



Wilmington
College

Student
Handbook
2026-2027

Table of Contents

Institution and Human Resources	3	Academic Early Alert System	87
Wilmington College Mission Statement	3	Course Credits are Expressed in Semester Hours of Credit	88
Wilmington College Vision Statement	3	Definition of Courses	88
Wilmington College Diversity Statement	3	Minimum Technology Requirements for Students	89
Statement of Accreditation	4	Academic Freedom	89
Quaker Heritage	5	Office of Academic Records	91
Wilmington College Core Values	5	Class Attendance	95
SA – Quaker Testimonies	6	Attendance Policy for Online Synchronous Courses	95
College Emergency Closure Policy	6	Attendance Policy for Online Asynchronous Courses	96
College Community Safety Policies	8	Attendance Policy for Hybrid Traditional Courses	97
SA – Parking Policy	14	Attendance Policy for Hybrid Flex Courses	97
Discrimination and Harassment	17	Academic Probation	98
Sex Discrimination and Sexual Harassment Policy	18	Academic Suspension	98
Sexual Offender Registration	38	Academic Dismissal	99
Sales/Solicitation/Advertising Policy	38	Academic Appeals	99
No Smoking Policy	39	Administrative Appeals	100
IT Acceptable Use Policy	40	Administrative Withdrawal	100
Student Employment Policy	41	Leave of Absence	100
Compliance	42	Military Leave of Absence	100
Disabilities Policy	42	Readmission after Suspension	101
Policy for Service Animals & Emotional Support Animals	44	Student Affairs	101
Hazing	49	SA – Student Code of Conduct	101
Undisclosed Recording Policy	50	SA – Disciplinary Procedure for Non-Academic Violations	104
Protection of Minor Children in College Programs	50	SA – Judicial Charge Sheet	110
FERPA	55	SA – Housing & Residence Life Policies, Rules, & Regulations	114
Consensual Romantic or Sexual Relationships between Employees and Students	57	SA – Residence Life Social Event Policy	119
Pregnancy and Newly Parenting Policy	58	SA – Fraternity & Sorority Recruitment Policies	121
Discrimination and Harassment	62	SA – Fraternity & Sorority Life Social Event Policy	123
Sex Discrimination and Sexual Harassment Policy	63	SA – Fraternity and Sorority Life Judicial Board	129
Sexual Offender Registration	83	SA – Wilmington College Off-Campus Good Neighbor Policy	129
Academic Affairs	83	Hazing	130
Academic Good Standing Policies	83	SA – Administrative Departments and College Services	131
Academic Integrity/ Misconduct Policy Procedures	84	SA – Student Engagement Opportunities	150
Athletic Eligibility	87		

Institution and Human Resources

Wilmington College Mission Statement

The mission of Wilmington College is to educate, inspire and prepare each student for a life of service and success.

To fulfill that mission, Wilmington College provides a high quality undergraduate and graduate educational environment shaped by the traditions of the liberal arts, career preparation and the distinctive practices of the Religious Society of Friends (Quakers). By offering academic programs, practical experience and co-curricular activities in a variety of settings to students from diverse backgrounds, the College leads students to gain an awareness of the world, to acquire knowledge of career and vocation and to seek truth and social justice.

In keeping with the rich heritage of the liberal arts, the College seeks to educate the whole person – intellectual, emotional, physical, and spiritual – in ways that foster critical thinking, reflection, the free exchange of ideas, open inquiry, respect for all persons and a desire for lifelong learning. The liberal arts are integrated with career preparation to help students develop the knowledge and skills to succeed in a career or further education.

As an academic community, Wilmington College is rooted in historic Quaker values, also known as testimonies, which include integrity, service, stewardship, equality, peace and social justice and respect for all persons. These historic testimonies motivate those who learn and work at the College to make positive contributions to their professions and their communities.

Wilmington College Vision Statement

Wilmington College intends to make significant progress in the next decade toward being a model college that melds the liberal arts and career preparation in order to graduate liberally educated professionals.

To move towards this vision, Wilmington will:

- integrate career preparation with the traditions and foundational skills of the liberal arts;
- challenge students to live the historic Quaker testimonies of integrity, service, peace and social justice, stewardship, and respect for all persons and to practice them in their communities and workplaces;
- promote every student's participation in hands-on experiences including internships, community service and international study programs;
- create a caring campus community that embraces civility, respect and trust; and
- demonstrate a commitment to this vision by placing the needs of students at the center of decision-making.

Wilmington College Diversity Statement

Wilmington College is committed to achieving and sustaining diversity. It seeks to create a campus culture of inclusion and a learning environment that supports educating students who will work, live, and serve in a diverse nation and world. This statement is consistent with and expands upon the words in the College's mission statement that invoke the historic Quaker commitment to social justice and respect for all persons and that express a desire to provide educational opportunities of high quality to students with varying needs, abilities and backgrounds.

Moreover, this statement is the foundation for all diversity initiatives undertaken at Wilmington College. It defines diversity, delineates our diversity goals, and describes diversity's benefits.

Diversity Defined

The term “diversity” has many meanings. While the term is used to refer to differences, we intend for diversity to be an inclusive term. Its emphasis at Wilmington College will be inclusion related to racial and ethnic background, religion, gender, sexual orientation, age, disability, and economic class.

Diversity Goals

The following goals will foster increased commitment and align resources to increase diversity and realize more fully the benefits of diversity at Wilmington College:

- Create a supportive environment for all who work and learn at Wilmington College and build a campus community that respects the inherent dignity of all persons, discourages bigotry and strives to learn from differences in people, ideas and opinions.
- Recruit and retain individuals who will contribute to making Wilmington College a diverse community.
- Include within the curriculum and co-curriculum programs of study and activities that explore the experiences, perspectives, and contributions of various cultures, groups, and individuals.
- Prepare students to work, live, serve and lead in a diverse and multicultural world.

Benefits of Diversity

In pursuit of these goals, Wilmington College will enhance and deepen the benefits of diversity for its campus community, especially for its students. We know that diversity:

- Enriches the educational and work experience by providing all members of the campus community with the opportunity to learn from individuals who differ from them.
- Promotes personal growth and a healthy society by challenging stereotyped preconceptions and helping students learn to communicate effectively with people from varied backgrounds.
- Strengthens communities and the workplace by preparing students for citizenship in an increasingly complex, pluralistic society and fostering mutual respect and teamwork.
- Enhances the country’s economic competitiveness by effectively developing and using the talents of all citizens.

Wilmington College aspires to become more diverse and to extend the benefits of diversity to all members of the campus community.

(Reviewed and approved by Faculty Advisory Committee, President’s Council, faculty, administrative staff, and Student Government Association: March 1, 2002 through April 2, 2002.)

(Reviewed and approved by Wilmington College Board of Trustees: April 20, 2002.)

Statement of Accreditation

Wilmington College is accredited by The Higher Learning Commission (www.hlcommission.org, 230 South LaSalle St., Suite 7-500, Chicago, IL 60604- 1411, info@hlcommission.org or 800.621.7440).

Wilmington College is authorized by the Ohio Department of Higher Education. This authorization continues through December 31, 2034. A copy of the State of Ohio Certificate of Authorization may be reviewed in the Office of Academic Affairs. Please see the following website to file a student complaint:

<https://www.ohiohighered.org/students/complaints>.

The College is an institutional member of the Association of Independent Colleges and Universities of Ohio, the Council of Independent Colleges, Friends Association for Higher Education, The Greater Cincinnati Consortium of Colleges and Universities, the National Association of Independent Colleges and Universities, Ohio Foundation of Independent Colleges, and the Southwest Ohio Council for Higher Education. All women

graduates are eligible for membership in the American Association of University Women.

Sport Management Program

The sport management degree program at Wilmington College has received specialized accreditation through the Commission on Sport Management Accreditation (COSMA) located in Fort Collins, Colorado, USA.

COSMA awarded WC's sport management program the maximum seven-year accreditation through February 2027. The entity is a specialized accrediting body whose designated purpose is to promote and recognize excellence in sport management education worldwide at colleges and universities.

Teacher Education Program

Wilmington College of Ohio Teacher Education Program, which is designed to prepare teachers in the liberal arts tradition, is granted Accreditation by the Council for the Accreditation of Educator Preparation (CAEP) through December 2025. A copy of the latest accreditation letter can be reviewed in the Office of Academic Affairs.

Quaker Heritage

Quaker Heritage

Wilmington College is a Quaker College, basing its educational tenets on the Judeo-Christian heritage of Western civilization. It believes that every person is first and foremost a spiritual being, that the active pursuit of Truth is a lifelong vocation, and that the development of a strong, personal moral code is equally as important as the development of intellectual skills and knowledge.

It is fundamental to Quakers that each individual life is sacred, that "there is that of God in every person." This belief in the importance of each individual is practiced by Quakers, giving primary attention to their community and to the rights of their neighbors, and secondary attention to their own rights. Consonant with this belief, Wilmington College students are encouraged and expected to develop a high degree of self-discipline and personal restraint, a respect for the sensitivities of other students, and an active moral compass for their lives. They are further encouraged to become living witnesses to the belief in the divinely instituted fellowship of humankind and to find commitment to purposes larger and more enduring than themselves by their service to a troubled planet and their active concern for a world of peace and freedom.

Wilmington College Core Values

The following core values are fundamental to the success of Wilmington College in realizing its mission and vision. These values are drawn from the College's founding faith– the Religious Society of Friends (Quakers), from important traditions of American higher education, and from universally held beliefs that serve to guide the best in human thought and action.

Integrity – This value has been described as the value from which all other values emanate and has importance in this ordered list of values. Integrity as defined by the College community as the fundamental requirement to be fair, honest and ethical in all dealings on campus and requires each of us to assume responsibility for our actions.

Community – This value is defined on campus as the desire to create in partnership a learning and working environment that supports and encourages a shared sense of purpose about the importance and value of broad participation, active engagement, open sharing of information, shared responsibility for decision making, and a culture that emphasizes continuous improvement and growth.

Diversity – This value is purposeful in guiding our willingness to recruit, retain and graduate a student body that reflects the global communities that the College serves and seeks to foster our understanding and appreciation of different people, cultures and ideas.

Excellence – This value requires the College to support and encourage a commitment to the highest standards in all areas of the College's mission.

Peace and Social Justice – This value comes directly from our Quaker heritage and asks all members of the community to seek non-violent resolution of conflict and just treatment of the world's resources, both human and physical.

Respect for All Persons – This value is fundamental to the development of a peaceful and just community that values the dignity and worth of all persons.

Service and Civic Engagement – This value seeks to foster all members of the campus community to serve others and to accept individual responsibility for being an engaged and effective citizen.

SA - Quaker Testimonies

As an academic community, Wilmington College is rooted in Quaker values, also known as testimonies. These include Simplicity, Peace, Integrity, Community, Equality, and Stewardship, often remembered with the acronym SPICES. Testimonies motivate those who learn and work at the College to make positive contributions to their professions and their communities.

Simplicity

Encourages focusing on what is truly important and avoiding unnecessary distractions and material possessions.

Peace

Emphasizes nonviolence, conflict resolution through peaceful means, and working for justice and healing.

Integrity

Promotes honesty, truthfulness, and living in accordance with one's beliefs.

Community

Highlights the importance of mutual support, fellowship, and caring for one another.

Equality

Affirms the inherent worth and equality of all individuals, regardless of background.

Stewardship

Calls for responsible care of the earth and its resources.

Policies & Procedures

College Emergency Closure Policy

1. No communication will be sent if Wilmington College is open, and all faculty and staff are expected to report to campus.

2. Any decision to alter the hours of operation or close the College will be determined by the Office of the President in consultation with the appropriate site administrator for on-campus or travel:
 - By 5:30am for travel of faculty and staff to academic activities
 - By noon for travel related to co/extra-curricular activities
 - This provision recognizes that conditions may improve during the day to allow activities planned for later in the day to occur
3. Notification will be made to the appropriate campus community through the following:
 - The RAVE alert system
 - Posted on the College website
 - Posted to various local media outlets (TV, radio)
 - Posted to College social media outlets (i.e. Facebook, Instagram, WC App)
4. In the case of an actual or projected weather emergency (e.g. Level-2 snow emergency), internal or external tragedy, natural disaster, or other act of God, the physical campus may be closed, and faculty, staff and students will be directed accordingly.
 - Staff will report remotely and may use College-issued equipment. A staff member may choose to request vacation or discretionary time as appropriate from their manager within the College guidelines during a physical campus closure.
 - In such cases, every effort will be made to send preemptive communication to faculty and staff from the Office of the President via Human Resources to allow faculty and staff to prepare to take appropriate measures to work remotely as directed.
5. In event of a campus closure, faculty will provide students with a synchronous or asynchronous academic activity.
 - Faculty will communicate any alternative academic requirements directly to students (i.e. – live video conference during the delay or alternative assignments) by the start of the academic day, not later than 8:00 am for morning classes, and 9:00 am for afternoon and evening classes.
 - Online course expectations will not be changed/disrupted due to the alteration of hours of operation or a campus closure.
 - Plans for labs or field experiences in these instances will be coordinated by the faculty member in consultation with their area coordinator. Faculty will communicate these plans to students by 8:00 am for morning classes and 9:00 am for afternoon and evening classes.
6. On days when there is inclement weather, but the College does not officially close, off-campus personnel and commuting students should make reasonable attempts to get to classes. If, however, it appears that such attempts may put one's life or health in more than normal danger, it is wise to stay put. If ice or heavy snow prevail, the members of the faculty will be understanding if off campus students cannot attend classes. In the event an individual faculty or staff member is unable to come to campus due to inclement weather in their area of residence the following procedures should be followed. Faculty should notify the Office of Academic Affairs and their respective area coordinator as soon as they know they will not be coming to class. In these instances, faculty will follow the protocols identified above in item #5 above.
7. Staff should notify their immediate supervisor and Human Resources as soon as they know that they will not be able to come to campus. Staff will report remotely and may use College-issued equipment. A staff member may choose to request vacation or discretionary time as appropriate from their manager within the College guidelines during a physical campus closure.
8. If campus closes during normal working hours and faculty and staff are sent home early or open late, non-exempt staff not able to work remotely will be paid for the time off equal to the number of working hours in their normal workday up to a maximum of 8 hours that day at their normal rate of pay. Staff that work during a closing will be paid for hours worked. The closing will not affect exempt faculty and staff pay.
9. There will likely be instances when faculty and staff in essential operations are asked to report to campus on a day when the College is closed due to an emergency. Only those faculty and staffs called in will be considered essential to the College operation at that time. If a senior staff member, or his/her designee, asks a non-exempt staff to come to campus to work on a day when the College is closed for emergency reasons, that staff member will receive pay for his/her regularly scheduled hours plus an additional

payment for the hours worked while the College is closed. The additional pay will be figured at the individual's regular hourly rate. Exempt faculty and staff will not receive additional pay for working during an emergency closure.

College Community Safety Policies

Alcohol Policy

It is the College's intention to provide a nurturing environment that fosters student development and autonomy. This can best be accomplished by providing latitude for individual choice with regard to personal use of alcohol. However, that freedom of choice exists with the understanding that students will comply with federal and state law and College policies, take full responsibility for their conduct, and ensure that their behavior does not impinge upon the rights and needs of others. Freedom of choice also requires knowledge of the impact of alcohol abuse on one's health. Illegal possession, use, or distribution of alcohol is prohibited on College property.

The Drug-Free Schools and Communities Act

The Drug-Free Schools and Communities Act requires each institution of higher education to certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Failure to comply can result in the loss of funds and any other form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program.

The Drug-Free Schools and Communities Act further requires the College to inform faculty, students, and staff about:

- the College's standards of conduct prohibiting unlawful possession, use or distribution of illicit drugs and alcohol use and the sanctions that may be imposed on students who violate these standards;
- applicable legal sanctions under local, state, and federal laws for the unlawful possession, use, or distribution of illicit drugs and alcohol;
- the health risks associated with the use of illicit drug and the abuse of alcohol; and
- available counseling, treatment, or rehabilitation or re-entry programs in place that address substance abuse

Campus and College-Owned Properties

As an academic community, the College is committed to providing an environment in which learning and scholarship can flourish. The College is a community where individuals respect one another and the environment. Students are expected to know and abide by the following policies and rules, which are in place to support the community's shared values. The College enforces these policies, as well as state and local laws.

Consumption of alcohol is permitted in the College Commons, Campus Village, and College-owned or provided houses by residents who have reached the legal drinking age (21 or older) (*see Fraternity/Sorority Life section of this Handbook*).

Upper Class Residence Hall (*Denver, Marble and Friends*) residents are permitted to have alcohol in their rooms, provided that each resident of the room has reached the legal drinking age. Alcohol may be consumed in the resident's specified room with the door closed. This privilege can be revoked as a result of violating the Student Code of Conduct.

Consumption of alcohol is strictly prohibited outside the resident's private room/apartment. This includes building common areas, balconies, Village courtyard, Commons patios, etc.

- No kegs, beer/party balls, or mixing of large quantities of assorted alcohol is permitted anywhere on campus, unless authorized by the President of Wilmington College.
- Alcohol is prohibited at athletic events.
- The sale of alcohol is prohibited on campus.
- Alcohol marketing/advertising practices are prohibited on campus.
- Alcohol may not be given as a prize for any contest.
- No open or empty containers of alcohol are permitted anywhere on campus except inside designated apartments (open alcohol containers are not allowed anywhere outside on campus grounds), consistent with the rules set forth above. Open containers of alcohol are defined as any container that has had its original seal broken. Alcohol poured into a container other than its original container is considered an open container.
- On campus, no student shall knowingly be present during the illegal use of alcohol or where there are containers of alcohol in violation of College policy.
- Drinking games involving alcoholic beverages, such as "beer pong," that contribute to high-risk drinking behavior, are prohibited.

Off-Campus Events Funded by Student Activity Fees

- No Wilmington College student activity fee money can be used to purchase alcohol or equipment used to dispense alcohol.
- Student activity fee-funded events where alcohol is present may only be held at locations that have a liquor license. If the location's primary business is selling alcohol, then admission must be limited to Wilmington College students and their guests. Only the licensed vendor may sell the alcohol, and no other alcohol is permitted.
- No student activity fee or departmental budget-funded events at which alcohol is present may be held on fraternity or sorority house property.
- Consumption of alcohol is only permitted within the approved area designated for the event. All those consuming alcohol must be of legal drinking age.
- Nonalcoholic beverages must be available and featured as prominently as alcoholic beverages.
- Promotional materials, including advertisements for any College event, shall not make reference to alcohol, "BYOB", or a cash bar. All advertising must be approved by the Vice President, Chief Student Affairs Officer Office and Dean of Students and must be in compliance with the College Posting Policy.
- The sponsoring organization must provide reasonable amounts of food.
- The sponsoring organization(s) is encouraged to provide transportation from the event by non-drinkers. Student activity fee money or departmental budgets may be used to rent vehicles for this purpose. Rentals must be made from a dealership or transportation company.
- Alcohol is prohibited while being transported in College vehicles.
- Irresponsible drinking behavior while representing Wilmington College in any capacity is prohibited.
- Individual departments of the College may choose to prohibit alcohol at their off-campus activities.
- No alcohol is permitted in any College owned/leased vehicle.

