handbook.

WITHDRAWING FROM THE COLLEGE OR A CLASS

Drop/Withdrawal Deadline Information for Fall and Spring Semester

- Drop Deadline (no transcript notation): 7th Day of Classes
- Withdrawal Deadline (with transcript notation of WP or WF) and Medical Withdraw Deadline (with transcript notation of W): Two weeks before the last day of semester classes. After this date, a student may be eligible to receive incomplete grades at the discretion of their professor(s).
- Involuntary Withdrawal (medical or non-medical) from one or all classes: No deadline as this can occur at any time during the semester.

Note: All single course voluntary withdraws must be completed on MyWC and will notify the student's professional academic or faculty advisor. A full withdraw requires a meeting with the Early Intervention Program Coordinator (EIP Coordinator). Withdrawal grades are considered hours attempted for the semester and will be included in the semester course load for billing. Please see below for additional information on all withdrawal options.

The instructor for the course must submit a grade for the student's work in the course to the date of withdrawal. On the basis of this grade, either a WP (Withdrew Passing) or a WF (Withdrew Failing) is recorded on the student's transcript. Neither a WP nor a WF enters into the computation of the student's grade point average. Students who do not complete the procedure for withdrawing from a course by the withdraw deadline will receive a regular passing or failing grade at the end of the semester.

Important Note: Until all processes are completed, and a student receives official notification they are withdrawn from courses, they should still try to attend class as much as possible. Students are considered enrolled in the course until they receive official notification otherwise.

Official Withdraw Date

The official date of withdrawal for academic purposes and for federal financial aid purposes will be the last date of academic attendance or participation in an academically-related activity. However,

the institutional refund policy will be calculated based on the date the student notifies the Early Intervention Program (EIP) Coordinator. Failure to attend class does not constitute an official withdraw. Room charges will be refunded based on the date of official withdraw or the last date of occupancy, whichever is later. If a student leaves campus and is no longer engaged academically, but leaves personal belongings in the residence hall, the student will be billed for the time period the personal belongings remain in the hall. For additional information on the Institutional Refund policy, please refer to the Tuition and Fees section of the Academic Catalog. It is not possible to withdraw from a course after the end of the withdrawal period except for military activation or emergency medical reasons.

Withdrawal Forms/Process

Whether a student is pursuing a regular/traditional withdraw or medical withdraw, the process starts with the Early Intervention Program (EIP) Coordinator. The EIP Coordinator's contact information is below.

Mel Byers
Early Intervention Program Coordinator
Office 205 in the Student Success Center, Reeves Library
Mel.byers@westminster-mo.edu
573-592-5859

The EIP Coordinator will work with the students and other Westminster College Offices (e.g., the Financial Aid Office, Registrar) to determine if a partial, full, medical, or non-medical withdrawal might be the best option. If the student chooses a full non-medical or medical withdrawal, the EIP Coordinator will schedule a Westminster Wrap-up Meeting with the student. Examples of topics discussed at this meeting include the student's experience at Westminster, future plans and how Westminster can support those plans, and the next steps to avoid additional fees or charges to the student bill. In addition, the student may be referred to or meetings planned for representatives from other college offices as needed (e.g., Financial Aid Office, Business Office, Director of International Student Services).

Financial Implications/Refunds of Withdrawing from all Courses

No refund will be made after the 7th class day of the semester for the regular 15-week fall or spring semester. If the student withdraws prior to this date, they may receive a refund based on the refund schedule in the Westminster College Academic Catalog.

It is very important that students consult with the Financial Aid Office regarding the financial implications of withdrawing from some or all courses. A partial withdrawal may be in the student's best interest financially. A full withdrawal may dramatically affect the amount owed by the students to Westminster College. Additional details can be found in the Tuition and Fees section of the Academic Catalog. Additional questions should be directed to the Financial Aid Office and/or Business Office.

Medical Withdrawal

The college understands that certain health (physical or mental) circumstances can significantly interfere with the ability to be engaged in academic work. When this happens, a method for modifying one's course load should be available that minimizes negative consequences. The Medical Withdrawal policy allows students to withdraw from one, multiple, or all of their courses without an academic penalty, i.e., the grade of "W" will be placed on the transcript and the student's grade point average will not be affected. Should a student want to consider a medical withdrawal the student should first reach out to the Early Intervention Program (EIP) Coordinator.