Privately Funded Off-Campus Events

- The possession, use, and/or consumption of alcoholic beverages while on Greek organization premises, at any event, or in any situation sponsored or endorsed by any recognized organization, must be in compliance with any and all applicable laws of the state, county, city, and College.
- No organization members, collectively or individually, may purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
- The possession, sale, and/or use of any illicit drugs at any organizational activity or organization-sponsored event is strictly prohibited.
- No alcoholic beverages shall be associated in any manner or form with organizational member recruitment activities (i.e., Greek organization rush).
- The new-member initiation process/program (i.e., pledging) shall not require, force, or coerce the consumption of alcohol.

- Social events hosted/sponsored at off-campus locations where alcohol is present and is sold or there is an admissions charge to participants must adhere to the following procedures (*Does not include social events hosted at a tavern; "tavern" defined as an establishment generating more than half of its annual gross sales from alcohol*):
 1. Must complete an Event Guest List Form that all participants of the event must sign prior to entry into the event and submit the completed form to the Vice President, Chief Student Affairs Officer within 24 hours of the ending time of the event, or the following Monday after an event that begins on a Friday or a weekend.
 2. Must have a minimum of two contracted security guards* present during the duration of the event. Participants of the event must present a valid ID at the entrance to the event and sign the Event Guest list. Participants 21 years and older must display the proper color wristband to purchase or consume alcohol at the event. (*Contracted security guards must be from a properly licensed and insured security company that has provided documentation to the Vice President, Chief Student Affairs Officer. Documentation must be updated annually.)
 3. Must secure an "F" temporary liquor permit issued by the State of Ohio and display it on the premise of the event. A copy of the F permit must be submitted to the Dean of Student's Office prior to the event and the completed Event Guest List Form after the event.
 4. Event servers of alcohol must have completed the College's approved Server Training Program.
 5. The sponsoring organization(s) must provide reasonable amounts of non-alcoholic beverages.
 6. Open social events that allow unrestricted access to non-members of the organization without specific invitation and where alcohol is present are prohibited.
 7. The possession, sale, and/or use of any illegal drugs at any organizational activity sponsored event is strictly prohibited.

Off-Campus Events, Regardless of the Source of Funding

Such events as study/service trips, departmentally sponsored student trips, music trips, and athletic trips may be funded with a combination of student activity fees, College funds, and private contributions. Regardless of the source of the funds, an event or trip sponsored by some part of Wilmington College is subject to the alcohol policy in this section.

As is indicated above, the sponsors of any off-campus College event may prohibit any use of alcohol during the activity, regardless of the age of the students participating. If this rule is to be applied to the event, information about the rule will be provided to the participants in advance.

Students are always subject to the laws of the state or country they visit, and are expected to inform themselves about local laws restricting the use of alcohol.

Sanctions for Alcohol Policy Violations

Students who use alcohol a way that violates this policy will be subject to the judicial process described in this Handbook. Consistent with state and federal law, the College may impose sanctions up to and including expulsion or termination, or referral for prosecution.

College employees supervising the activity are subject to the alcohol and drug policies in the Administrative and Support Staff Handbook or Faculty Handbook.

Alcohol and the Law

In addition to health risks, legal risks must also be considered. The use of alcohol by an underage person, the misuse of alcohol, or the abuse of alcohol raise the possibility of arrest and/or fines. The following is a brief summary of select laws concerning alcohol.

- Underage Consumption. In Ohio, a person must be 21 years old to drink beer, wine, mixed beverages, and spirituous liquor. No person under 21 years of age shall order, pay for, share the cost of, or attempt to purchase or possess or consume beer or intoxicating liquor in any public or private place.
- Misrepresentation (Fake ID). No person shall knowingly furnish any false information as to the name, age, or other identification of any person under 21 years of age for the purposes of obtaining or with intent to obtain beer or intoxicating liquor.
- Open Container. It is illegal for any person to possess an open container of beer, wine, mixed beverages, or spirituous liquor in any public place or to consume such substances in a motor vehicle anywhere in the state of Ohio.
- Operating a Vehicle Under the Influence. No person shall operate any vehicle if the person is under the influence of alcohol, a drug of abuse, or alcohol and a drug of abuse.

For detailed information on the laws of the State of Ohio, see the Ohio Revised Code at <http://codes.ohio.gov/orc/>.

Health Risks Associated with the Abuse of Alcohol

Researchers estimate that 1,519 College students between the ages of 18 and 24 die each year from alcohol-related, unintentional injuries, including motor vehicle crashes. Another 696,000 students between the ages of 18 and 24 are assaulted by another student who has been drinking. About one in four college students report academic consequences from drinking, including missing class, falling behind in class, doing poorly on exams and papers, and receiving lower grades overall.

(See <https://www.collegedrinkingprevention.gov/statistics/consequences.aspx>).

Short-term effects of alcohol include slurred speech, drowsiness, headaches, impaired judgment, decreased perception and coordination, distorted vision and hearing, vomiting, breathing difficulties, unconsciousness, coma, and blackouts. Long-term effects of alcohol include toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, vitamin B1 deficiency, sexual problems, and cancer.

Education on reducing high-risk drinking behaviors that lead to mental and physical health problems is available free of charge through the Wilmington College Health Center Counseling Office. Evaluations are non-judgmental, with the primary concern being to help each student make their own responsible, healthy choices.

Campus and Community Resources

Wilmington College has a variety of prevention and education alternatives available to students, as well as sanctions designed to assist individuals determined to reduce alcohol or other substance abuse problems. Initial screening/assessment interactions and initial counseling sessions are available both on a voluntary basis and through the alcohol policy's sanctioning process. However, the most effective means of addressing positive change is the willingness of members of the community who know and care for each other to face issues such as these and address concerns, values, and expectations to one another.

Anyone experiencing problems with their own or someone else's use of alcohol should consult available resources, both on campus and in the local area. Screening, evaluation, and intervention for any student using drugs or impacted by another's drug use is available on a free and confidential basis in the Wilmington College Counseling Office. Evaluations are non-judgmental, with the primary concern being to help each student make their own responsible, healthy choices.

Phone numbers are listed below, and printed information is available in the Student Health Center.

On Campus:

- Director of Health Services – (937) 481-2217
- Director of Counseling Services – (937) 481-2272

- Campus Safety – (937) 382-0100
- Housing and Residence Life – (937) 481-2312

Wilmington and Clinton County:

- Mental Health and Recovery Center of Warren and Clinton Counties – (513) 695- 1695
- 24/7 Crisis Help: If you or someone you know is in a mental health and/or alcohol/drug crisis, please call the crisis hot line 1-877-695-6333 or text "4hope" to 741741.
- Mental Health and Recovery Center of Clinton County – (937) 383-4441
- Wilmington Police – (937) 382-3833
- Clinton County Sheriff – (937) 382-1611
- State Highway Patrol – (937) 382-2551

Alcohol abuse among college students is a public health concern across the county. While this issue is not unique to the College, the College remains concerned about the ways in which high risk drinking impacts the campus and surrounding community. Wilmington College recognizes that addressing the important issue of alcohol misuse should be a college-wide effort.

To address alcohol abuse on campus, the College observes the prevention framework recommended by the National Institute on Alcohol Abuse and Alcoholism and the U.S. Department of Education. The prevention framework uses a broad, integrated approach to addressing alcohol use on campus that is supported by research. The main components of this prevention framework include:

- Individual-level strategies. These strategies are designed to change the students' knowledge, attitudes, and behaviors related to alcohol so that students drink less, take fewer risks, and experience fewer harmful consequences. Individual strategies include education and awareness programs, cognitive-behavioral skills-based approaches, motivation and feedback-related approaches, and behavioral interventions by health professionals.
- Environmental-level strategies. These strategies are designed to change the campus and community environments in which student drinking occurs and to educate the student body as a whole.

A mix of strategies and the greatest chance for creating a safer campus will likely come from a combination of individual and environmental-level interventions that work together to maximize positive effects. More information about these recommendations can be accessed at www.collegedrinkprevention.gov.

Drug Policy

As an academic community, Wilmington College is committed to providing an environment in which learning and scholarship can flourish. The possession or use of illicit drugs, or the abuse of those which may otherwise be legally possessed, seriously affects the College's environment, as well as the individual potential of our students. The College enforces all applicable federal, state, and local laws and College policies.

Prohibition of Illicit Drugs

Wilmington College prohibits the unlawful use, possession, sale, manufacture, or distribution of illicit drugs on College property and as part of any College activity. Students must comply fully with all federal, state, and municipal regulations regarding the use, cultivation, manufacture, sale, distribution, and/or possession of illicit drugs or controlled substances. In addition, the misuse of substances which present physical or psychological hazards to individuals is prohibited.

Violations of the Drug Policy include, but are not limited to:

- Knowing possession of drug paraphernalia.
- Misuse of prescription drugs or over-the-counter medications.

- The use, cultivation, manufacture, sale, distribution, and/or possession of illicit drugs or controlled substances in violation of federal, state, or municipal laws is prohibited by the College and is not permitted in the residence halls or on any College property.
- Failure to report the use, cultivation, manufacture, sale, distribution, and/or possession of illicit drugs or other illegal substances on any College property to a College official.
- Being knowingly present during the use of illicit drugs or the misuse of prescription drugs, over-the-counter medications, or other substances which present physical or psychological hazards to individuals.

Sanctions for Drug Policy Violations

Students who use, possess, or distribute illicit drugs will be subject to the judicial process described in this Handbook. Consistent with state and federal law, the College may impose sanctions up to and including expulsion or termination, or referral for prosecution.

College employees supervising the activity are subject to the alcohol and drug policies in the Administrative and Support Staff Handbook or Faculty Handbook.

Illicit Drugs and the Law

In addition to health risks, legal risks of illicit drugs must be considered. Federal, state, and local laws strictly prohibit the use, possession, and distribution of illicit drugs. Penalties vary depending on the specific drug and the quantity involved. For detailed information on the laws of the State of Ohio, see the Ohio Revised Code at <http://codes.ohio.gov/orc/>.

Medical Marijuana

Ohio Revised Code Chapter 3796 legalized medical marijuana in Ohio. Although students with a medical marijuana card may now legally possess and consume certain quantities of marijuana in Ohio, doing so is prohibited on the College's property or at college-sponsored events (either on or off campus) pursuant to federal law.

The College is subject to the Controlled Substances Act, the Drug Free Communities and Schools Act, and the Drug Free Workplace Act. Under the federal Controlled Substances Act, marijuana is classified as a Schedule I drug. The use, possession, cultivation, or sale of marijuana violates federal law.

The College may make accommodations to the on-campus housing requirement for students who are legally recognized Ohio medical marijuana users. Students who have a medical marijuana card and who wish to obtain an accommodation should contact the Director of Disability Services' office at accessibility@wilmington.edu or (937) 481-2444 and follow the accommodation process outlined in the Disabilities Policy herein in order to request an exemption to the housing and meal plan policies herein.

Health Risks Associated with Illicit Drug Use

Illicit drug use causes varied and severe threats to the physical, mental and emotional health of students. The impact of illicit drug use on all life areas makes it virtually impossible to maintain the level of healthy functioning required to thrive and succeed in the academic world.

Campus and Community Resources

Wilmington College has a variety of prevention and education alternatives available to students, as well as sanctions designed to assist individuals determined to reduce substance abuse problems.

Anyone experiencing problems with their own or someone else's use of illicit drugs should consult available resources, both on campus and in the local area. Screening, evaluation, and intervention for any student using

illicit drugs or impacted by another's illicit drug use is available on a free and confidential basis in the Wilmington College Counseling Office. Evaluations are non-judgmental, with the primary concern being to help each student make their own responsible, healthy choices.

Phone numbers are listed below, and printed information is available in the Student Health Center.

On Campus:

- Director of Health Services – (937) 481-2217
- Director of Counseling Services – (937) 481-2272
- Campus Safety – (937) 382-0100
- Housing and Residence Life – (937) 481-2312

Wilmington and Clinton County

- Mental Health and Recovery Center of Warren and Clinton Counties – (513) 695- 1695
- 24/7 Crisis Help: If you or someone you know is in a mental health and/or alcohol/drug crisis, please call the crisis hot line 1-877-695-6333 or text "4hope" to 741741.
- Mental Health and Recovery Center of Clinton County – (937) 383-4441
- Wilmington Police – (937) 382-3833
- Clinton County Sheriff – (937) 382-1611
- State Highway Patrol – (937) 382-2551

SA - Parking Policy

This defines the specific policies and regulations that apply to all faculty, staff, students and visitors operating vehicles on the Wilmington College campus.

Vehicle registration and the purchasing of permits was developed to organize and regulate campus traffic. Because of the limited availability of College parking space, it is necessary that we limit traffic in order to accommodate as many vehicles as possible.

These policies and regulations may be revised or amended as necessary. Any changes will be circulated through appropriate means of notification.

Wilmington College students and staff may operate motor vehicles on campus provided they are properly registered and parked in designated parking areas. Students and staff are required to purchase a permit if they desire to park their vehicle on College-owned property. Temporary and visitor permits are obtained free of charge from the Campus Safety office, located at the Center for Service & Civic Engagement at 578 Withrow Circle. Students bringing guests to the college are responsible for ensuring that the visitor secures a Visitor Parking Pass. Parking is on a first-come basis, with no guarantee of available space. All vehicles parked on College property must display a permit by the second week of classes.

If you have an emergency situation or if you have a legitimate reason for which to request an exception to the established parking regulations, be sure to call the Campus Safety office to make appropriate arrangements. We will make every effort to help you determine an appropriate solution to your situation, and at the same time, avoid unnecessary tickets. The registrant of a motor vehicle is responsible for all violations incurred by that vehicle, regardless of who is operating it.

Fines on Campus

Fines for violating parking regulations may be paid at the Rydin website. Fines that are not paid will be automatically applied to the student's account. Parking privileges may be revoked for repeated violations of parking policies.

Appeal of a Fine

Appeal of a fine may be made within 7 working days of the citation. Appeals made after this time will not be accepted. Appeals will be reviewed by the Director of Campus Safety.

Towing

Wilmington College reserves the right to tow any vehicle that has repeat violations or is parked in a "No-Parking" zone.

In the case of repeat offenders, a "boot" may be placed on the wheel of the car to immobilize it. DO NOT try to drive the car with the boot attached. An automatic charge of \$25 will be assessed before the boot is removed. Each day that the boot remains on a vehicle, an additional \$25 fine will be assessed. On the third day, the vehicle will be towed at the owner's expense.

Non-Fee Registration

Students, faculty, or staff who intend to have a vehicle, but do not intend to park in the campus lots, still need to register their vehicle. This provides a ready means by which to determine vehicle ownership in the event of an emergency where a vehicle may need to be moved.

Permit Note

Tampering with, transferring, trading, or altering a permit in any way will result in a \$50 fine and/or loss of campus parking privileges. All such incidents are considered to be fraudulent.

Temporary Parking Permits

Temporary permits will be issued by Campus Safety to guests of students who have purchased a parking permit and to offices on campus with expected visitors. A temporary permit may also be issued when the driver of a registered vehicle is driving another vehicle than the one registered. The Campus Safety Office can better accommodate guests/visitors if arrangements for parking are made prior to your guest's arrival. Temporary permits must be placed on the dashboard.

Restricted Spaces

- Handicapped Spaces
- Visitor Spaces
- Designated College/Company Spaces
- Admissions Spaces

No-Parking Zones

- Fire Lanes
- No-Parking Zones
- Sidewalks
- Lawn Areas
- Areas where access, traffic or other vehicles are blocked

Hours of Operation

Campus lots are for use by those with valid parking permits. Note: tickets are issued 24 hours, 365 days. Visitor parking is available in the College Hall parking lot.

Registering a Vehicle

If a student or college employee plans to park a vehicle in a college -owned lot, the following procedure should be followed:

- Simply go to the website listed, register your vehicle, and purchase your permit. The fee is \$100 for an annual permit or \$60 for a semester permit. The annual permit is valid from August 1 through July 31. The semester permit is valid for the semester it is issued.
- Attach the permit inside the windshield on the driver's side, facing outward. The vehicle is not considered registered until the permit is in place.

Duplicate Registrations

In the event that two family members will have more than one vehicle on campus at the same time, each vehicle must have its own permit. This will require that an additional permit be purchased.

Change of Ownership and Vehicle Information

Visit the Campus Safety Office immediately upon change of ownership, purchase of a new vehicle, temporary vehicle on campus, change of license plate, or loss of permit. When a registered vehicle is sold or traded, the old decal can be removed and reused on the newly registered vehicle.

Visitors and Admission Visitors Parking Spaces

These spaces are reserved from 8AM–5PM. These areas have signs posted. No student vehicle is permitted to park in these spaces during regular business hours. Student lots are reserved during the academic year.

Faculty and Staff

Multiple parking violations indicates that the faculty/staff member is refusing to comply with the parking regulations, the Director of Campus Safety will issue a notice to the faculty/staff member's department head, and to the appropriate Vice President.

Wilmington College does not assume responsibility for any vehicle or its contents while it is parked on campus.

Parking Fines

- Blocking a campus fire lane \$100+Tow*
- Parking in a designated disabled area \$250+Tow*
- Blocking an entrance or exit \$75+Tow*
- Blocking other vehicles \$75+Tow*
- Parking in a "No Parking" area \$75
- Using a stolen or borrowed permit \$75
- Unregistered vehicle/expired permit \$75
- Parking in a company or visitor parking area \$75
- Parking in a 15-minute loading zone \$50
- Parking in a yellow curb zone \$75
- Improper display of permit \$50
- Failure to park in marked lines \$50
- Boot removal \$25 per day
- Replacement parking permit \$20

*Towed at owner's expense. The vehicle will be towed at the express request of the College.

Campus Safety can be reached 24 hours a day at **937.382.0100**.

Discrimination and Harassment

Definitions

Discrimination

Discrimination is an action based on prejudice on the basis of race, color, religion, age, gender, sexual orientation, ability, national origin, veteran/military status, or any other status protected by law that results in unfair treatment of people. Discriminatory behavior makes a distinction between people on the basis of class or category without regard to individual merit.

Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as race, color, religion, age, gender, sexual orientation, ability, national origin, veteran/military status, or any other status protected by law.

Harassment may be directed at a person of any gender and includes, but is not limited to:

- Verbal harassment, such as derogatory or vulgar comments regarding a person's protected status including race, color, sexual orientation, religion, national origin, disability, or age; any verbal comment such as sexually suggestive or obscene comments, threats, slurs, epithets, and jokes about gender-specific traits.
- Written harassment, e.g., such as sexually suggestive or obscene letters, notes or invitations, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines, or any other written or graphic material regarding a person's protected status including race, gender, religion, national origin, disability, or age.
- Visual contact, such as leering, staring at another person's body or any type of obscene gesture.
- Physical harassment, such as hitting, pushing, aggressive physical contact, or threats to take such action.

Policy

Wilmington College prohibits discrimination on the basis of race, color, religion, sex, age, veteran/military status, disability, national origin, or any other status protected by law. The College is committed to maintaining an environment that is free from sexual harassment and harassment based on race, religion, age, color, disability, sexual orientation, national or ethnic origin, political affiliation, veteran/military status, or any other status protected by law.

No College organization, team, faculty member, staff person, student or alumni shall engage in or condone discriminatory or harassing behavior that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive environment;
- Has the purpose or effect of unreasonably interfering with an individual's ability to meet his or her responsibilities or to participate in university activities; or
- Otherwise adversely affects an individual's opportunities at Wilmington College.

It is also a violation of this policy for a person to engage in any act of reprisal against a person for filing a complaint of harassment or discrimination or participating in an investigation of harassment or discrimination under this policy.

Sex Discrimination and Sexual Harassment Policy

<https://www.wilmington.edu/current-students/title-ix>

1.0 Statement of Policy

Consistent with Wilmington College's testimony, "I will respect the dignity of all persons," Wilmington College (or the "College") is committed to providing a learning, working, and living environment free of discrimination, including discrimination on the basis of sex and gender by employees, students, and third parties.

Pursuant to Title IX of the Education Amendments of 1972 (Title IX), Wilmington College prohibits discrimination based on sex (including gender identity, gender expression, and sexual orientation) in its educational, extracurricular, athletic, or other programs or activities that it operates, or in the context of admissions or employment. Specifically, Title IX provides, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Wilmington College considers sex and gender discrimination in all its forms, including sexual harassment, to be a serious offense. Consistent with Wilmington College's commitment to compliance with Title IX, the College will promptly and equitably respond to all reports and formal complaints under this Sex Discrimination & Sexual Harassment Policy (the "Policy") in order to end the conduct, prevent its recurrence, and address its effects on individuals and the community.

inquiries regarding the application of this Policy may be directed to the Title IX Coordinator, the Assistant Secretary of the Office for Civil Rights of the Department of Education, or both.

2.0 Policy Scope

This Policy applies to sexual harassment in the College's education programs or activities—i.e., on campus or at locations or events, or under circumstances over which the College exercises substantial control over both the respondent and the context in which the sexual harassment occurs, and includes any building owned or controlled by a student organization that is officially recognized by the College. It applies to face-to-face encounters, social media, and other forms of electronic communication.

This Policy applies to allegations of sexual harassment made against any person in the United States, including any member of the College community, by a member of the College community in connection with any education program or activity, including any person participating in or attempting to participate in the College's education programs or activities.

Any person may report sex discrimination and sexual harassment in accordance with this Policy (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment—i.e., the complainant). Any person participating in or attempting to participate in the College's education programs or activities may file a formal complaint of sexual harassment in accordance with this Policy.

This Policy applies regardless of gender or sexual orientation, as complainants and respondents—i.e., the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment—may be female, male, non-binary, straight, gay, lesbian, bisexual or transgendered students.² For example, both male and female students can be complainants of sexual harassment, and the complainant and respondent can be of the same sex.

3.0 Definitions

3.1 Sex Discrimination

Conduct that denies or limits an individual's ability to benefit from or fully participate in educational programs, activities, co-curricular programs including athletics, or employment opportunities because of an individual's sex, gender, gender identity, gender expression or sexual orientation, and discrimination based on an individual's pregnancy.

3.2 Sexual Harassment

Sexual harassment is a form of sex discrimination and means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct—i.e., quid pro quo sexual harassment;
2. 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
3. Sexual assault, dating violence, domestic violence, or stalking.

3.2.1 Sexual Conduct

Examples of sexual conduct include, but are not limited to:

- Making sexual propositions or pressuring an individual for sexual favors;
- Touching of a sexual nature;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or dirty jokes;
- Spreading sexual rumors or rating other students as to sexual activity or performance; or
- Circulating or showing e-mails or websites of a sexual nature.

Example: A College official sends a student a text message to arrange a time to meet for a sexual encounter. Sending such a text message would constitute sexual conduct.

Not all physical contact is sexual in nature. Legitimate nonsexual touching or conduct generally will not be considered sexual harassment. However, it may rise to that level if it takes on sexual connotations.

Example: A coach hugs a student who makes a goal. This by itself is not considered sexual conduct. However, a coach's hugging of a student could be considered sexual conduct if it is unwelcome and occurs under inappropriate circumstances.

Sexual harassment encompasses both unwelcome conduct of a sexual nature, as well as other forms of unwelcome conduct on the basis of sex.

3.2.2 Unwelcome Conduct v. Consent

The "conditioning" or "bargain" proposed in quid pro quo harassment may be express or implied from the circumstances. The inquiry into whether sexual conduct is unwelcome does not equate to whether an individual consented to the sexual conduct. When a complainant acquiesces to unwelcome conduct to avoid potential negative consequences, such "consent" does not necessarily mean that the sexual conduct was not "unwelcome" or that quid pro quo harassment did not occur. Whether conduct is considered to be "unwelcome" is a subjective inquiry (i.e., whether the complainant viewed the conduct as unwelcome).

3.2.3 Consent

For purposes of this Policy, consent is defined as the act of knowingly and willingly agreeing verbally or non-verbally to engage in sexual activity.

An individual cannot consent if he/she/they

1. Is incapacitated;
2. Is impaired by any drug or intoxicant;
3. Has been purposely compelled by force, including threats, intimidation, or coercion;
4. Is unaware that the act is being committed;
5. Is impaired because of a mental or physical condition; or
6. Pursuant to Ohio law, is under the age of sixteen (16).

Consent must exist throughout a sexual encounter and can be withdrawn at any time.

3.2.4 Incapacity

Incapacity means a state in which rational or reasonable decision-making and the ability to consent is rendered impossible because of a person's temporary or permanent physical or mental impairment including, but not limited to, physical or mental impairment resulting from drugs or alcohol, disability, sleep, unconsciousness, involuntary physical restraint, or illness.

1. An incapacitated person cannot give consent.
2. Sexual activity with someone who one knows or should know to be incapacitated is not consented sexual activity and, therefore, is a violation of this policy.
3. Incapacitation may result from taking "rape drugs." A rape drug is any drug intentionally used to incapacitate another victim to assist in the execution of drug-facilitated sexual assault. Possession, use and/or distribution of any so-called "rape drug" is prohibited, and administering these drugs to another person is a violation of this policy.
4. Being under the influence of alcohol or other drugs will not excuse behavior that violates this policy.

3.2.5 Force

Force means the use of physical violence or physical imposition to gain sexual access, including the use of threat, intimidation (implied threats), or coercion to overcome a person's free will or resistance.

3.2.6 Threat or intimidation

Threat or intimidation mean actual or implied declarations to inflict physical or psychological harm, to cause damage, or to commit other hostile actions to obtain sexual activity from an unwilling participant.

3.2.7 Coercion

Coercion means unreasonable pressure for sexual activity from an unwilling participant.

3.2.8 Severe, Pervasive, and Objectively Offensive

Elements of severity, pervasiveness, and objective offensiveness are evaluated in light of the known circumstances and depend upon the facts of each situation and are determined from the perspective of a reasonable person standing in the shoes of the complainant. Whether conduct is so severe, pervasive, and objectively offensive depends upon the surrounding circumstances, expectations, and relationships, including, but not limited to, the ages, number, disability status, and positions of authority of the individuals involved, among other factors.

3.3 Sexual Assault

Sexual assault is defined under the Clery Act as an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation ("UCR").

UCR defines a forcible sex offense as a sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, and includes the following:

3.3.1

Forcible rape – the carnal knowledge of a person, forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent because of his/her/their temporary or permanent mental or physical incapacity.

3.3.2

Forcible sodomy – oral or anal sexual intercourse with another person, forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent because of his/her/their youth or because of his/her/their temporary or permanent mental or physical incapacity.

3.3.3

Sexual assault with an object – to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent because of his/her/their youth or because of his/her/their temporary or permanent mental or physical incapacity.

3.3.4

Criminal Sexual Contact – the intentional touching of clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation.

The forced touching by the victim of the actor’s clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation.

This offense includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.

UCR defines a nonforcible sex offense as unlawful, nonforcible sexual intercourse and includes the following:

3.3.5

Incest – nonforcible sexual intercourse between two persons who are related to each other within the degrees wherein marriage is prohibited by law.

3.3.6

Statutory rape – nonforcible sexual intercourse with a person who is under the statutory age of consent.

3.4 Dating Violence

Dating Violence is defined under the Violence Against Women Act (“VAWA”) as:

1. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim/survivor; and
2. Where the existence of such a relationship shall be determined based on consideration of the following factors:
 1. the length of the relationship;
 2. the type of relationship; and
 3. the frequency of interaction between the persons involved in the relationship.

3.5 Domestic Violence

Domestic violence is defined under VAWA as:

1. Felony or misdemeanor crimes of violence committed:
 1. by a current or former spouse or intimate partner of the victim/survivor;
 2. by a person with whom the victim/survivor shares a child in common;
 3. by a person who is cohabitating with or has cohabitated with the victim/survivor as a spouse or intimate partner; iv. by a person similarly situated to a spouse of the victim/survivor; v. by any other person against an adult or youth victim/survivor who is protected from that person's acts under the state's domestic or family violence laws.

3.6 Stalking

Stalking is defined under VAWA as:

1. Engaging in a course of conduct,
2. Directed at a specific person,
3. That would cause a reasonable person to
 1. fear for his or her safety or the safety of others, or
 2. to suffer substantial emotional distress.

Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

Sexual assault, dating violence, domestic violence, or stalking are inherently serious sex-based offenses. However, stalking may not always be "on the basis of sex"—e.g., when a student stalks an athlete due to celebrity worship rather than sex. When stalking is "on the basis of sex"—e.g., when the stalker desires to date the victim—stalking constitutes sexual harassment. Stalking that does not constitute sexual harassment may still be prohibited under the College's student code of conduct.

4.0 Reports & Formal Complaints of Sex Discrimination and Sexual Harassment

Individuals who have questions about Title IX or this Policy, or feel that they have been discriminated against based on sex, sexually harassed, or retaliated against for their involvement in such a report or adjudication, are strongly encouraged to directly contact the Title IX Coordinator or the Alternate Title IX Coordinator.

The College's duty to respond under this Policy is triggered upon the College's actual knowledge of sexual harassment or alleged sexual harassment that occurred within its education program or activity against a person within the United States. Actual knowledge is notice of sexual harassment or allegations of sexual harassment to the College's Title IX Coordinator or any College official with authority to institute corrective measures on behalf of the College.

A formal complaint, as defined in Section 4.6 below, is not required to make a report of sexual harassment and initiate a response by the College, including the offering and providing of supportive measures, as defined in Section 4.4 below. However, only a formal complaint of sexual harassment will prompt an investigation and grievance process outlined in Section 5.0 below.

4.1 Officials with Authority

An official with authority is a College official who has authority to institute corrective measures on behalf of the College.

For reports involving only students, the College has designated the following individuals as officials who have authority to institute corrective measures on behalf of the College:

1. President
2. Vice President, Chief Student Affairs Officer/Dean of Students
3. Vice President, Chief Academic Officer/ Dean of Faculty
4. Vice President for Community and Business Development (where the complainant or respondent participates in the College's online programs)
5. Senior Director of Diversity and Inclusion

For reports involving an employee, the College has designated the following individuals as officials with authority who have authority to institute corrective measures on behalf of the College:

1. President
2. Director of Human Resources
3. Vice President, Chief Academic Officer/Dean of Faculty
4. Vice President Community and Business Development (where the complainant or respondent participates in the College's online programs)

Officials with authority who receives notice of sexual harassment or allegations of sexual harassment in one of the College's education programs or activities, directly or indirectly, are required to promptly report such sexual harassment or allegations of sexual harassment to the Title IX Coordinator or Alternate Title IX Coordinator. Reporting allows complainants to receive supportive measures and helps to maintain a safe campus environment.

4.2 Reporting Sex Discrimination and Sexual Harassment

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 sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report, including reporting to the Alternate Title IX Coordinator listed in Section 4.3 below. A report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Officials with authority are required to promptly report incidents or allegations of sexual harassment to the College's Title IX Coordinator or Alternate Title IX Coordinator. Where an official with authority is the complainant, you are strongly encouraged to report the misconduct to the College's Title IX Coordinator or Alternate Title IX Coordinator.

Any person who is not an official with authority, including students and members of the College community, are strongly encouraged to promptly report incidents or allegations of sex discrimination and sexual harassment to the College's Title IX Coordinator or Alternate Title IX Coordinator.

4.3 Title IX Coordinators

The Title IX Coordinator is the designated agent of the College with primary responsibility for receiving reports and formal complaints of sexual harassment, signing formal complaints, and generally coordinating the College's compliance with Title IX. The Title IX Coordinator's responsibilities include overseeing the College's response to reports and formal complaints of sexual harassment, including supportive measures, as well as overseeing the College's documentation and recordkeeping set forth in Section 7.0. The Title IX coordinator provides educational materials and training on Title IX, and generally provides guidance and ensures a fair process for individuals involved in Title IX complaints. Below is the contact information for the Title IX Coordinator:

Spencer Izor
Associate Vice President for Compliance
Title IX Coordinator, ADA Coordinator

1870 Quaker Way
Wilmington, OH 45177
Tel: 937-481-2365 (Ext. 365)
Email: spencer.izor@wilmington.edu

If the Title IX Coordinator has a conflict of interest or is otherwise unable to handle the Title IX matter at issue, an alternate Title IX Coordinator will be appointed.

4.4 Offering and Providing Supportive Measures

Where the Title IX Coordinator receives a report of an incident or allegation of sexual harassment from any individual, including an official with authority or complainant, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures and inform the complainant of the availability of such supportive measures with or without filing of a formal complaint. The Title IX Coordinator will also provide to the complainant a copy of this Policy and explain to the complainant their right to file a formal complaint and the process for filing a formal complaint, as outlined in Section 4.6 below.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include, but are not limited to, the following:

1. Extensions of deadlines or other course-related adjustments;
2. Modifications of work or class schedules;
3. Campus escort services;
4. Mutual restrictions on contact between parties—e.g., a no-contact order;
5. Changes in work or housing locations;
6. Leaves of absence;
7. Increased security and monitoring of certain areas of campus; and
8. Other similar measures.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures and will consider the complainant's wishes with respect to supportive measures.

The College will maintain the confidentiality of any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. To the extent an individual chooses to report an incident or allegation of sexual harassment anonymously or without disclosing the identity of the complainant and/or the respondent, the College will be unable to provide supportive measures to the complainant and/or consider whether to initiate the grievance process against a respondent in response.

4.5 Emergency Removal & Administrative Leave

In addition to implementing supportive measures set forth in Section 4.4 above, in emergency situations that arise out of allegations of conduct that could constitute sexual harassment, the College may elect to remove the respondent from the College's education programs or activities. Removal may be made only after the College conducts an individualized safety and risk analysis and concludes that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. Removal may take place before an investigation into sexual harassment allegations concludes or where no grievance process is pending. The Title IX Coordinator may make removal decisions on behalf of the College and may periodically reassess whether an immediate threat to physical health or safety is ongoing or has dissipated such that removal is no longer warranted.

Where the College elects to remove a respondent from its education programs or activities, it will provide the respondent with notice and an opportunity to challenge the decision immediately following removal. The respondent must make any challenge to the Title IX Coordinator.

Where a respondent is a non-student employee, the College may also elect to place the respondent on administrative leave during the pendency of a grievance process under Section 5.0. The Director of Human Resources may make administrative leave decisions on behalf of the College and may periodically reassess whether administrative leave is warranted during the grievance process.

4.6 Formal Complaints of Sex Discrimination and Sexual Harassment

While the College will promptly and meaningfully respond to reports of sexual harassment as outlined in Section 4.4 above, only a formal complaint of sexual harassment will prompt an investigation and grievance process outlined in Section 5.0 below.⁵ A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. A document filed by a complainant is a document or electronic submission—i.e., electronic mail—that contains the complainant’s physical or digital signature, or otherwise indicated that the complainant is the person filing the formal complaint.

Third parties are not permitted to file formal complaints and formal complaints cannot be filed anonymously. However, where the complainant’s identity is unknown—e.g., where a third party has made a report—the grievance process may proceed if the Title IX Coordinator determines it is necessary to sign a formal complaint.⁷ Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party. Where the Title IX Coordinator signs a formal complaint knowing that the complainant did not wish to do so, the College will respect the complainant’s wishes regarding whether to participate or not in the grievance process.

Filing of a formal complaint with the Title IX Coordinator may be accomplished in person, by mail, or by electronic mail, by using the contact information of the Title IX Coordinator listed in Section 4.3 above.

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an educational program or activity of the College.

4.7 Confidentiality of Reports and Formal Complaints

The College will keep confidential the identity of any individual who has made a report or formal complaint of sex discrimination or sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination or sexual harassment, any respondent, and any witness, except under the following circumstances:

- As may be permitted by the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99;
- As required by law; or
- To carry out the purposes of the Title IX regulations, 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

While consent from a complainant is not required, the Title IX Coordinator or alternate Title IX Coordinator will seek consent from the complainant before the Title IX Coordinator signs a formal complaint and pursues the grievance process. To the extent possible and consistent with the above exceptions, disclosure of any information relating to a formal complaint will be limited to the individuals conducting the College’s investigation or resolving the complaint.

If the complainant requests confidentiality or asks that the complaint not be pursued or that the College stop the investigation process, the College will inform the complainant that its ability to respond may be limited as a result, but that it will take all reasonable steps to investigate and respond to the complaint consistent with the

request for confidentiality or the request not to pursue an investigation. The College will also inform the complainant that Title IX prohibits retaliation and that it will take actions to prevent retaliation and take strong action against anyone who engages in retaliation, as well as the complainant's right not to participate in the grievance process.

The College must weigh requests for confidentiality and/or requests that no action be taken against the College's obligation to provide a safe, non-discriminatory environment for all members of the College community, including the complainant. The College may not be deliberately indifferent to known sexual harassment. The College will likely be unable to honor a request for confidentiality or a request that no action be taken in cases indicating pattern, predation, weapons, violence, or if a minor is involved.

There are some sources to whom students may report sexual harassment who may maintain complete confidentiality. These sources include:

- Professional Counselor. A professional counselor is an individual employed or contacted by the College who is responsible for providing mental health counseling to members of the College's community and acting within the scope of his or her license or certification. This includes professional counselors at the Wilmington College Health Center, which can be reached at 937-481-2272 (x272).
- Pastoral Counselor. A pastoral counselor is an individual associated with a religious order or denomination and recognized as someone who provides confidential counseling by such religious order or denomination. This person must function within the scope of that recognition in order to keep confidentiality.
- Doctors and Nurses. A doctor or nurse is an individual employed or contracted by the College who is responsible for providing medical health services to members of the College's community and acting within the scope of his or her license or certification. This includes doctors and nurses at the Wilmington College Health Center, which can be reached at 937-481-2217 (x217).
- Victim or Survivor Advocates. Victim or survivor advocate. An advocate's role is to help the victim/survivor consider their options and provide them with the information necessary to make informed decisions. Once a decision is made, the advocate is responsible for supporting the victim/survivor in the implementation of that decision. The Campus Advocate at the College is employed through the Office on Violence Against Women (OVW) grant program and is located in the Support Services Office (Pyle Center, Room 2). However, the advocate shares this space with the other support staff and is not a full-time employee, so they should be directly contacted via email at advocate@wilmington.edu or through the Violence Prevention & Education office at (937) - 481 - 2325 (x325).

Please note that while the Campus Advocate is a confidential resource for survivors of sexual assault, domestic violence, dating violence, and stalking, they do not have privileged confidentiality as the other confidential resources do; meaning they are confidential per campus policy but not in the court of law.

Nothing in this Policy prohibits or restricts the ability of either party to discuss the allegations under investigation.