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

- *The student is under 18 years of age*

- *The student gives written permission for parents or guardians to be contacted and involved in this process*
- *The student's health is endangered to the point that he/she/they are unable to understand the gravity of the situation or is incapable of making an informed and responsible decision regarding his/her/their academic and/or health care options.*

International students must consider their financial/scholarship status and how their financial eligibility may be impacted by a medical withdrawal from course credits. Additionally, only a medical doctor or clinical psychologist can provide documentation to grant a withdrawal that will change an international student's status to part-time to comply with federal regulations and visa status compliance.

Who Qualifies for a Medical Withdrawal

A student must be significantly affected by a health-related problem to the degree that they are unable to successfully engage in academic work. The types of problems that qualify for a medical withdrawal range from situations affecting one's physical capabilities (i.e., significant and/or chronic physical ailments/illnesses) to severe mental health concerns. It is important to note that each medical withdrawal is determined on a case-by-case situation. Having one of these challenges may not, alone, qualify individuals for this policy since many students are able to manage these health problems and succeed in courses. However, a medical withdrawal is appropriate when the level of challenge exceeds one's ability to continue with the present course load.

Verification by a Health Care Professional

A health care professional (i.e., medical doctor, nurse practitioner, licensed psychologist, licensed clinical social worker, etc.) must provide a statement that verifies that a significant physical or mental health concern exists and specifically how this is affecting the student's level of academic engagement. This letter should be sent directly to the Executive Director of the Wellness Center. This verification letter must include the following information

- A medical rationale/diagnosis and date initially seen
- The extent and timing of contact with the student (e.g., family physician, one-time visit, inpatient treatment, six-weeks of counseling) which must be more than 1 session or appointment to document progress
- The extent to which the physical and/or mental health concern is directly impacting the student's academic engagement
- A short prognosis/treatment recommendation and an estimate of future/potential missed days due to treatment/rehabilitation, etc.

The student must meet with the Executive Director of the Wellness Center to complete required medical documentation, including provision of documentation verifying the medical need for withdrawal. This completed form, along with medical documentation from the student's health care provider, will provide the necessary information needed for the Executive Director of the Wellness Center and Provost/Vice President of Academic Affairs to approve or deny the partial or full medical withdrawal request. When a student is physically unable to initiate the process and gain the necessary documentation, they may designate a parent or other representative to do so. Signatures may also be received electronically from the student, advisor, and course instructor, if needed. A student may withdraw for medical reasons up to two weeks before the last day of semester classes. After this date, a student may be eligible to receive incomplete grades at the discretion of their professor(s). Withdrawal for medical reasons does not release a student from any financial obligations to the College.

Important Note: Until documentation has been received from a healthcare provider, and the medical withdrawal is approved, students should continue to attend class as much as possible. Students are considered enrolled in the class until they receive official notification otherwise.

Transcript Notations

If a student withdraws from all or some classes during the first seven days of the semester (regular drop period), they will be dropped from the class(es) without a transcript notation. If a student withdraws after the seventh-class day, they will receive withdrawal grades (WP or WF) unless they are granted a Medical Withdrawal. Students who receive a medical withdrawal after the drop period and before the last two weeks of classes will receive the grade of “W” on their transcript.

Re-Admission Processes: Non-Medical Withdraw

If a student withdraws from the college and wishes to return, they must re-apply and be accepted by the Office of Admissions to re-enroll. Students can start the re-enrollment process by completed the Application on the Westminster website (<https://www.wcmo.edu/index.html>).

Re-Admission Process: Medical Withdraw

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

1. Provide documentation from a health care provider verifying that significant progress has been made. This documentation should also include a recommendation for ongoing care so that the condition doesn't reappear.
2. Write a letter that summarizes how the situation is improved and what the student will do to prevent relapse.

Involuntary Withdrawal (Non-Medical)

At any time during the semester, the Academic Review Board has the authority to place a student on Academic Warning, Academic Probation, or to administratively withdraw the student from the College if they have not attended after the 50th day of class, and it has been determined that the student cannot successfully complete the semester.

When it is determined that a student is no longer engaged in the academic process (not attending classes, not completing class work, etc.), and has not responded to interventions developed by the Early Intervention Plan Team or Academic Review Board, the Academic Review Board may decide to administratively withdraw the student.

In addition, the College has the right to intervene when, in the judgement of the Vice President/Dean of Student Life, the Provost/Vice President of Academic Affairs, and the Wellness Center health care provider, a student's behavior

- Constitutes a disruption or danger to the living/learning environment which the college seeks to create
- Engages in behavior that presents a threat or danger, to the health and safety of the student or others

Such dangerous and/or disruptive behavior may be in the form of a single behavior incident or somewhat less severe but persistent dangerousness or disruption over an extended period of time. At the time of involuntary withdrawal, the instructor for the course must submit a grade (either a WP 'Withdrew Passing' or a WF 'Withdrew Failing') for the student's work in the course up to the date of withdrawal. The WP or WF will be noted on the student's transcript and does not calculate into the student's grade point average (GPA). If a student has pending disciplinary action and is involuntarily placed on leave, the student conduct process will proceed upon their return.