5.0 Grievance Process for Formal Complaints of Sexual Harassment

5.1 Equity in the Grievance Process

The grievance process treats complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent and by following the grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures. Respondents are presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

The Title IX Coordinator, Alternate Title IX Coordinator, investigator(s), any decision-maker(s), including any Adjudicator and the Appeal Board member, and any person designated to facilitate an information resolution process may not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.2 Written Notice of Allegations

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice to known parties that includes the following:

- notice of this grievance process;
- notice of the allegations of sexual harassment with sufficient details known at the time, including,
 1. the identities of the known parties involved in the incident,
 2. the conduct allegedly constituting sexual harassment, and
 3. the date and location of the alleged incident, if known;
- a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney consistent with Section 5.7.2 below;
- notice that the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint consistent with Section 5.7.5 below;
- notice of any provision in the College's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process; and
- notice that making a good faith formal complaint that is not later substantiated does not constitute providing false or misleading information.

Written notice will be provided with sufficient time to prepare a response before any initial interview.

If, in the course of the investigation, the College decides to investigate allegations about the complainant or respondent that were not included in the written notice provided above, the Title IX Coordinator will provide written notice of the additional allegations to known parties.

5.3 Dismissal of Formal Complaint

While the College will investigate the allegations in formal complaints of sexual harassment, it will dismiss a formal complaint where the conduct alleged:

1. would not constitute sexual harassment, even if proved;
2. did not occur in the College's education program or activity—i.e., locations or events, or under circumstances over which the College exercises substantial control over both the respondent and the context in which the sexual harassment occurs, including any building owned or controlled by a student organization that is officially recognized by the College; or
3. did not occur against a person in the United States.

Such mandatory dismissal, however, does not preclude action under another provision of the College's code of conduct.

The College may dismiss a formal complaint or any allegation therein, if at any time during the investigation or hearing:

1. a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
2. the respondent is no longer enrolled or employed by the College; or
3. specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

For example, where the identity of a complainant is not disclosed, the College may not be able to gather evidence necessary to establish the elements of sexual harassment, such as whether the alleged conduct was unwelcome or without consent. In such instances, discretionary dismissal may be appropriate.

The Title IX Coordinator will make determinations regarding dismissal and will promptly notify the parties in writing of any dismissal and the reasons therefore.

5.4 Time Frame and Temporary Delays

Upon receipt of a sexual harassment complaint, the College will exercise good faith to investigate and conclude the grievance process in a reasonably prompt time frame.

1. Once a formal complaint of sexual harassment has been made, an investigation into the complaint will be conducted by the investigator(s) within sixty (60) days of the complaint being made.
2. Consistent with Section 5.7.5, prior to the completion of the investigative report (see Section 5.7.6), the Title IX Coordinator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in electronic format or hard copy, with any redactions required by the Family Educational Rights and Privacy Act ("FERPA"). The parties will have ten (10) days to submit a written response, which the investigator(s) will consider prior to completion of the investigative report.
3. Consistent with Section 5.7.6, the investigator(s) will create an investigative report that fairly summarizes relevant evidence within ninety (90) days of the complaint being made.
4. The Title IX Coordinator will send to each party and the party's advisor, if any, a copy of the final investigative report, in electronic format or hard copy, with any redactions required by FERPA, for their review and written response within three (3) days of completing the investigative report and at least ten (10) days prior to the hearing.
5. A hearing before the Adjudicator will be held within one hundred and twenty (120) days of the complaint being made.
6. The Adjudicator will issue a written determination regarding responsibility within fourteen (14) days of the hearing.

Temporary delay of the grievance process or a limited extension of time frames may be permitted for good cause. Good cause may include, but is not limited to, 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 Title IX Coordinator will provide written notice to the complainant and the respondent of any temporary delay or limited extension and the reasons for such action.

5.5 Evidentiary Standard & Evidence

Determinations regarding responsibility for all formal complaints of sexual harassment, whether against a student or employee, will be made using the preponderance of the evidence standard.

Parties are provided an equal opportunity to participate fully and robustly in the investigation process by gathering and presenting evidence, including fact and expert witnesses and other evidence, reviewing the evidence gathered, responding to the investigative report that summarizes relevant evidence, and asking questions of other parties and witnesses before the Adjudicator has reached a determination regarding responsibility.

However, while not a party to the proceedings, the College bears the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility provided that the College cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the College obtains that party's voluntary, written consent to do so.

This Policy also does not require, allow, rely upon or otherwise use questions or evidence that constitute or seek disclosure of information protected under legally recognized privilege, such as the attorney-client privilege or the doctor-patient privilege, unless the person holding such privilege waives it.

Investigator(s) must objectively and impartially gather and present any relevant evidence to the Adjudicator in an investigative report, who, in turn, must objectively and impartially evaluate relevant evidence and reach a determination regarding responsibility.

All relevant evidence discovered during this grievance process, including inculpatory and exculpatory evidence, will be evaluated on an objective basis. All credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

5.6 Consolidation of Formal Complaints

The College may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one complainant or more than one respondent, references in this Policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.7 Investigation of a Formal Complaint

5.7.1 Investigators

Following the receipt of a formal complaint of sexual harassment, the Title IX Coordinator will designate one or more investigators to conduct the investigation. Eligible investigators include faculty or staff who have been trained in this Policy and the role of an investigator. When the complaint is made against an employee, at least one of the designated investigators will be a member of the Office of Human Resources.

Investigators are responsible for objectively and impartially gathering evidence and presenting any relevant evidence to the Adjudicator in an investigative report as set forth in Section 5.7.6 below.

5.7.2 Choice of Advisor

In any related meeting or grievance proceeding, the parties have an equal opportunity to be accompanied by the advisor of their choice, who may be, but is not required to be, an attorney. An advisor may be a member of the College community, an attorney, or another individual not affiliated with the College. During any related meeting or proceeding, however, an advisor's role is limited. Except as permitted during hearings as set forth in Section 5.8 below, an advisor is not permitted to engage in the grievance process on the party's behalf or participate directly in any related meeting or proceeding. An advisor may quietly consult with his or her advisee during a related meeting or proceeding in a manner that does not disrupt or interfere with the meeting or proceeding. If an advisor fails to act in accordance with these procedures, he/she/they may be asked to leave the meeting or proceeding.

5.7.3 Gathering of Evidence

During the investigation, both the complainant and the respondent may present written and oral statements, names of witnesses, and other evidence to the investigators. The complainant, respondent, and witnesses may be interviewed as part of the investigation. The interviews will be supplemented by the gathering of any physical, documentary, or other evidence, as appropriate and available. Follow-up interviews will be conducted by the investigators as needed.

All parties and witnesses are expected to provide truthful information. Knowingly providing false or misleading information is a violation of the College's policy and can subject a student or employee to disciplinary action. Making a good faith report to the College that is not later substantiated does not constitute providing false or misleading information.

Any employee respondent is expected to participate and cooperate in the investigation, including submitting to any requested interview by the investigators. If an employee refuses to participate or cooperate in the

investigation, that person will be subject to discipline, up to and including termination. Consistent with Section 4.7, the investigation may still go forward if a respondent, whether an employee or a student, refuses to participate or cooperate.

5.7.4 Notice of Interviews and Hearings

The College will provide written notice of the date, time, location, participants, and purposes of all investigative interviews, hearings, or other meetings, to a party whose participation is invited or expected. Such notice will be provided with sufficient time for the party to prepare to participate.

5.7.5 Inspection and Review of Evidence

All parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

Prior to completion of the investigative report set forth in Section 5.7.6 below, the Title IX Coordinator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, with any redactions required by FERPA. The parties will have at least ten (10) days to submit a written response, which the investigator(s) will consider prior to completion of the investigative report.

The College shall make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

5.7.6 Investigative Report

The investigator(s) will create an investigative report that fairly summarizes relevant evidence. Within three (3) days of the completion of the final investigative report and at least ten (10) days prior to the hearing or other time of determination regarding responsibility, the Title IX Coordinator will send to each party and the party's advisor, if any, the final investigative report in electronic format or hard copy, with any redactions required by FERPA, for their review and written response.

The final investigative report will include all the written responses provided by the parties involved, with any redactions required by FERPA.

5.8 Decision Making of Formal Complaints

5.8.1 Adjudicator

Prior to the finalization of the investigative report, the Title IX Coordinator will designate a third-party decision-maker trained in this Policy ("Adjudicator") to conduct the live hearing and make a determination regarding responsibility.

The Title IX Coordinator shall provide the investigative report to the Adjudicator. The Adjudicator is responsible for reviewing the investigative report, conducting the live hearings set forth in Section 5.8.2, making a determination regarding responsibility, and determining remedies and sanctions. In reaching a determination, the Adjudicator will apply the preponderance of the evidence standard as set forth in Section 5.5. The Adjudicator will determine, based on the complete record and applying a preponderance of the evidence standard, whether or not the evidence is sufficient to support a conclusion that the conduct occurred and that there was a violation of this Policy. Following the close of the hearing, if the Adjudicator determines that there was a violation, the Adjudicator will also determine the appropriate remedies and sanctions that should be imposed consistent with Section 5.12. In doing so, the Adjudicator may consult with the Title IX Coordinator to obtain information about College precedent for such remedies and sanctions.

5.8.2 Live Hearing

Consistent with Section 5.4, a live hearing before the Adjudicator will be held within one hundred and twenty (120) days of the formal complaint being made.

The reporting party and the accused are entitled to the same opportunities to have others present during the hearing, including the opportunity to be accompanied by an advisor pursuant to Section 5.7.2.

5.8.3 Cross Examination

Both parties have an equal opportunity to cross examine the other party and any witnesses—i.e., to ask relevant questions and follow-up questions, including those challenging credibility—through his/her/their advisor. Cross examination must be conducted directly, orally, and in real time by the party's advisor. A party may never personally cross examine another party or witnesses.

If a party does not have an advisor present at the live hearing, the College will provide an advisor of the College's choice, who may or may not be an attorney, without fee or charge, to conduct cross examination on behalf of the party.

Only relevant cross examination and other questions may be asked of a party or witness. As such, before a party or witness answers a cross examination or other question, the Adjudicator must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Where a party or witness does not submit to cross examination at the live hearing, the Adjudicator must not rely on any statement of that party or witness in reaching a determination regarding responsibility. However, the Adjudicator cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross examination or other questions.

Cross-examination that may reveal faulty memory, mistaken beliefs, or inaccurate facts about allegations does not mean that the party answering questions is necessarily lying or making intentionally false statements. The degree to which any inaccuracy, inconsistency, or implausibility in a narrative provided by a party or witness should affect a determination regarding responsibility is a matter to be decided by the Adjudicator, after having the opportunity to ask questions of parties and witnesses, and to observe how parties and witnesses answer the questions posed by the other party.

5.8.4 Virtual and Remote Hearings

Live hearings may be conducted with all parties physically present in the same geographic location or, at the College's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

At the request of either party, the College will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the Adjudicator and parties to simultaneously see and hear the party or the witness answering questions.

5.8.5 Record of Hearing

All live hearings, whether they occur in person or virtually, will be recorded via audio or audiovisual recording or transcribed. The record shall be the property of the College. Such recording or transcript will be made available to the parties for inspection and review.

5.9 Informal Resolution

5.9.1 Use of Informal Resolution

Where a formal complaint is filed, and at any time prior to reaching a determination regarding responsibility, the College may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. An informal resolution process may not be utilized unless:

1. The parties are provided written notice that discloses the following:
 - the allegations,
 - the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and
 - any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. The parties provide voluntary, written consent to the informal resolution process.

An informal resolution process may not be utilized to resolve allegations that an employee sexually harassed a student.

5.9.2 Informal Resolution Process

Where an informal resolution process may be utilized in accordance with Section 5.9.1 above, such process will be overseen by The Title IX Coordinator or Alternate Title IX Coordinator. The complainant and respondent have the right to an advisor as set forth in Section 5.7.2 above.

At any time prior to agreeing to a resolution under this process, any party may withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint. In addition, any party can resume the grievance process where the party is dissatisfied with a proposed informal resolution.

As described in Section 4.7 above, the College may elect to pursue a formal resolution process even if the complainant does not wish to pursue a formal resolution.

5.10 Determination Regarding Responsibility

5.10.1 Written Determination Regarding Responsibility

The Adjudicator must issue a written determination regarding responsibility to be provided simultaneously to the parties that must include the following:

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the College's code of conduct to the facts;
5. A statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions to be imposed on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided to the complainant; and
6. The College's procedures and permissible bases for the complainant and respondent to appeal.

The Title IX Coordinator is responsible for effective implementation of any remedies herein.

The Adjudicator will issue the written determination regarding responsibility, which will be provided simultaneously to the parties by the Title IX Coordinator within fourteen (14) days of the hearing. The

complainant will be informed of any specific sanctions imposed on respondent directly relating to the complainant in a manner consistent with the requirements of FERPA. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.11 Appeal to the Appeal Board

Either the complainant or the respondent may appeal any determination and/or sanction of the Adjudicator or any dismissal of a formal complaint or any allegations therein to the Appeal Board on any of the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, Alternate Title IX Coordinator, investigator(s), or the decision maker, including the Adjudicator, had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.11.1 Appeal Board

Upon receipt of a written request for appeal under Section 5.11.2, the Title IX Coordinator will designate an Appeal Board to conduct an appeal. The Appeal Board shall include three (3) members comprised of faculty and administration/support staff, all of whom have received training on this Policy. The Appeal Board may not include the investigator(s), the Title IX Coordinator, or the Adjudicator involved in the grievance process at issue.

The Appeal Board is responsible for reviewing the complete record of the investigation, the live hearing, and the determination of the Adjudicator

5.11.2 Filing the Appeal

The appeal must be made in writing to the Title IX Coordinator within ten (10) days from when the party receives the written decision of the Adjudicator, including the day on which the party receives the written decision. The written appeal must include the bases for the appeal, as set forth in Section 5.11 above, and all relevant information and arguments in support. The Title IX Coordinator will promptly notify the other party in writing when an appeal is filed.

If an appeal is not filed within this time frame, the right to appeal is waived and the determination and/or sanction of the Adjudicator or any dismissal of a formal complaint or any allegations therein becomes final.

5.11.3 Review and Approval of Appeal

The Appeal Board will review the written appeal for scope and determine permissibility of the appeal, which will be limited to the bases set forth in Section 5.11 above, and notify the parties regarding whether the appeal is permitted or denied within ten (10) days of the written appeal.

5.11.4 Appeal Procedure

Upon notification that an appeal is permitted, the appellee will be provided with the written appeal and shall have ten (10) days, including the date of receipt, to respond in writing to the statement of the appellant.

The Appeal Board will determine the merit of the appeal, based on its review of the complete record and applying a preponderance of the evidence standard. Such determination shall be made by a majority vote of the Appeal Board. The Appeal Board may affirm, reverse, or modify the determination and/or sanction of the

Adjudicator, or remand the matter for further investigation and/or analysis. If the matter is remanded, the process will repeat, generally beginning at the appropriate stage of the investigation or grievance process as indicated by the Appeal Board's remand.

The written decision of the Appeal Board describing the result of the appeal and the rationale for the result will be sent simultaneously to both parties, typically within five (5) days following the Appeal Board's determination and no more than thirty (30) days after approval of the written appeal under Section 5.11.3. The complainant will be informed of any specific sanctions imposed on respondent directly relating to the complainant in a manner consistent with the requirements of FERPA.

5.12 Remedies and Disciplinary Sanctions

This grievance process treats complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following a grievance process prior to the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

The College is committed to taking action to eliminate all sex discrimination and sexual harassment. Where a determination of responsibility for sexual harassment has been made against the respondent, remedies are designed to restore or preserve equal access to the College's education programs or activities, to stop the conduct, prevent its recurrence, and address its effects. Such remedies may include the same individualized services that constitute supportive measures in Section 4.4 above, but may also be disciplinary or punitive and need not avoid burdening the respondent. To that end, when determining the appropriate remedies or sanctions to be imposed, consideration shall be given to the principle that the sanctions should be proportionate to the offense and seek to provide a remedy to the complainant and to prevent recurrence of the offense for the protection of the campus community. Any student or employee determined to be responsible for violation of this Policy should expect the imposition of remedies and/or sanctions.

Remedies and sanctions for students may include any of those set forth in the Student Handbook and Student Code of Conduct, including modification of living arrangements, dismissal, suspension, reporting to the local police, and other remedies and sanctions determined by the College to be appropriate.

Remedies and sanctions for employees may include any of those set forth in the Faculty Handbook or Staff Handbook, including termination, suspension, removal from campus, cancellation of contract, written reprimand, oral reprimand, and other remedies and sanctions determined by the College to be appropriate.

6.0 Retaliation

The College strictly prohibits retaliation—i.e., intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX, its regulations, or this Policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for Code of Conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its regulations, or this Policy, constitutes retaliation.

Retaliation does not include the exercise of First Amendment rights or a code of conduct violation charge for making a materially false statement in bad faith in the course of a grievance proceeding.

Any person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or dismissal if they are a student.

7.0 Documentation and Recordkeeping

Where the Title IX Coordinator receives a report of an incident or allegation of sexual harassment or a formal complaint is filed, the College will create records of any actions, including any supportive measures, taken in response to a report or formal complaint. In each instance, the College will document the basis for its conclusion that its response was not deliberately indifferent and document that it has taken measures designed to restore or preserve equal access to the College's education program or activity. Deliberate indifference occurs only where a response to sexual harassment is clearly unreasonable in light of the known circumstances. Where supportive measures are not provided to a complainant, the College will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The foregoing documentation, as well as the following, will be maintained by the College for a period of seven years:

1. Each sexual harassment investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript;
2. Any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the College's education program or activity;
3. Any appeal and the result therefrom;
4. Any informal resolution and the result therefrom; and
5. All materials used to train Title IX Coordinators, investigators, decision-makers, including Adjudicators and Appeal Board members, and any person who facilitates an informal resolution process. The College will make these training materials publicly available on its website.

8.0 Education and Training

Wilmington College is committed to taking steps to prevent discrimination based on sex, including all forms of sex discrimination and sexual harassment, and to address its impact upon any victims. Efforts to address these issues are made by a variety of programs, departments and services available on campus. For example, the College provides new student orientation and employee training programs addressing topics such as (1) the provisions of this Policy; (2) safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of sexual harassment; and (3) information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks. The College also provides education on these topics on an ongoing basis for students and faculty.

Title IX Coordinators, investigators, any person who facilitates an informal resolution process, Adjudicators, and Appeal Board members will receive training on this Policy and the proper handling of cases of sexual harassment, including, but not limited to the following:

1. the definition of sexual harassment,
2. the scope of the College's education programs and activities,
3. how to conduct an investigation and grievance process, including hearings, appeals, and informal resolution processes, and
4. how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Adjudicators will also receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in Section 5.8.1 above.

Investigators and Adjudicators will also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth Section 5.7.6 above, and make relevancy determinations during live hearings, as set forth in Section 5.8.3 above.

Training materials will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

9.0 Guidance on Taking Immediate Action in Cases of Sexual Harassment

In the event that a sex offense (including sexual assault or stalking) has occurred, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. (The decision to press charges does not have to be made at this time. However, following these procedures will help preserve this option for the future and will help in obtaining a protective order, if necessary.) Victims/survivors should not bathe, urinate, douche, brush teeth, or drink liquids. Clothes should not be changed, but if they are bring all original clothing to the hospital in a paper bag. (Plastic bags damage evidence.)

When necessary seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

In addition to the above College resources, there are also independent resources available to victims of sexual assault. The Alternatives to Violence Center serves any person who is a survivor of sexual assault, including providing court advocacy, counseling, support groups, temporary shelter, education, and a 24-hour crisis line. The Center is located at 94 N South St, 3rd Floor Suite D, Wilmington, OH 45177. The telephone number for the Center is (937) 383-3285 and the crisis line number is (888) 816-1146.

Though the College will undertake its own investigation of any report of sexual harassment, you may also: (1) notify law enforcement authorities, including the Wilmington Police Department; (2) be assisted by campus authorities in notifying law enforcement; or (3) decline to notify such authorities.

10.0 Additional Resources

10.1 College Resources

As listed in Section 4.3 above, students (including the reporting party or accused) may contact the Title IX Coordinator for information on the College's process for responding to reports and formal complaints of sexual harassment and for assistance through that process. In addition, students may contact the following, all of whom have been trained on the College's sex discrimination policies and procedures and who are available 24 hours per day. The following College resources may be able to provide assistance, but do not necessarily constitute officials with authority under this Policy:

Wilmington College Counseling Center
Tel: (937) 481-2272
Email: kazi_mcdowell@wilmington.edu
ana_lopez@wilmington.edu

Housing and Professional Staff
1870 Quaker Way
Pyle Center Box 1226
Wilmington, OH 45177
Business Hours Tel: (937) 481-2369
After Hours Tel: (937) 283-5158
E-mail: housing@wilmington.edu

Campus Safety
1870 Quaker Way
Pyle Center Box 2029
Wilmington, OH 45177
Tel: (937) 382-0100
E-mail: CampusSafety@wilmington.edu

Local Law Enforcement

The city of Wilmington, Ohio is served by two local law enforcement agencies: the Wilmington Police Department and the Clinton County Sheriff's Office.

Wilmington Police Department
69 North South Street
Wilmington, OH 45177
Tel: (937) 382-3833

Clinton County Sheriff's Office
1645 Davids Drive
Wilmington, OH 45177
Tel: (937) 382-1611
Hours: 8:00 am – 4:00 pm

11.0 Options Outside the College for Resolution of Discrimination Based on Sex

Students may file complaints under Title IX with the Office for Civil Rights, U.S. Department of Education, or with the State Department of Fair Employment and Housing. Contact the campus Title IX Coordinator or the U.S. Department of Education, Office for Civil Rights for current information. The Office for Civil Rights is not a party to the College's internal grievance process, and a complaint may be filed with the Office of Civil Rights at any time.

Staff and faculty may file complaints under Title IX under certain conditions, as outlined above; under Title VII, with the Equal Employment Opportunity Commission; or with the State Department of Fair Employment and Housing.

The time limits for filing complaints with State or Federal agencies vary. Contact the relevant State or Federal agency for further information.

12.0 Accommodations for Disabilities

The Office of Accessibility and Disability Services works with students and faculty to ensure that a disability will not be a barrier to equal opportunity and access to educational programs and services. If a reporting party, accused, or witness needs an accommodation for a disability in order to participate in the investigation and/or grievance procedure, he/she/they should make the request for an accommodation to the Academic Services Director, whose contact information is below:

Nathan Flack, Academic Resource Manager / ADA Coordinator
Pyle Box 1253 | Robinson Communication Center Room 103
(937) 481-2208 (office) | (505) 787-7154 (cell)
nathan.flack@wilmington.edu

Spencer Izor, Associate Vice President for Compliance
College Hall Room 306A
(937) 481-2365 (office)
spencer.izor@wilmington.edu

The Accessibility and Disability Services Handbook provides additional information about policies, procedures, and resources available at Wilmington College for students with disabilities.

Sexual Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offenders Act. The Federal law requires state law enforcement agencies in Ohio to provide Wilmington College with a list of registered sex offenders who have indicated that they are either enrolled, employed or carry on a vocation at Wilmington College.

Wilmington College is required to inform the campus community that a registration list of sex offenders will be maintained and available from the Ohio Bureau of Criminal Identification and Investigation at:

www.esorn.ag.state.oh.us/Secured/p1.aspx

Wilmington College is located in Clinton County and its zip code is 45177.

The CSCPA further amends the Family Educational Right and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000 and the Ohio's Sex Offender Registration and Notification (SORN) Act. Ohio Revised Code Chapter 2950.

Sales/Solicitation/Advertising Policy

Sales and Solicitation Regulations

The Vice President Chief Student Affairs Officer or his/her designee will make decisions on whether sales or solicitations are permitted in approved areas. Door-to-door solicitation anywhere on campus is expressly forbidden. Anyone approved to solicit in the lobby areas of residential facilities or in Pyle Center must have a photo ID. Students or parents who are solicited by mail or telephone by various organizations selling birthday cakes, exam survival kits, etc., are encouraged to check with the College to find out if these solicitations are College-approved.

Generally, advertising and solicitation for products and services are prohibited from the Student App. No student or organization should post content that promotes a business (personal or otherwise). An exception to this rule is when a College-approved event is occurring off-campus. The business should be promoted only as it relates to a Wilmington College event. Disciplinary measures through the College judiciary system may be deemed as appropriate for any students that ignore or abuse this policy

Advertising Regulations

All advertising must comply with College, local, state, and federal regulations. Only approved student initiated commercial enterprises may be advertised on campus and must have prior approval by the Office of the Vice President Chief Student Affairs Officer in Pyle Center. Posting of signs will be restricted to designated bulletin boards only. No advertising information (signs/posters, etc.) can be posted on any glass surface, such as doors, windows, or placed on walls and pillars, etc. (except in the case of an emergency).

The following guidelines will be used to determine whether or not postings will be approved:

- Postings by any off-campus commercial enterprise must be approved by the Office of the Vice President Chief Student Affairs Officer and are allowed only in designated areas. This also applies to those

commercial enterprises having student representatives. The only means of advertising such an enterprise through student mailboxes is by U.S. Mail. We reserve the right to censor or remove signs that are deemed offensive or inappropriate.

- The sale of personal articles may be advertised in designated areas. However, any advertising regarding term or research papers will not be allowed.
- No advertising of any kind may be placed under the doors of residence rooms or on any motor vehicle on campus, except for Residence Life staff communication and notification of campus emergencies.
- Use of duct tape, packing tape, or double-sided tape to hang signs is prohibited.
- Publicity relating to a specific event must be removed within 72 hours of the completed activity. All materials used to secure posters and/or signs should also be removed.
- In any non-residential College building, permission for posting in other non-designated areas should be obtained from the appropriate authority in individual buildings.
- Those wishing to advertise on the Campus Info Channel (32) must create a PowerPoint slide in LANDSCAPE format and email it to studentaffairs@wilmington.edu at least SEVEN business days prior to the event/activity date being advertised. Questions should be directed to the Office of Student Affairs in Pyle Center: x339.
- Sidewalk chalking is recognized as an acceptable form of communication by SGA-recognized organizations. Sidewalk chalk is permitted only on the two 10-foot sidewalks located through the center of campus and can be displayed for a maximum of one week. Sidewalk chalk is not permitted on any brick surfaces, or on vertical surfaces, such as walls. Only water-soluble chalk may be used. The chalk must be removed (washed off) by the sponsoring group after the event has concluded. Permission for chalking must be secured from the Associate Vice President for Student Engagement.
- Displaying inappropriate signs/posters is a violation of this policy.

Religious Programming

Wilmington College students, faculty, and staff who want to lead or organize religious programs or activities—such as bible studies, spirituality groups, religious observances, concerts or lectures—are free to invite members of the College community to participate. Information may be shared via the usual methods: bulletin board posters; tabling in Pyle Center; campus mail; the student newspaper; Facebook groups; and/or any other standard means of sharing information which exist. In keeping with the College policy against solicitation, religious information may not be shared by going door to door in the residence halls.

Wilmington College students, faculty, or staff may also invite faith leaders from off-campus to organize and lead a group or present a religious observance or program on-campus. Individuals or organizations from off-campus will be asked to fill out an application made available by the Campus Minister. The application will include a request for a supporting statement from the College-affiliated individual who has issued the invitation, and ask for an overview of the planned activity or group.

Individuals or organizations who desire to hold either a one-time or ongoing faith activity on campus and who have not been invited to campus by students, faculty, or staff may approach the Campus Minister for authorization. Suitability to the campus will be decided on a case-by-case basis, using Wilmington College's Core Values statement as a primary benchmark. For information on publicity in residential facilities, refer to Residence Hall Policies and Procedures

Violations, in whole or part, of the posting policy are subject to judicial review and may result in, but are not limited to: loss of posting privileges, fines, and community restitution.

No Smoking Policy

In order to comply with Ohio's *Smoke-Free Workplace law*, Wilmington College has established the following policy:

Smoking is prohibited in all College buildings, residence halls, vehicles and within 25 feet of all building and facility entrances. In addition, smoking is prohibited within all athletic complexes and also restricted to the parking lots. Hookahs and electronic cigarettes are also prohibited on campus. We ask that all members of the campus community and campus visitors comply with Wilmington College's NoSmoking Policy.

Report all violations of this policy to Campus Safety at (937) 382-0100.

It is the responsibility of all members of the College community to observe this policy.

IT Acceptable Use Policy

The Wilmington College (college) IT resources are a facility providing data communications and data processing services to members of the immediate College community. "Wilmington College IT Resources" refers to any device connected to the College data infrastructure, domains, servers, file shares, websites, cloud services and any other technology used to communicate and process data.

All devices attached to the college's resources must have appropriate software running on them to ensure a secure environment for all users. This includes, but is not limited to, encrypted wireless connections, anti-malware tools, up-to-date and patched operating systems and password security or other form of identity protection.

The college IT resources are provided to facilitate the educational process and the administrative efforts in support of research and instruction for faculty, staff, and students of the college. The use of the college's IT resources must be consistent with facilitating the exchange of knowledge and information while encouraging resource sharing and collaborative projects in education and research. It is not permissible to copy college data for any use other than official college business without permission from the Director of IT.

It is not permissible to copy student data that falls under FERPA protection to a device or service not under complete control of the college. This includes external drives of any kind, cloud storage services or applications, email, text message, etc. without prior permission of the Director of IT.

It is not permissible to share your Wilmington College passwords with anyone.

It is not permissible to use the college's IT resources for illegal purposes including, but not limited to, copyright infringement.

It is not permissible to use the college's IT resources to transmit threatening, obscene, or harassing materials.

It is not acceptable to use the college's IT resources to profit from a personal business or other commercial purposes.

It is not acceptable to use the college's IT resources for political bias.

It is not acceptable to use the college's IT resources to interfere with or disrupt other users, services, or system resources of the college. Disruptions include but are not limited to: distribution of unsolicited advertising; creation and propagation of computer malware; using IT resources in such quantity as to prevent others from using it; and using the network to gain unauthorized entry to any college resource.

Violations of the Acceptable Use Policy may result in the immediate suspension of violators from access to the college's IT resources. Such cases will be delivered to the appropriate college office(s) for disciplinary action. Violations of state or federal laws will be referred to the appropriate legal authorities.

I _____ have received and agree to (Printed Name) this
Acceptable Use Policy. _____ Date:_____

Student Employment Policy

All Wilmington College students, regardless of financial need, may apply for employment opportunities on campus. Positions are available in many departments and the hourly rate is no less than current minimum wage and is based on experience.

Federal Work Study (FWS) is awarded to undergraduates based on FAFSA results. Any on campus position is eligible to be set up as FWS. FWS Community Partner positions are also available off-campus. This unique opportunity allows FWS eligible students to work off-campus with local organizations to improve the quality of life for members of the Wilmington community.

To apply for any student positions, login to your Handshake account. After you create your profile and upload a resume, you can apply for positions by hovering over Job Listings and clicking on Student Employment On-Campus Jobs. This list contains all positions on-campus including the FWS Community Partner positions that are located off-campus.

Once you are offered a job and **before you begin work**, you must register with Human Resources in College Hall, Room 306. Hiring Manager needs to provide you with a student hiring form to give to human resources. You will need to bring original identification documents required for the Federal I-9 employment verification process, examples are as follows.

- Driver's License & Social Security Card
- Driver's License & Birth Certificate
- Passport
- More documents allowed: www.uscis.gov.

To complete the registration process you will receive an email via your Wilmington College email address with a link to the College HR/Payroll system. You will electronically complete the following information:

For ALL Student Employees:

- **Personal Information:** Your legal name, home address, and phone number.
- **Federal I-9:** Required to confirm employment eligibility. ***This process must be completed on or before the first day of work.***
- **Federal Tax Withholding:** Earnings are subject to federal taxes.
- **State Tax Withholding:** Earnings are subject to state taxes, as required.
- **Local Tax:** Wilmington City Tax is deducted from all employees; Ohio residents may also have mandatory school district tax withholdings.
- **Direct Deposit:** The Wilmington College has mandatory direct depositing of pay for all employees, including student employees. You will need to provide your bank's routing/ transit number plus your account number.
- **Emergency Contacts:** At least one emergency contact is requested.

International Students:

Immigration regulations do permit international students in F or J status to work on campus. Before beginning work, international students must complete certain College and governmental processes. **International student employees must apply for a Social Security Number before being permitted to work.** In order to apply for a Social Security Number, you must take your Social Security Letter for F-1/J-1 Students to

the Social Security Administration immediately after receiving the offer of employment. You will receive a letter from Social Security that states you have applied for the number. You may take the letter to Human Resources and fill out the required paperwork to begin working on campus. Once you receive your Social Security Number, you will need to return to Human Resources to update your employment record.

Compliance

Disabilities Policy

The following provides a brief summary of Wilmington College's disability policies and procedures. For complete information, the Accessibility and Disability Services Handbook, which includes all disability policies, procedures, and forms, is available on the Intranet under Student Interests – Student Resource Center, Accessibility and Disability Services, and on the [internet at Wilmington College – Academics – Academic Resources – Accessibility and Disability Services](#).

Legal Responsibility

It is the policy of Wilmington College to comply with the Americans with Disabilities Act Amendments Act of 2008 (ADA Amendments Act), Section 504 of the Rehabilitation Act of 1973 (Section 504), and other applicable federal and state regulations that prohibit discrimination on the basis of disability.

Individual with a disability – any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. (Americans with Disabilities Act of 1990, as amended (ADA)).

Pursuant to the ADA, major life activities include caring for one self, performing manual tasks, walking, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Basically, any function that is performed routinely by individuals is considered a major life activity.

Admissions Criteria

The admissions process and criteria are the same for all students applying to Wilmington College. Admissions counselors review all applications without regard to disability status. A student may submit a letter with their admissions packet to explain the relationship between test scores and disability and actions the student will take to obtain any needed support in areas of difficulty. Students are welcome to do this, but it is not expected or required.

The Office of Accessibility and Disability Services

Accessibility and Disability Services at Wilmington College are provided through the Academic Services office, a component of the Student Resource Center (SRC).

Contact the Coordinator(s) of Accessibility and Disability Services:

Nathan Flack, Academic Resource Manager / ADA Coordinator. Pyle Box 1253, 1870 Quaker Way, Wilmington, OH 45177. Robinson Communication Center, Room 103. 937-481.2208 (office) | 505-787-7154 (cell). nathan.flack@wilmington.edu

Spencer K. Izor, Associate Vice President for Compliance, Title IX Coordinator/ADA Coordinator. College Hall 306A, 1870 Quaker Way, Wilmington, OH 45177. 937-481-2365. spencer.izor@wilmington.edu

Disability Verification

Students who wish to access Accessibility and Disability Services need to meet with the Director of Accessibility and Disability Services and provide documentation of their disability to substantiate their requests for accommodations. To register with Accessibility and Disability Services, students submit an Application for Services. In addition, the student must provide the Disability Verification form accompanied by current disability documentation from a licensed professional.

Accommodations

Accessibility and Disability Services assists students in accessing appropriate accommodations in compliance with the ADA Amendments Act and Section 504. Individual accommodations are determined for eligible students to enable equal access to and full participation in educational programs and services at Wilmington College.

Every student with a disability, even within the same disability category, has different strengths and needs; the degree of limitation and compensation skills varies widely from one student to another. Severity of the impact of the disability may also vary over time and with the situation. Appropriate accommodations are determined through an interactive process of discussing the student's strengths and needs, reviewing documentation, considering the request of the student, and evaluating the essential components of a course or program. Students with disabilities are held to the same academic standards as their peers.

Accommodations are developed collaboratively with the student. Each student comes to Wilmington College with an educational history and some knowledge about what works (and does not work) for them. Though policies, procedures, and guidelines are necessary and helpful, they are more effective when coupled with candid dialogue about strengths, needs, and effective teaching and learning strategies. Students are encouraged to share their experience with the Director of Accessibility and Disability Services so that the most appropriate supports can be provided.

Accessibility and Disability Services assists students in accessing appropriate accommodations. Possible accommodations include but are not limited to:

- Testing accommodations (e.g., extended time for test-taking, testing in a quiet location, reader/scribe),
- Alternate format print material (e.g., electronic textbooks, scanned text, enlarged print), and
- Note taking assistance

Course Examinations

Wilmington College complies with Section 504 in its course examinations and other procedures for evaluating student academic achievement in its programs, which require that the College

provide such methods of evaluating the achievement of students who have a [disability] that impairs sensory, manual, or speaking skills as will best ensure that the results of the evaluation represent the student's achievement in the course, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where such skills are the factors that the test purports to measure).

A student who does not do acceptable work is not given credit. If a faculty member becomes aware that a student with a disability is having difficulty, a referral to the Director of Accessibility and Disability Services is encouraged.

Confidentiality

All inquiries about Accessibility and Disability Services are confidential. *Students who wish to use accommodations decide whom to inform about their accommodations through the process of self-identification.* With the consent of the student, information from Accessibility and Disability Services about the student's disability is provided in limited circumstances on an as-needed basis in order to implement accommodations.

Under the Family Education Rights and Privacy Act of 1974, Buckley Amendment (FERPA), faculty, staff, and administrators cannot draw the attention of others to a student's disability. Student disability records are securely stored, and documentation is destroyed five years after graduation or withdrawal from Wilmington College.

Grievance Procedure

A student has the right to present concerns about the process of obtaining accommodations, the accommodations plan, the manner in which accommodations are provided, issues of confidentiality, or any other concern related to Accessibility and Disability Services. The student should first discuss concerns with the Director of Accessibility and Disability Services who will work to resolve the issues. If the concerns are not resolved, the student may submit a written appeal to the Associate Vice President for Retention and Academic Success. The AVPRAS will consult with the Vice President, Chief Academic Officer for academic issues and the Vice President, Chief Student Affairs Officer for non-academic issues to bring about a resolution. If the student continues to have concerns, she/he may submit a final written appeal to the President of the College.

Policy for Service Animals & Emotional Support Animals

Wilmington College is committed to providing those members of the College community with disabilities equal access to programs, services, and physical facilities. It is acknowledged that some members of the college community with disabilities may require the use of service or assistance animals while at college. Set forth below are guidelines concerning the appropriate use of and protocols associated with service animals and emotional support. The College reserves the right to amend these guidelines as needed, with or without prior notice. Members of the College community who are students and require the use of a service or assistance animal should contact the Academic Services office. Members of the College community who are faculty or staff and require the use of a service or assistance animal should contact the Human Resources office.

Definitions

Disability

Under the Federal Fair Housing Act/Housing and Urban Development (FHA), ADA, and Section 504, a person is considered to have a disability if they have a sensory, mental, or physical condition that substantially limits one or more major life activities (such as walking, seeing, hearing, working, etc.). This may include disabilities that are temporary or permanent, common or uncommon, mitigated or unmitigated.