Involuntary Medical Withdrawal

Westminster College strives to maintain a safe and healthy environment that is supportive to one's academic and personal goals. An involuntary medical withdrawal is an action initiated in extraordinary circumstances for medical, mental health, and/or substance misuse related concerns that are impacting one's ability to function safely within the college environment. The college will make every effort to provide support and counseling within the scope of its mission but may deem the student's needs are beyond the capabilities of the services we provide.

The college reserves the right to mandate immediate medical care, implement reasonable accommodations, devise a personalized success plan, seek evaluation by an independent and qualified professional, and notify parents. Students who engage in or threaten self-injurious behavior may be subject to these same limitations or involuntarily given a medical withdrawal. This may occur in varying instances even if the student has not directly violated any policy of the college. If a student has pending disciplinary action and is involuntarily placed on leave, the student conduct process will proceed upon their return. In the case of an involuntary medical withdrawal, decisions are made by the Provost/Vice President of Academic Affairs and Wellness Center health care providers. In the case of an involuntary medical withdrawal, there is no academic penalty for the student. The grade of "W" will be placed on the transcript and the student's grade point average will not be affected. Room and board costs will be prorated based on upon the date of involuntary withdrawal.

Readmission

If a student withdraws from the college and wishes to return, they must re-apply and be accepted by the Office of Admissions to re-enroll. If the student fully withdraws for medical reasons, they will be required to submit medical documentation to the Wellness Center in conjunction with their readmission application. It is not possible to withdraw from a course after the end of the withdrawal period except for military activation or medical reasons. A student may withdraw for medical reasons up to two weeks before the last day of semester classes. After this date, a student may be eligible to receive incomplete grades at the discretion of their professor(s). Withdrawal for medical reasons does not release a student from any financial obligations to the College.

VI. STUDENT TRADITIONS & ACTIVITIES

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

Westminster College participates in a voluntary Reserve Officers' Training Corps program, which leads to a commission as an officer in the United States Army. Scholarship winners and non-scholarship students may enroll at Westminster College but will take their ROTC classes and activities at Lincoln University (Army ROTC) in Jefferson City, 25 miles away.

The ROTC programs are distinguished by the manner in which leadership and management instruction is combined with practical application to create an interesting, challenging learning experience. ROTC students may participate in a wide variety of adventurous training such as rappelling, parachuting, small unit, and helicopter tactics. The ultimate objective of the programs is to commission college graduates whose personal qualities, civilian education, and military training suit them for high levels of leadership and management in the military, professional, and business world. For more information contact the ROTC Department at 573-681-5352 (Army).

ALUMNI OUTSTANDING SENIOR AWARD

The **Alumni Outstanding Senior of the Year Award** was established by the Westminster College Alumni Council in 1977 to honor a graduating senior for service to Westminster College, to the student's living group, and to Fulton and the surrounding community. Each year, Faculty and Staff nominate those seniors they feel meet the criteria. Nominees are sent to the Office of Alumni Engagement and Alumni Council chooses one outstanding female and one outstanding male of the graduating class.

ALUMNI WEEKEND

Westminster College holds an annual Alumni Weekend. Alumni Weekend provides Westminster College graduates, young and old, the opportunity to meet and reminisce with old friends, and to discuss “what’s happened” since their departure. The weekend’s activities can include class reunions, fraternity and sorority chapter celebrations, and the Alumni Awards Convocation.

BACCALAUREATE & COMMENCEMENT

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

COLUMNS CEREMONY

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

FAMILY WEEKEND

Students' welcome family members to campus for a weekend of activities in the fall that usually include athletic and social events, an opportunity to meet the President of the College, and faculty and staff members. Families will find a variety of activities are provided that provide a glimpse into the campus life and student experience. Early hotel reservations are encouraged.