Reasonable Accommodation in Housing

The FHA requires that housing providers provide reasonable accommodations for individuals who have disabilities. Reasonable accommodations are changes in rules, policies, practices, or services that are necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling, including public and common use spaces. While, a housing provider should do everything they can to assist, they are not required to make changes that would fundamentally alter the program or create an undue financial and administrative burden.

Assistance Animal

Consistent with the FHA, assistance animals include service animals, as well as emotional support animals (ESAs). Assistance animals are not pets.

Handler

The handler is a student, staff, or faculty member with a disability who uses a service animal or an ESA.

Service Animal

As defined by the ADA, a service animal is a dog 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.

- The work or tasks performed by a service dog must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, or assisting an individual during a seizure.
- Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals.
- A service dog may accompany its handler in all places of public accommodation, including campus buildings, residence halls, and anywhere on campus they are needed to assist an individual with a disability in participating in the College's education programs or activities.
- The crime deterrent effects of a dog's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

While an accommodation request is not required to have a service animal on campus, if it is not readily apparent that the dog is trained to do work or perform tasks for the benefit of an individual with a disability, faculty or staff may ask:

1. Is this dog a service animal required because of a disability?
2. What work or task has the dog been trained to perform?

Faculty and staff may not ask about the handler's disability, require medical documentation of the handler or training documentation of the service animal, or ask that the service animal demonstrate its ability to perform the work or task. If it is unclear whether a dog is a service animal, faculty and staff may direct the handler to the Director of Accessibility and Disability Services to determine whether the dog is a service animal or determine whether an accommodation may be made.

An individual with a disability who wishes to reside in College housing with a service animal should contact the Director of Accessibility and Disability Services, who will assist in ensuring an appropriate and optimal living environment for the individual and their service animal. The individual must also provide the Director of Accessibility and Disability Services with the emergency contact information of another adult who can, and has agreed to, care for the service animal in the event the handler becomes incapacitated or is otherwise unable to care for the service animal. The emergency contact may not reside in College housing.

Handlers must comply with all state and local laws and regulations regarding their service animal. Ohio law requires that all dogs, including assistance animals, be licensed in the county in which they reside and display the license tag on their collar. The Director of Accessibility and Disability Services may require that a handler provide proof of the service animal's up-to-date license on an annual basis.

Emotional Support Animals (ESAs)

ESAs are assistance animals that do not qualify as service animals but provide therapeutic emotional support for an individual with a disability.

ESAs in College Housing

Except as provided in the Pet Policy, Wilmington College does not permit pets on campus or in its housing. The College recognizes that an ESA may be a reasonable accommodation under the FHA in order to afford individuals with disabilities an equal opportunity to reside in College housing if there is an identifiable and documented connection between the individual's disability and the support that the animal provides. This can be shown if the animal has been documented by the individual's treating and appropriate health care provider as

providing passive emotional support that alleviates one or more impacts of a person's disability or serves a defined role in the person's treatment and is necessary for the individual to participate in the campus residential program.

ESAs are only permitted in the handler's residence and must remain in the residence except as required to transport the animal, eliminate waste, or provide exercise. When outside the handler's residence, the animal must be under the handler's direct physical control with a harness, leash, other tether, or in a carrier. ESAs are not permitted in any campus buildings other than the handler's residence.

ESA Accommodation Request & Approval Process

An ESA accommodation request is determined on a case-by-case basis. Any ESA accommodation request should be made prior to the animal's presence on campus or in College housing in order to avoid a bad-faith inference in seeking an accommodation that could result in its denial.

1. Contact the Director of Accessibility and Disability Services or Human Resources Director.

Students who wish to make an ESA accommodation request should contact the Director of Accessibility and Disability Services at accessibility@wilmington.edu or 937-481-2444; Employees should contact the Human Resources Director at 937-481-2282.

2. Complete and submit the following:

- Disability Verification for ESA Accommodation form or documentation from the individual's treating and appropriate health care provider (updated annually) that includes:
 1. The individual/patient's name;
 2. Description of the health care provider's professional relationship with the individual/patient involving the provision of health care or disability-related services, including:
 - Whether the principal clinical relationship with the patient relates to the condition for which the ESA accommodation is sought;
 - The general nature of the clinical relationship (e.g., primary care, long-term treatment/therapy, short-term treatment/therapy, single session review for ESA accommodation); and
 - The number of sessions or appointments the patient has had with the health care provider and the last time the patient saw the health care provider.
 3. A description of the type of animal for which the ESA accommodation is sought;
 4. Information sufficient for the College to determine that the individual/patient has a disability, including:
 - Whether the individual/patient has a physical or mental impairment;
 - Whether the impairment substantially limits at least one or major life activity or bodily function; and
 5. Information sufficient for the College to determine that there is an identifiable and documented connection between the individual's disability and the support that the animal provides, including:
 - Whether the individual/patient needs the animal because it provides therapeutic emotional support to alleviate a symptom or effect of the disability or serves a defined role in treatment.
 6. Whether the animal in residence is necessary for the student/employee to effectively benefit from the College's housing and residential program.
- ESA Agreement
- Roommate Agreement (if applicable)
- Emergency contact information of another adult who can, and has agreed to, care for the ESA in the event the handler becomes incapacitated or is otherwise unable to care for the animal. The emergency contact may not reside in College housing.

Handlers must comply with all state and local laws and regulations regarding their ESAs. Ohio law requires that all dogs, including assistance animals, be licensed in the county in which they reside and display the license tag on their collar. The Director of Accessibility and Disability Services may require that a handler provide proof of the animal's up-to-date license on an annual basis.

3. The Director of Accessibility and Disability Services will review all information, approve or deny the request, and notify the requester in writing of the decision.

Assistance Animal Owner Responsibilities

Animal Supervision

The supervision of the assistance animal is solely the responsibility of its handler. The handler must be in full control of their animal at all times. Assistance animals in College housing may not be left for extended periods of time either unattended or to be cared for by someone other than the handler. The handler is expected to insure the health, safety, and humane treatment of their assistance animal. College personnel will intervene if the assistance animal is found unattended, in need of care, or is causing a disturbance.

1. Under control of handler: The animal must be under the handler's direct physical control with a harness, leash, or other tether, unless either the handler is unable because of a disability to use these, or the use of one of these would interfere with the service animal's safe, effective performance of work or tasks. If so, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
2. Service animal proximity to handler: While on campus, in areas including classes, public areas of residences, food venues, or assembled gatherings, the service animal must be in close physical proximity to the handler.
3. Disruptive behavior: The animal's behavior must not be disruptive to its surroundings or other members of the Wilmington College community. Disruptive behavior includes, but is not limited to, frequent meowing, barking, or making other noises, scratching, jumping on people, growling, biting, or destroying property.
4. Clean up and groom requirements: The care of the animal is solely the responsibility of its handler.
 - When walking dogs, always carry equipment sufficient to clean up the dog's waste and immediately remove and dispose of the waste. The College is not responsible for this task. Handlers who are not physically able to pick up and dispose of animal waste are responsible for making all necessary arrangements for assistance.
 - For all animals, keep the animal clean, well groomed, and free of pests.
 - Keep residence clean and, free of pests and foul odors.

Lack of Cleanliness and Damages Caused by Assistance Animals

The handler of an assistance animal is responsible for any extra cleaning required because of, or damage to Wilmington College property which is caused by the animal.

- The handler's residence may be inspected for fleas, ticks, or other pests during the regularly scheduled housing inspection. If fleas, ticks, or other pests are detected through inspection, the residence or work area will be treated using approved fumigation methods by a college approved pest control service. The handler will be billed for the expense of any pest treatment.
- The handler's residence may be inspected for physical damage during the regularly scheduled housing inspection. The handler will be billed for the expense of any damage to the residence or furnishings within the residence that are caused by the animal.
- If a concern relating to the animal is reported, the handler's residence may be inspected as needed to ensure it is being properly cleaned, that sanitary and safe conditions are being maintained, and that property is not being damaged or destroyed. If required, the handler will be billed for the expense of the additional cleaning, pest treatment, or repair/replacement of property required.

- Per financial account protocol, students cannot register for next semester's classes and seniors cannot receive their diploma until financial responsibilities are met.

Managing Disability Conditions and Concerns of All Members of Wilmington College Community

The health and well-being of all members of the Wilmington College community, including building occupants, roommates, and suitemates, will be considered.

- Members of the Wilmington College community with medical conditions(s) that are affected by dogs or other animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact Academic Services or Human Resources if they have a health-related concern about exposure to an assistance animal at Wilmington College. Students are encouraged to contact Academic Services as early as possible to afford adequate time for Housing to make arrangements if needed.
- Roommates/suitemates must be made aware of the planned presence of an assistance animal in their residence by the individual seeking the accommodation. They will be asked to sign an agreement stating that they understand they will be living in the presence of an assistance animal and are aware of how to address concerns if needed.

Emergency Response

In the event of an emergency, every effort will be made to keep the handler and their animal together. While all reasonable efforts should be made to keep the handler with the assistance animal, the emergency responders' first responsibilities will be toward the handler and other students and employees, which could necessitate leaving the animal behind in certain evacuation circumstances.

To assist Campus Safety and Housing & Residence Life in the event of an emergency, handlers are required to provide to the Director of Accessibility and Disability Services or Human Resources Director the emergency contact information of another adult who can, and has agreed to, care for the assistance animal in the event the handler becomes incapacitated or is otherwise unable to care for the animal. The emergency contact may not reside in College housing. Handler are also asked to provide information regarding emergency contact information for the animal's veterinarian. This information will be provided to Campus Safety and Housing & Residence Life.

Exclusion of an Assistance Animal

Reasons for the exclusion of an assistance animal: Wilmington College may exclude or revoke accommodation approval of an assistance animal from campus for the following reasons:

- The animal is not under the direct control of the owner.
- The animal is not housebroken.
- The animal is out of control and the handler does not take effective action to control it.
- The animal's behavior is disruptive to its surroundings or other members of the College community.
- If the animal causes harm or damage to the handler or others, it is the handler's liability, and the College will be held harmless. In such instances, it would be recommended that the animal be immediately excluded from campus.
- The animal poses a direct threat to the safety of others.
- The animal's presence fundamentally alters the nature of a program or activity.
- The handler fails to comply with any of their responsibilities under this policy or the ESA Agreement.

Complaints regarding assistance animals: Any member of the Wilmington College community may submit a complaint about an assistance animal, identifying one or more concerns listed in the preceding paragraph.

- Persons with concerns are to contact a member of Housing & Residence Life. A statement will be taken.

- An investigation will be commenced by the appropriate department and a determination will be made with respect to any alleged violations of this policy. The determination will be provided to the owner and the individual submitting the complaint.
- If the investigation determines that any provision of this policy has been violated by a student, the matter will be referred to the campus judicial process for Disciplinary Procedures for Non-Academic Violations consistent with the provisions of the Student Code of Conduct. If the investigation determines that any provision of this policy has been violated by an employee, the matter will be referred to Human Resources for further investigation.
- In addition to the warnings and sanctions outlined in the Student Code of Conduct, a finding substantiating the violation of the policy may lead to the exclusion of the animal.

Hazing

In accordance with Ohio law and Wilmington College policy, no individual, group, team, or organization shall conduct, participate in, permit, or condone hazing, whether on or off campus.* Hazing is defined by law as "doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code."**

Hazing examples include, but are not limited to:

- Any brutality of a physical nature;
- Forced tasks of servitude including errands and clean-up activities where an active(s) is not participating in the task;
- Forced or encouraged consumption of food, beverages, including alcoholic and non-alcoholic beverages, or drugs, including prescription, over-the-counter, and illicit drugs;
- Forced or encouraged calisthenics or other physical activity which could adversely affect the physical health and safety of the individual;
- Forced or encouraged exposure to the elements;
- Sleep deprivation;
- Forced or encouraged exclusion from social contact;
- Forced or encouraged conduct which could result in extreme embarrassment or loss of dignity;
- Willful destruction or removal of public or private property;

For the purposes of this definition, any activity as described above which may be required for affiliation with or continued membership in an organization is presumed to be "forced or encouraged" activity, the willingness of an individual to participate in such activity notwithstanding.

- The imposition of fines;
- Withholding of diplomas or transcripts pending compliance with the rules or payment of fines;
- The revocation of permission for an organization to operate on campus or to otherwise operate under the recognition or sanction of the College;
- The imposition of probation, suspension, dismissal, or expulsion.

All Wilmington College community members are required to report their knowledge of hazing to the Vice President, Chief Student Affairs Officer/Dean of Students. Ohio law also requires that College administrators, employees, faculty, consultants, alumni, and organization volunteers acting in an official and professional capacity shall not recklessly fail to immediately report their knowledge of hazing to a law enforcement agency within the county in which the victim resides or where hazing has occurred or is occurring.***

**This policy applies only where the hazing takes place between two or more individuals who are affiliated with the College.*

***Ohio's anti-hazing law known as "Collin's Law: The Ohio Anti-Hazing Act," took effect on October 4, 2021 and may be found in Ohio Revised Code sections 2901.31, 2903.311, 3333.0417, and 3345.19 at <http://codes.ohio.gov/ohio-revised-code>. Pursuant to Ohio's anti-hazing law, participating in or recklessly permitting hazing is a second-degree misdemeanor. Participating in or recklessly permitting hazing involving forced consumption of drugs or alcohol will constitute a third degree felony.*

****Reckless failure to immediately report such knowledge is a fourth-degree misdemeanor, except where violations cause serious harm, elevating the penalty to a first-degree misdemeanor.*

Undisclosed Recording Policy

Making, attempting to make, or transmitting an audio or video recording of private, non-public conversations and/or meetings on College premises without the knowledge and consent of all participants subject to such recordings is prohibited. This provision does not extend to the recording of public events or discussions, or to recordings made for law enforcement purposes.

Protection of Minor Children in College Programs

Protection of Minor Children in College Programs

Purpose

Wilmington College has an obligation to its students, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as a Quaker institution of higher education. The College recognizes that children are a valued part of our campus community and is committed to providing appropriate supervision to minors who are involved in College-sponsored programs both on and off campus and non-College sponsored programs held on the College's campus.

Scope

This policy applies to College activities and programs in which minors will be physically present and participating, either taking place on the College campus or under the authority and/or direction of the College at other locations, including virtual settings.

This policy also applies to visitors or guests of non-College groups using College facilities for programs or activities. Such groups must provide to the sponsoring College unit satisfactory evidence of compliance with all of the requirements of this policy prior to the scheduled program or activity.

This policy does not apply to:

- 1) enrolled in undergraduate and graduate programs; and
- 2) general public events where parents or legal guardians are invited and are expected to accompany and provide supervision to minors in their care; and
- 3) attending College events open to the public; or
- 4) participation in new student orientation programs.

Definitions

1. **Authorized Adult:** Individuals, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee minors in College sponsored programs, recreational facilities, and/or residential facilities. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies and independent contractors/consultants. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc. The definition does not induce temporary guest speakers, presenters and other individuals who have no direct contact with the program.
2. **Campus:** All domestic real property owned or leased by the College
3. **Child Abuse:** Includes physical, sexual abuse, emotional or mental abuse, and neglect of a minor, all further described in Section 3 of this policy.
4. **Mandatory Reporters:** a category of people derived from Ohio Revised Code section 2151.421, which includes but is not limited to: attorneys, physicians, registered nurses, licensed practical nurses, or other health care professionals, licensed psychologists, licensed school psychologists, administrators or employees of a child day care center, administrators, or employees of residential camp or child day camp, administrators or employees of a certified child care agency or other public or private children services agency, school teachers, school employees, school authorities and person engaged in social work or the practice of professional counseling.
5. **Minor:** A minor is a person under the age of 18 who is enrolled or accepted for enrollment in a degree-granting program and is not an employee of the College.
6. **One-on-One Contact:** A type of direct contact involving personal, unsupervised interaction between any individual, including but not limited to an Authorized Adult and Minor without at least one other Authorized Adult, parent or legal guardian being present. This type of contact is prohibited in College sponsored programs and third party programs.
7. **Program:** a program or activity that will potentially include minors as participants and is offered by one of the various academic or administrative units of the College, whether on College property or not, or by a non-College group using College facilities. "Program" shall include but is not limited to: workshops, sports camps, academic camps, conferences, pre-enrollment visits, internships, employment, housing, departmental programs and other similar activities.
8. **Program Sponsor:** each program or activity, whether operated by the College or a third party, must have an identified College employee serve as a Program Sponsor.

Policy

Requirements for all College Sponsored Programs

It is the responsibility of the Program Sponsor to ensure the following requirements are met prior to the start of the program.

Program Registration

All programs and activities involving minors covered under the Protection of Minors Policy must be registered with the offices of Human Resources, Compliance and Integrity, and Public Safety.

To register a program or activity, the Program Sponsor must complete and submit the Youth Program Registration Form. Please register your program or activity involving minors at least 30 business days in advance to provide ample time for the Associate Vice President of Compliance to assist you in meeting each of the policy requirements.

Background Checks

Anyone supervising, chaperoning, or otherwise overseeing minors who participate in College sponsored activities involving minors must be an Authorized Adult. In order to meet this policy requirement and act as an Authorized Adult, individuals paid or unpaid must (1) successfully pass a Background Screening within the previous 24 months of the program dates and (2) complete the College minor's protection training protocol within the previous 24 months.

The Program Sponsor must ensure that all Authorized Adults have successfully completed the tasks above prior to working with minors. Background screenings must be initiated using the steps provided by the College's Office of Human Resources no later than 72 hours of the occurrence. The Authorized Adult must provide information necessary to evaluate the circumstances of the arrest and/or conviction.

Training

The College will develop and maintain a training program for Authorized Adults that includes information about responsibilities to safeguard minors, applicable policies and procedures, and reporting requirements. Authorized Adults will complete the training protocol for programs with minor children every 24 months or more frequently as directed by the College. If there are changes to College policies, Ohio state laws, or federal laws within the 24-month period, additional training may be required. The College will maintain a list of Authorized Adults who have completed the training and their completion dates.

Minor Participant Forms

The Program Sponsor must collect a signed Informed Consent, Voluntary Waiver, Release of Liability & Assumption of Risk Form and a consent for emergency medical treatment form from the parent or legal guardian of a minor prior to the minor's participation in a College sponsored program.

Program Rosters, etc.

All Programs shall maintain an up to date roster, program times and dates, locations, attendance information (names, ages, and emergency contacts for Program Participants) and Program contact, so that in the event of an emergency, appropriate measures may be taken.

Emergency Procedures

Each Program Sponsor shall establish a procedure for notifying the Minor's parent/legal guardian in cases of an emergency, including medical and behavioral problems, natural disasters, or other significant disruptions.

Each Program Sponsor shall familiarize themselves with the Emergency Management Plan (s) for the campus location where the College Sponsored Program will be held. If the program is held at a non-College location, the Program Sponsor shall familiarize themselves with the emergency procedures for that location and make sure that the other Authorized Adults interacting with the Minors during the College sponsored program are familiar with those procedures as necessary.

Images and Recordings of Minors

Photographing or recording Minors in person or on a digital platform for marketing purposes is prohibited unless a waiver is completed by the Minor's parent or guardian. Images and recordings shall be stored on College owned devices or in the College's SharePOint/One Drive. Images and recordings shall not be stored on personal devices.

Conduct Requirements

All Authorized Adults participating in a Program shall, at all times:

Not engage in abusive conduct of any kind toward, or in the presence of, a Minor. For example, no Authorized Adult shall strike, hit, administer corporal punishment or touch in an inappropriate or illegal manner, any Minor,

Not possess fireworks, firearms, knives, and other weapons, unless officially sanctioned and approved for use in the Program.

Not transport Minors, except as specifically authorized in writing by the Minor's Parent or Legal Guardian.

Not engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal drugs during such Program.

Not possess, have within reach and/or share sexually-oriented or morally inappropriate printed or computerized or portable materials (magazines, cards, videos, films, clothing, smartphones, etc.) in any form available to Minors participating in the Programs or assist Minors in any way in gaining access to such materials. The one exception would be legitimate sexual education programs in which the Minor's Parent or Legal Guardian has given prior written consent.

Not continue to participate in the Programs if an allegation of inappropriate conduct has been made against the Authorized Adult until such allegation has been satisfactorily resolved and future participation in a Program is permitted by the College.

Not engage in any activity that the College deems inappropriate.

Not have One-On-One Contact with Minors. In general, it is required that two or more Authorized Adults will be involved in a Program when minors are present.

Have separate accommodations from the Minors. An Authorized Adult should not enter a Minor's room, bathroom facility, or similar area without another Authorized Adult in attendance, consistent with the policy of not having One-On-One Contact with Minors.

Not take photographs or digital images of Minors without prior permission from the Minor's Parents or Legal Guardian.

Not engage in private communication not pertaining to Program matters with a Minor by email, text message or social media at any time, except when there is a clear educational purpose and the communication is consistent with the mission of the College.

Not meet with Minors outside of established times for the Program. Any exceptions require written consent from the Parent or Legal Guardian and must include more than one Authorized Adult from the Program.

Reporting Requirements

Any person who witnesses any form of child abuse, inappropriate conduct or a violation of this policy shall report the incident.

Child abuse is defined as abuse to a child under the age of 18 years of age in the form of:

1. Physical abuse: acts or omissions that cause, or fail to prevent, a serious physical injury to a minor.
2. Sexual Abuse: rape, sexual assault, molestation, incest, indecent exposure, or exploiting a child in a manner in which the child is used for gratification or sexual enjoyment by another person.
3. Emotional or Mental Abuse: actions or omissions that have a n actual or likely severe negative impact on a child's emotional and behavioral development, including those resulting from persistent or severe emotional mistreatment.
4. Neglect: a severe or persistent failure to provide for a minor's physical, emotional or basic needs. However, it is not neglect if the actual or suspected injuries result solely from economic or environmental factors that are beyond the parent or legal guardian's control.

Mandatory Reporters

Must report to a municipal or county peace officer (i.e. police officer, county sheriff) or a public children services agency if they know or suspect that child abuse has occurred or that a treat of such abuse exists as required by Ohio Law. Mandated Reporters located in Clinton County should call the Clinton County Child Protection Unit at 937-382-5935.

If a Mandated Reporter makes a report to the Child Protection Unit or the police/sherrif in accordance with this policy and pursuant to the Ohio Revised Code, then the Mandated Reporter must also report the incident to the Wilmington College Department of Public Safety at 937-382-0100.

A Mandatory Reporting making such a report should also notify the person in charge of the Program, if any.

Authorized Adults

Authorized Adults participating in a Program shall report an incident of known or suspected child abuse, or the threat of child abuse, in two ways:

1. Report the incident to the appropriate authorities:
 1. If the Program is on Campus, report the incident to Campus Safety (937) 382-0100
 2. If the Program is off-campus and the host facility/location has a standard of practice for handling such incidents, report the incident to the appropriate authorities for that physical location.
2. Notify the person in charge of the Program, if any. If that person is a College Student or there is no clear person in charge of the Program, also report the incident to the head of the College unit/department under which that Program falls, Human Resources, or the Office of Compliance and Integrity.

Minors brought to Camps that are not participating in a Program

Minors brought to Campus by an employee, student, or visitor, and who are not participating in a Program, are the sole responsibility of the employee, student, or visitor. The person bringing the minor to Campus is responsible for all aspects of the Minor's behaving including the Minor's safety and is financially responsible for any damages caused by the Minor.

Minors are permitted at events and venues open to the public. However, the College reserves the right to determine, in its sole discretion, whether selected events or venues are appropriate for unescorted or unsupervised Minors.

Sanctions

Sanctions for violations of this policy will depend on the circumstances and the nature of the violation but may include the full range of available University sanctions applicable to the individual including suspension, dismissal, termination, and, where appropriate, exclusion from campus. While an investigation is ongoing, the College may take necessary interim actions before determining whether a violation has occurred. The University may terminate relationships or take other appropriate actions against third-party entities that violate this policy.

To report suspected instances of non-compliance with this policy please visit Wilmington College's REPORT A CONCERN, a secure and confidential reporting center found at the bottom of each wilmington.edu web page.

FERPA

FERPA: Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) grants students at Wilmington College essential rights regarding their education records. Whether students want to review their records, request corrections, or control who has access to their personal information, FERPA ensures a student's privacy and control. Parents/guardians do not have access to their student's collegiate educational records unless the student provides consent.

Understanding Your Rights Under FERPA at Wilmington College.

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Wilmington College Registrar receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - A student who wishes to ask Wilmington College to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

- If Wilmington College decides not to amend the record as requested, Wilmington College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Wilmington College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- Wilmington College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by Wilmington College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Wilmington College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Wilmington College.
 - The right to file a complaint with the U.S. Department of Education concerning alleged failures by Wilmington College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202

Additional Disclosures that are Permitted under FERPA

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including faculty, within Wilmington whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the College's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

Release of Directory Information while at Wilmington College

The Family Educational Rights and Privacy Act of 1974 permits Wilmington College to release directory information about students. Directory (internal) information includes the student's name, local (mailing) address, and College email address. Directory (public) information can include participation in officially recognized activities and sports, the student's photograph, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. If students do not wish to have Directory information released by Wilmington College, they must notify the Registrar's office more than (10) days prior to the starting date of the semester or summer session for the request/instructions to be effective for that semester or summer session. Written requests must be presented to the Office of the Registrar located in College Hall and must be renewed annually.

Consensual Romantic or Sexual Relationships between Employees and Students

Consensual Romantic or Sexual Relationships Between Employees and Students

Consensual romantic or sexual relationships between employees and students, even absent any supervisory or evaluative authority, may lead to unanticipated conflicts of interest since an employee's influence and power may extend beyond the classroom, department, office, or team. There is always the possibility that the employee may be placed unexpectedly in a position of power over the student. Due to the institutional power differential in employee-student relationships, there is the inherent risk of coercion and the perception by others of exploitation.

Undergraduate Students

When undergraduate students are involved, the difference in institutional power and the inherent risk of coercion are so great that no employee member shall enter into a consensual romantic, dating, or sexual relationship with an undergraduate student, regardless of whether there is a supervisory or evaluative relationship between them. For purposes of this policy, a graduate assistant is considered an employee.

Graduate students

Romantic or sexual relationships between employees and graduate students are also problematic. No employee shall enter into a romantic, dating, or sexual relationship with a graduate student under their supervision. Should such a relationship begin, Human Resources and the Provost must be notified promptly so that arrangements for alternative supervision and removal of evaluative authority can be made.

If the employee and graduate student are in the same department or affiliated with the same graduate program, the possibility exists that the employee may influence evaluation or academic or career advancement of the student even if the employee does not directly supervise the graduate/professional student.

Relationships between an employee and a graduate student within the same department or affiliated with the same graduate program must be disclosed by the employee to Human Resources and the Provost promptly upon the beginning of the relationship. Management of such relationships will be considered on a case-by-case basis, and, when possible, will lead to development of an appropriate plan in consultation with Human Resources, the department chair, division chair, and the Provost.

Accommodations for pre-existing relationships between an employee and a prospective student, an undergraduate student or a graduate assistant will also be considered on a case-by-case basis, and, when possible, will lead to development of a management plan in consultation with Human Resources, the Provost, the Area Coordinator, and the graduate assistant's supervisor. Failure to comply with the required notification, removal of evaluative authority or management plan is a violation of this Policy.

Pregnancy and Newly Parenting Policy

Pregnancy and Newly Parenting Policy

This policy and procedure are established to ensure the protection and equal treatment of pregnant students, students with pregnancy related medical conditions including as a result of termination of pregnancy, and students who become new parents including parents adopting or fostering to adopt for the first 10 weeks a child is in the home, in accordance with Federal and State guidelines and regulations. "New Parents" refers to a parent who has recently welcomed a newborn or adopted a child or is fostering to adopt a child and needs support to mitigate the disruption in academic progress within the first 10 weeks of parenting or a parent that needs support due to medical necessity attributed to pregnancy or delivery of a child; care of newborn; or lactation within the first year of child's life or legal adoption/fostering.

A student may reach out to the Office of Compliance (OCI) and Integrity for a pregnancy or newly parenting related accommodation request, a parental leave of absence request, a program modification request, or to learn about resources on campus. The OCI office will assist in seeking reasonable accommodations for students, to help limit any disruption to their academic progress. There is often more than one way to accommodate a situation or activity. For an accommodation to be considered "reasonable," as used throughout this policy, it must:

1. Maintain essential requirements and learning outcomes of a course, program, job, activity, or facility; and
2. Not compromise the safety of the student or others or cause an undue administrative or financial hardship.

A student should reach out to the OCI office as soon as possible upon learning they are expecting or preparing to foster/adopt to help mitigate the impact on their academic goals but are not required to do so. Please contact Spencer Izor, Associate Vice President of Compliance and Title IX Coordinator at spencer.izor@wilmington.edu or 937-481-2365 to request an accommodation. This information will be kept confidential until a student is ready to implement the approved accommodation request.

The Title IX Coordinator or designee has the authority to determine whether an accommodation is appropriate or necessary; and shall inform faculty members, administration, and staff of the necessity of such accommodation and assist with plan development and implementation as needed. Faculty, administration, and staff will regard all information associated with an accommodation request as confidential and will not share such information unless deemed necessary to implement the accommodation. Students and Faculty shall work together to devise a plan for how to best address the academic needs of a student with pregnancy related medical needs and/or a student newly parenting without modification of the essential elements of any academic program. This plan should include how to prepare for absences, minimize the impact of any absences, any modification of academic responsibilities, and support the student to get back on track as efficiently as possible.

Students with a pregnancy related medical condition are entitled to the following:

1. Be treated similarly to a student with a temporary disability.
2. Be given reasonable opportunities to make academic preparations in advance of anticipated leave to minimize the disruption to the student, with the assistance of their faculty.
3. Be given a reasonable opportunity to make up missed work (papers, quizzes, exams, presentations, labs, practicum hours,) with extended deadlines where necessary. An Incomplete grade may be entered at the end of the semester if course work is still outstanding and shall be updated to the earned grade after a reasonable opportunity to complete said work is given not to exceed 10 weeks from date the child is born and in accordance with College Policies.
4. Reasonable accommodations may include but are not limited to ergonomic considerations, assistive supports, accessible seating, time allowances for completion of work, medically excused absences, alternative class modality, time and place for expressing milk, up to 10 weeks parental leave or as medically necessary, and limited exposure to hazardous substances or conditions.
5. In situations such as group work, where make-up work may be impractical, the faculty will work with the student to devise an alternative approach to completion and/or fulfillment of academic assessments/goals.
6. If practical and upon proof of medical necessity, a student shall be granted the ability to attend class virtually. If there are limitations to the educational experience offered in this format, this shall be explained to the student in advance of implementation. If determined to be impractical by both Academic Affairs and the OCI Office, a reasonable alternative shall be offered such as opening an online platform link in the classroom to allow the student to access the lecture material, recording lectures and placing them in the learning management system, making slide decks available, or any other process deemed a reasonable accommodation by OCI standards, to ensure the materials are available to the student.
7. Be excused for medically necessary absences related to pregnancy or termination of and/or medical appointments for the newborn child for the first 10 from date of birth. This is irrespective of classroom attendance requirements set by faculty members, departments, or divisions. However, Students shall make reasonable attempts to schedule appointments outside of scheduled classes.
8. Lactating individuals shall be allowed a reasonable time and space to express milk in a location that is private, clean, and reasonably accessible. A Bathroom will not satisfy this requirement.
9. If a parenting student wishes to relocate to family housing within a campus apartment, they must complete all required housing forms and provide necessary supporting documentation.
1. Availability & Pricing: Family housing placements are strictly subject to space availability within designated campus apartments. Approved family housing placements will be billed at the standard Graduate – Full apartment rate.

1. **Safety & Roommate Restrictions:** To ensure a safe and appropriate living environment for all residents, children are not permitted to reside in standard residence halls or in campus apartments shared with traditional undergraduate roommates for an extended duration.

Contract Cancellations and Exemption from Housing Requirements

Exemption Eligibility: A student seeking an exemption from the on-campus housing requirement due to parenting responsibilities will qualify under the criteria of having a dependent child.

Fee Waivers: In these approved cases, if a student chooses to move off campus to care for their child, the College will waive the standard Housing Contract Cancellation fee.

10. Students who choose to take a parental leave of absence under this policy will not forfeit their future eligibility for College funding by exercising this right.

Students receiving financial aid must consult with the Office of Student Financial Aid prior to taking a leave of absence pursuant to this Policy, to obtain complete information regarding the effect that a leave of absence may have on their current and/or future aid. Students receiving external scholarships, grants, or other awards, should consult with the grantors of those funds, to determine any effects that a leave may cause.

11. Pregnant or parenting student-athletes may fully participate in their sport, including all team-related activities, unless the student-athlete's physician or other medical caregiver certifies that participation is not medically safe.

Medically necessary absences from team activities due to pregnancy shall be considered excused absences. No coach or other Athletics department personnel shall discriminate against or suggest to any student-athlete that his or her continued participation on a team will be affected in any way by their pregnancy, parental or marital status.

Student Athletes may take a parental leave of absence for up to 10 weeks. At the end of the leave, they will be re-instated, as long as the student-athlete is in good standing academically, remains a member of the athletic team and meets NCAA eligibility standards.

Returning students are entitled to the assistance and rehabilitation offered to all student athletes regardless of disability. Returning students may be evaluated in the same manner as any other team member to determine their specific position on the team.

If a Student Athlete decides to discontinue their participation in athletics upon completion of their parental leave, their roster spot will be cancelled and/or not renewed.

12. Graduate Assistants may take unpaid leave from their assistantship position, for up to 10 weeks, beginning upon the birth of their child. Their contractual stipend amount will only be paid for the hours actually worked. Any tuition waiver will be honored for the semester in which the leave begins.

Wilmington College will not tolerate any acts or statements that are hostile toward pregnancy, termination of pregnancy, or parenting, or that shun or shame a student because she/he/they are pregnant or parenting. Every student shall enjoy the benefits of our collective community and of the rich educational experience offered at Wilmington College.

A failure to reasonably accommodate a student as reflected in this policy would constitute pregnancy-based discrimination under the Sexual Discrimination/Harassment Policy and shall promptly be reported to the Title IX Coordinator. Any member of the Wilmington College community may report a violation of this policy.

Reporters may use either of the options below to submit a complaint about an alleged violation of this policy by a Wilmington College community member.

Reports may be submitted regarding any alleged violation.

1. Report only by selecting "Report a Concern" at <https://www.wilmington.edu/current-students/title-ix>. Reports submitted online are immediately routed to the Associate Vice President of Compliance, Title IX Coordinator.
2. File a report with the Office of Compliance and Integrity by mail, phone, or email. A report may be submitted at any time (including during non-business hours) using the contact information below. Reports may also be made in person at OCI on business days when a staff member is available.

Office of Compliance and Integrity

306A College Hall

Wilmington College

Wilmington, OH 45177

(937) 481-2365

OfficeofComplianceandIntegrity@wilmington.edu

Inquiries and complaints may be made externally to:

Office of Civil Rights (OCR)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-1100

Customer Service Hotline: (800) 421-3481

Fax: (202) 453-2172

TDD: (877) 521-2172

Email: OCR@ed.gov

Web: <http://ed.gov/ocr>

Inquiries and complaints involving employees may be made externally to:

Equal Employment Opportunity Commission (EEOC)

Cleveland Field Office

Anthony J. Celebrezze Federal Building

1240 E. 9th Street, Suite 3001

Cleveland, OH 44199

Phone: (800) 669-4000

Discrimination & Harassment

Discrimination and Harassment

Definitions

Discrimination

Discrimination is an action based on prejudice on the basis of race, color, religion, age, gender, sexual orientation, ability, national origin, veteran/military status, or any other status protected by law that results in unfair treatment of people. Discriminatory behavior makes a distinction between people on the basis of class or category without regard to individual merit.

Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as race, color, religion, age, gender, sexual orientation, ability, national origin, veteran/military status, or any other status protected by law.

Harassment may be directed at a person of any gender and includes, but is not limited to:

- Verbal harassment, such as derogatory or vulgar comments regarding a person's protected status including race, color, sexual orientation, religion, national origin, disability, or age; any verbal comment such as sexually suggestive or obscene comments, threats, slurs, epithets, and jokes about gender-specific traits.
- Written harassment, e.g., such as sexually suggestive or obscene letters, notes or invitations, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines, or any other written or graphic material regarding a person's protected status including race, gender, religion, national origin, disability, or age.
- Visual contact, such as leering, staring at another person's body or any type of obscene gesture.
- Physical harassment, such as hitting, pushing, aggressive physical contact, or threats to take such action.

Policy

Wilmington College prohibits discrimination on the basis of race, color, religion, sex, age, veteran/military status, disability, national origin, or any other status protected by law. The College is committed to maintaining an environment that is free from sexual harassment and harassment based on race, religion, age, color, disability, sexual orientation, national or ethnic origin, political affiliation, veteran/military status, or any other status protected by law.

No College organization, team, faculty member, staff person, student or alumni shall engage in or condone discriminatory or harassing behavior that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive environment;
- Has the purpose or effect of unreasonably interfering with an individual's ability to meet his or her responsibilities or to participate in university activities; or
- Otherwise adversely affects an individual's opportunities at Wilmington College.

It is also a violation of this policy for a person to engage in any act of reprisal against a person for filing a complaint of harassment or discrimination or participating in an investigation of harassment or discrimination under this policy.

Sex Discrimination and Sexual Harassment Policy

<https://www.wilmington.edu/current-students/title-ix>

1.0 Statement of Policy

Consistent with Wilmington College's testimony, "I will respect the dignity of all persons," Wilmington College (or the "College") is committed to providing a learning, working, and living environment free of discrimination, including discrimination on the basis of sex and gender by employees, students, and third parties.

Pursuant to Title IX of the Education Amendments of 1972 (Title IX), Wilmington College prohibits discrimination based on sex (including gender identity, gender expression, and sexual orientation) in its educational, extracurricular, athletic, or other programs or activities that it operates, or in the context of admissions or employment. Specifically, Title IX provides, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Wilmington College considers sex and gender discrimination in all its forms, including sexual harassment, to be a serious offense. Consistent with Wilmington College's commitment to compliance with Title IX, the College will promptly and equitably respond to all reports and formal complaints under this Sex Discrimination & Sexual Harassment Policy (the "Policy") in order to end the conduct, prevent its recurrence, and address its effects on individuals and the community.

Inquiries regarding the application of this Policy may be directed to the Title IX Coordinator, the Assistant Secretary of the Office for Civil Rights of the Department of Education, or both.