HONORARY GREEK FRATERNITIES & SOCIETIES

Alpha Chi—National Scholarship Society (1974)
Alpha Lambda Delta—First-Year Student Academic Honorary Society (2014)
Alpha Mu Gamma—National Collegiate Foreign Language Society (1972)
Alpha Psi Omega—National Honorary Dramatic Fraternity (1929)
Beta Beta Beta—National Honorary Biological Fraternity (1969)
Chi Alpha Sigma—National College Athlete Honor Society (2002)
Kappa Delta Pi—National Honorary Society in Education (1976)
Omicron Delta Kappa—National Leadership Fraternity (1935)
Order of Omega (2002)
Pi Mu Epsilon—National Honorary Mathematical Fraternity (1974)
Phi Alpha Delta—International Honorary Pre-Law Fraternity (2000)
Phi Alpha Theta—National Honorary History Fraternity (1950)
Phi Sigma Alpha—National Honor Society in Political Science
Phi Sigma Tau—National Philosophy Honor Society (1980)
Psi Chi—National Honorary Psychology Fraternity (1978)
Sigma Tau Delta—National Honorary English Fraternity (1988)
Theta Alpha Kappa—Religion Honorary Society (1996)

INTERCOLLEGIATE ATHLETICS

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

INTERFRATERNITY AND PANHELLENIC COUNCILS

The Interfraternity Council (IFC) is the governing body of the inter/national social fraternities at Westminster College. The Interfraternity Council has the authority to adopt and enforce policies to serve the best interests of its members and interfraternal relationships. The Interfraternity Council follows guidelines and recommendations from the North American Interfraternity Conference (NIC). Similarly, the College Panhellenic Council is the governing body for Westminster's three women's social fraternities, and works to promote, educate and regulate the best interests of its members and all organizations. Westminster's College Panhellenic Council follows guidelines and resolutions set forth by National Panhellenic Council (NPC)

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

For additional information and policies regarding the role of Greek-letter organizations, Formal Recruitment, New Member Education, and Fraternity & Sorority Facility policies visit: [Fraternity and Sorority Life Manual](#) on MyWC or see it in Appendix B.

INTRAMURAL PROGRAM

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

MUSIC GROUPS

Westminster students may sing with The Churchill Singers, a well-respected group on campus that provides students with both academic and social experiences related to singing. Students enrolled in either ensemble receive 2 hours of academic credit, and both groups rehearse during the noon hour from 12-12:50. Students may email Dr. Sexton at natasia.sexton@westminster-mo.edu to schedule an audition for The Churchill Singers.

RECOGNIZING STUDENT ORGANIZATIONS

In order to be considered for official recognition as a college-recognized organization, the organization must apply through Student Government Association. To apply you must fill out the [Registration Form](#), have 5 members, a constitution stating its purpose (filed with Student Involvement), a list of officers, and a faculty or staff member as a sponsor. Groups must go before the Student Government Association to receive recognition as a campus club/organization. Once a group has been approved by SGA, the organization must create a group on MyWC under the [Campus Groups page](#). The Vice-President/Dean of Student Life reserves the right to deny a club/organization

request if the club does not align with the mission or vision of the College or poses a concern for health and safety for students/faculty/staff. College-recognized student organizations are eligible to reserve college facilities for meetings of its organization and have the right to apply to the Student Government Association for funding for its activities. A complete list of college recognized student organizations can be found at [Clubs and Organizations](#).

SKULLS OF SEVEN

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

STUDENT GOVERNMENT ASSOCIATION

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

STUDENT PUBLICATIONS

The campus literary magazine *Janus* is published by a student editorial team under the supervision of the English Department each spring. To get course credit for working on the magazine, enroll in ENG/JMP 220: Janus & The World of Publishing.

AMERICA'S NATIONAL CHURCHILL MUSEUM

America's National Churchill Museum is a national historic site in the United States. It is composed of the Church of St. Mary the Virgin, Aldermanbury, a church built in London in the 12th century and later redesigned by Sir Christopher Wren in 1677, and the undercroft museum with permanent exhibits dedicated to the life and legacy of former British Prime Minister Sir Winston Churchill, who made his famous "Iron Curtain" Speech on the Westminster Campus in 1946. The Museum also houses the Clementine Spencer Churchill Reading Room, a research room and occasional classroom containing books and archives related to the Museum and its mission. The Museum regularly organizes special exhibitions, events, and hosts dignitaries from the United States, Great Britain and beyond.

There is no admission charge for students at Westminster College, their families, alumni, and children twelve and under who are accompanied by a parent. Museum hours are 10:00 a.m. to 4:30 p.m. daily. The Museum is closed Thanksgiving, Christmas, and New Year's Day.

Alma Mater

*On the hills of old Missouri
Tapestried in green.
Rise the walls of grey Westminster.
Hail, O Mother Queen!*

Chorus:

*Hail! Westminster, Alma Mater,
On thy hilltop throne
Sons and daughters pledge devotion.
Thine we are, Thine own.*

*Honored Mother, at your portal
You our hearts have won,
All your children meek and mortal
Share the task well done. . .Refrain*