2.0 Policy Scope

This Policy applies to sexual harassment in the College's education programs or activities—i.e., on campus or at locations or events, or under circumstances over which the College exercises substantial control over both the respondent and the context in which the sexual harassment occurs, and includes any building owned or controlled by a student organization that is officially recognized by the College. It applies to face-to-face encounters, social media, and other forms of electronic communication.

This Policy applies to allegations of sexual harassment made against any person in the United States, including any member of the College community, by a member of the College community in connection with any education program or activity, including any person participating in or attempting to participate in the College's education programs or activities.

Any person may report sex discrimination and sexual harassment in accordance with this Policy (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment—i.e., the complainant). Any person participating in or attempting to participate in the College's education programs or activities may file a formal complaint of sexual harassment in accordance with this Policy.

This Policy applies regardless of gender or sexual orientation, as complainants and respondents—i.e., the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment—may

be female, male, non-binary, straight, gay, lesbian, bisexual or transgendered students.² For example, both male and female students can be complainants of sexual harassment, and the complainant and respondent can be of the same sex.

3.0 Definitions

3.1 Sex Discrimination

Conduct that denies or limits an individual's ability to benefit from or fully participate in educational programs, activities, co-curricular programs including athletics, or employment opportunities because of an individual's sex, gender, gender identity, gender expression or sexual orientation, and discrimination based on an individual's pregnancy.

3.2 Sexual Harassment

Sexual harassment is a form of sex discrimination and means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct—i.e., quid pro quo sexual harassment;
2. 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
3. Sexual assault, dating violence, domestic violence, or stalking.

3.2.1 Sexual Conduct

Examples of sexual conduct include, but are not limited to:

- Making sexual propositions or pressuring an individual for sexual favors;
- Touching of a sexual nature;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or dirty jokes;
- Spreading sexual rumors or rating other students as to sexual activity or performance; or
- Circulating or showing e-mails or websites of a sexual nature.

Example: A College official sends a student a text message to arrange a time to meet for a sexual encounter. Sending such a text message would constitute sexual conduct.

Not all physical contact is sexual in nature. Legitimate nonsexual touching or conduct generally will not be considered sexual harassment. However, it may rise to that level if it takes on sexual connotations.

Example: A coach hugs a student who makes a goal. This by itself is not considered sexual conduct. However, a coach's hugging of a student could be considered sexual conduct if it is unwelcome and occurs under inappropriate circumstances.

Sexual harassment encompasses both unwelcome conduct of a sexual nature, as well as other forms of unwelcome conduct on the basis of sex.

3.2.2 Unwelcome Conduct v. Consent

The "conditioning" or "bargain" proposed in quid pro quo harassment may be express or implied from the circumstances. The inquiry into whether sexual conduct is unwelcome does not equate to whether an individual consented to the sexual conduct. When a complainant acquiesces to unwelcome conduct to avoid potential

negative consequences, such “consent” does not necessarily mean that the sexual conduct was not “unwelcome” or that quid pro quo harassment did not occur. Whether conduct is considered to be “unwelcome” is a subjective inquiry (i.e., whether the complainant viewed the conduct as unwelcome).

3.2.3 Consent

For purposes of this Policy, consent is defined as the act of knowingly and willingly agreeing verbally or non-verbally to engage in sexual activity.

An individual cannot consent if he/she/they

1. Is incapacitated;
2. Is impaired by any drug or intoxicant;
3. Has been purposely compelled by force, including threats, intimidation, or coercion;
4. Is unaware that the act is being committed;
5. Is impaired because of a mental or physical condition; or
6. Pursuant to Ohio law, is under the age of sixteen (16).

Consent must exist throughout a sexual encounter and can be withdrawn at any time.

3.2.4 Incapacity

Incapacity means a state in which rational or reasonable decision-making and the ability to consent is rendered impossible because of a person’s temporary or permanent physical or mental impairment including, but not limited to, physical or mental impairment resulting from drugs or alcohol, disability, sleep, unconsciousness, involuntary physical restraint, or illness.

1. An incapacitated person cannot give consent.
2. Sexual activity with someone who one knows or should know to be incapacitated is not consented sexual activity and, therefore, is a violation of this policy.
3. Incapacitation may result from taking “rape drugs.” A rape drug is any drug intentionally used to incapacitate another victim to assist in the execution of drug-facilitated sexual assault. Possession, use and/or distribution of any so-called “rape drug” is prohibited, and administering these drugs to another person is a violation of this policy.
4. Being under the influence of alcohol or other drugs will not excuse behavior that violates this policy.

3.2.5 Force

Force means the use of physical violence or physical imposition to gain sexual access, including the use of threat, intimidation (implied threats), or coercion to overcome a person’s free will or resistance.

3.2.6 Threat or intimidation

Threat or intimidation mean actual or implied declarations to inflict physical or psychological harm, to cause damage, or to commit other hostile actions to obtain sexual activity from an unwilling participant.

3.2.7 Coercion

Coercion means unreasonable pressure for sexual activity from an unwilling participant.

3.2.8 Severe, Pervasive, and Objectively Offensive

Elements of severity, pervasiveness, and objective offensiveness are evaluated in light of the known circumstances and depend upon the facts of each situation and are determined from the perspective of a reasonable person standing in the shoes of the complainant. Whether conduct is so severe, pervasive, and objectively offensive depends upon the surrounding circumstances, expectations, and relationships, including, but not limited to, the ages, number, disability status, and positions of authority of the individuals involved, among other factors.

3.3 Sexual Assault

Sexual assault is defined under the Clery Act as an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation ("UCR").

UCR defines a forcible sex offense as a sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, and includes the following:

3.3.1

Forcible rape – the carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her/their temporary or permanent mental or physical incapacity.

3.3.2

Forcible sodomy – oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her/their youth or because of his/her/their temporary or permanent mental or physical incapacity.

3.3.3

Sexual assault with an object – to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her/their youth or because of his/her/their temporary or permanent mental or physical incapacity.

3.3.4

Criminal Sexual Contact – the intentional touching of clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation.

The forced touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation.

This offense includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.

UCR defines a nonforcible sex offense as unlawful, nonforcible sexual intercourse and includes the following:

3.3.5

Incest – nonforcible sexual intercourse between two persons who are related to each other within the degrees wherein marriage is prohibited by law.

3.3.6

Statutory rape – nonforcible sexual intercourse with a person who is under the statutory age of consent.

3.4 Dating Violence

Dating Violence is defined under the Violence Against Women Act ("VAWA") as:

1. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim/survivor; and
2. Where the existence of such a relationship shall be determined based on consideration of the following factors:
 1. the length of the relationship;

2. the type of relationship; and
3. the frequency of interaction between the persons involved in the relationship.

3.5 Domestic Violence

Domestic violence is defined under VAWA as:

1. Felony or misdemeanor crimes of violence committed:
 1. by a current or former spouse or intimate partner of the victim/survivor;
 2. by a person with whom the victim/survivor shares a child in common;
 3. by a person who is cohabitating with or has cohabitated with the victim/survivor as a spouse or intimate partner; iv. by a person similarly situated to a spouse of the victim/survivor; v. by any other person against an adult or youth victim/survivor who is protected from that person's acts under the state's domestic or family violence laws.

3.6 Stalking

Stalking is defined under VAWA as:

1. Engaging in a course of conduct,
2. Directed at a specific person,
3. That would cause a reasonable person to
 1. fear for his or her safety or the safety of others, or
 2. to suffer substantial emotional distress.

Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

Sexual assault, dating violence, domestic violence, or stalking are inherently serious sex-based offenses. However, stalking may not always be "on the basis of sex"—e.g., when a student stalks an athlete due to celebrity worship rather than sex. When stalking is "on the basis of sex"—e.g., when the stalker desires to date the victim—stalking constitutes sexual harassment. Stalking that does not constitute sexual harassment may still be prohibited under the College's student code of conduct.

4.0 Reports & Formal Complaints of Sex Discrimination and Sexual Harassment

Individuals who have questions about Title IX or this Policy, or feel that they have been discriminated against based on sex, sexually harassed, or retaliated against for their involvement in such a report or adjudication, are strongly encouraged to directly contact the Title IX Coordinator or the Alternate Title IX Coordinator.

The College's duty to respond under this Policy is triggered upon the College's actual knowledge of sexual harassment or alleged sexual harassment that occurred within its education program or activity against a person within the United States. Actual knowledge is notice of sexual harassment or allegations of sexual harassment to the College's Title IX Coordinator or any College official with authority to institute corrective measures on behalf of the College.

A formal complaint, as defined in Section 4.6 below, is not required to make a report of sexual harassment and initiate a response by the College, including the offering and providing of supportive measures, as defined in Section 4.4 below. However, only a formal complaint of sexual harassment will prompt an investigation and grievance process outlined in Section 5.0 below.

4.1 Officials with Authority

An official with authority is a College official who has authority to institute corrective measures on behalf of the College.

For reports involving only students, the College has designated the following individuals as officials who have authority to institute corrective measures on behalf of the College:

1. President
2. Vice President, Chief Student Affairs Officer/Dean of Students
3. Vice President, Chief Academic Officer/ Dean of Faculty
4. Vice President for Community and Business Development (where the complainant or respondent participates in the College's online programs)
5. Senior Director of Diversity and Inclusion

For reports involving an employee, the College has designated the following individuals as officials with authority who have authority to institute corrective measures on behalf of the College:

1. President
2. Director of Human Resources
3. Vice President, Chief Academic Officer/Dean of Faculty
4. Vice President Community and Business Development (where the complainant or respondent participates in the College's online programs)

Officials with authority who receives notice of sexual harassment or allegations of sexual harassment in one of the College's education programs or activities, directly or indirectly, are required to promptly report such sexual harassment or allegations of sexual harassment to the Title IX Coordinator or Alternate Title IX Coordinator. Reporting allows complainants to receive supportive measures and helps to maintain a safe campus environment.

4.2 Reporting Sex Discrimination and Sexual Harassment

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 sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report, including reporting to the Alternate Title IX Coordinator listed in Section 4.3 below. A report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Officials with authority are required to promptly report incidents or allegations of sexual harassment to the College's Title IX Coordinator or Alternate Title IX Coordinator. Where an official with authority is the complainant, you are strongly encouraged to report the misconduct to the College's Title IX Coordinator or Alternate Title IX Coordinator.

Any person who is not an official with authority, including students and members of the College community, are strongly encouraged to promptly report incidents or allegations of sex discrimination and sexual harassment to the College's Title IX Coordinator or Alternate Title IX Coordinator.

4.3 Title IX Coordinators

The Title IX Coordinator is the designated agent of the College with primary responsibility for receiving reports and formal complaints of sexual harassment, signing formal complaints, and generally coordinating the College's compliance with Title IX. The Title IX Coordinator's responsibilities include overseeing the College's response to reports and formal complaints of sexual harassment, including supportive measures, as well as overseeing the College's documentation and recordkeeping set forth in Section 7.0. The Title IX coordinator provides educational materials and training on Title IX, and generally provides guidance and ensures a fair process for individuals involved in Title IX complaints. Below is the contact information for the Title IX Coordinator:

Spencer Izor
Associate Vice President for Compliance
Title IX Coordinator, ADA Coordinator
1870 Quaker Way
Wilmington, OH 45177
Tel: 937-481-2365 (Ext. 365)
Email: spencer.izor@wilmington.edu

If the Title IX Coordinator has a conflict of interest or is otherwise unable to handle the Title IX matter at issue, an alternate Title IX Coordinator will be appointed.

4.4 Offering and Providing Supportive Measures

Where the Title IX Coordinator receives a report of an incident or allegation of sexual harassment from any individual, including an official with authority or complainant, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures and inform the complainant of the availability of such supportive measures with or without filing of a formal complaint. The Title IX Coordinator will also provide to the complainant a copy of this Policy and explain to the complainant their right to file a formal complaint and the process for filing a formal complaint, as outlined in Section 4.6 below.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include, but are not limited to, the following:

1. Extensions of deadlines or other course-related adjustments;
2. Modifications of work or class schedules;
3. Campus escort services;
4. Mutual restrictions on contact between parties—e.g., a no-contact order;
5. Changes in work or housing locations;
6. Leaves of absence;
7. Increased security and monitoring of certain areas of campus; and
8. Other similar measures.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures and will consider the complainant's wishes with respect to supportive measures.

The College will maintain the confidentiality of any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. To the extent an individual chooses to report an incident or allegation of sexual harassment anonymously or without disclosing the identity of the complainant and/or the respondent, the College will be unable to provide supportive measures to the complainant and/or consider whether to initiate the grievance process against a respondent in response.

4.5 Emergency Removal & Administrative Leave

In addition to implementing supportive measures set forth in Section 4.4 above, in emergency situations that arise out of allegations of conduct that could constitute sexual harassment, the College may elect to remove the respondent from the College's education programs or activities. Removal may be made only after the College conducts an individualized safety and risk analysis and concludes that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. Removal may take place before an investigation into sexual harassment allegations concludes or where no

grievance process is pending. The Title IX Coordinator may make removal decisions on behalf of the College and may periodically reassess whether an immediate threat to physical health or safety is ongoing or has dissipated such that removal is no longer warranted.

Where the College elects to remove a respondent from its education programs or activities, it will provide the respondent with notice and an opportunity to challenge the decision immediately following removal. The respondent must make any challenge to the Title IX Coordinator.

Where a respondent is a non-student employee, the College may also elect to place the respondent on administrative leave during the pendency of a grievance process under Section 5.0. The Director of Human Resources may make administrative leave decisions on behalf of the College and may periodically reassess whether administrative leave is warranted during the grievance process.

4.6 Formal Complaints of Sex Discrimination and Sexual Harassment

While the College will promptly and meaningfully respond to reports of sexual harassment as outlined in Section 4.4 above, only a formal complaint of sexual harassment will prompt an investigation and grievance process outlined in Section 5.0 below.⁵ A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. A document filed by a complainant is a document or electronic submission—i.e., electronic mail—that contains the complainant’s physical or digital signature, or otherwise indicated that the complainant is the person filing the formal complaint.

Third parties are not permitted to file formal complaints and formal complaints cannot be filed anonymously. However, where the complainant’s identity is unknown—e.g., where a third party has made a report—the grievance process may proceed if the Title IX Coordinator determines it is necessary to sign a formal complaint.⁷ Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party. Where the Title IX Coordinator signs a formal complaint knowing that the complainant did not wish to do so, the College will respect the complainant’s wishes regarding whether to participate or not in the grievance process.

Filing of a formal complaint with the Title IX Coordinator may be accomplished in person, by mail, or by electronic mail, by using the contact information of the Title IX Coordinator listed in Section 4.3 above.

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an educational program or activity of the College.

4.7 Confidentiality of Reports and Formal Complaints

The College will keep confidential the identity of any individual who has made a report or formal complaint of sex discrimination or sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination or sexual harassment, any respondent, and any witness, except under the following circumstances:

- As may be permitted by the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99;
- As required by law; or
- To carry out the purposes of the Title IX regulations, 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

While consent from a complainant is not required, the Title IX Coordinator or alternate Title IX Coordinator will seek consent from the complainant before the Title IX Coordinator signs a formal complaint and pursues the grievance process. To the extent possible and consistent with the above exceptions, disclosure of any information relating to a formal complaint will be limited to the individuals conducting the College’s investigation or resolving the complaint.

If the complainant requests confidentiality or asks that the complaint not be pursued or that the College stop the investigation process, the College will inform the complainant that its ability to respond may be limited as a result, but that it will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation. The College will also inform the complainant that Title IX prohibits retaliation and that it will take actions to prevent retaliation and take strong action against anyone who engages in retaliation, as well as the complainant's right not to participate in the grievance process.

The College must weigh requests for confidentiality and/or requests that no action be taken against the College's obligation to provide a safe, non-discriminatory environment for all members of the College community, including the complainant. The College may not be deliberately indifferent to known sexual harassment. The College will likely be unable to honor a request for confidentiality or a request that no action be taken in cases indicating pattern, predation, weapons, violence, or if a minor is involved.

There are some sources to whom students may report sexual harassment who may maintain complete confidentiality. These sources include:

- Professional Counselor. A professional counselor is an individual employed or contacted by the College who is responsible for providing mental health counseling to members of the College's community and acting within the scope of his or her license or certification. This includes professional counselors at the Wilmington College Health Center, which can be reached at 937-481-2272 (x272).
- Pastoral Counselor. A pastoral counselor is an individual associated with a religious order or denomination and recognized as someone who provides confidential counseling by such religious order or denomination. This person must function within the scope of that recognition in order to keep confidentiality.
- Doctors and Nurses. A doctor or nurse is an individual employed or contracted by the College who is responsible for providing medical health services to members of the College's community and acting within the scope of his or her license or certification. This includes doctors and nurses at the Wilmington College Health Center, which can be reached at 937- 481-2217 (x217).
- Victim or Survivor Advocates. Victim or survivor advocate. An advocate's role is to help the victim/survivor consider their options and provide them with the information necessary to make informed decisions. Once a decision is made, the advocate is responsible for supporting the victim/survivor in the implementation of that decision. The Campus Advocate at the College is employed through the Office on Violence Against Women (OVW) grant program and is located in the Support Services Office (Pyle Center, Room 2). However, the advocate shares this space with the other support staff and is not a full-time employee, so they should be directly contacted via email at advocate@wilmington.edu or through the Violence Prevention & Education office at (937) – 481 – 2325 (x325).

Please note that while the Campus Advocate is a confidential resource for survivors of sexual assault, domestic violence, dating violence, and stalking, they do not have privileged confidentiality as the other confidential resources do; meaning they are confidential per campus policy but not in the court of law.

Nothing in this Policy prohibits or restricts the ability of either party to discuss the allegations under investigation.

5.0 Grievance Process for Formal Complaints of Sexual Harassment

5.1 Equity in the Grievance Process

The grievance process treats complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent and by following the grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures. Respondents are presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

The Title IX Coordinator, Alternate Title IX Coordinator, investigator(s), any decision-maker(s), including any Adjudicator and the Appeal Board member, and any person designated to facilitate an information resolution process may not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.2 Written Notice of Allegations

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice to known parties that includes the following:

- notice of this grievance process;
- notice of the allegations of sexual harassment with sufficient details known at the time, including,
 1. the identities of the known parties involved in the incident,
 2. the conduct allegedly constituting sexual harassment, and
 3. the date and location of the alleged incident, if known;
- a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney consistent with Section 5.7.2 below;
- notice that the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint consistent with Section 5.7.5 below;
- notice of any provision in the College's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process; and
- notice that making a good faith formal complaint that is not later substantiated does not constitute providing false or misleading information.

Written notice will be provided with sufficient time to prepare a response before any initial interview.

If, in the course of the investigation, the College decides to investigate allegations about the complainant or respondent that were not included in the written notice provided above, the Title IX Coordinator will provide written notice of the additional allegations to known parties.

5.3 Dismissal of Formal Complaint

While the College will investigate the allegations in formal complaints of sexual harassment, it will dismiss a formal complaint where the conduct alleged:

1. would not constitute sexual harassment, even if proved;
2. did not occur in the College's education program or activity—i.e., locations or events, or under circumstances over which the College exercises substantial control over both the respondent and the context in which the sexual harassment occurs, including any building owned or controlled by a student organization that is officially recognized by the College; or
3. did not occur against a person in the United States.

Such mandatory dismissal, however, does not preclude action under another provision of the College's code of conduct.

The College may dismiss a formal complaint or any allegation therein, if at any time during the investigation or hearing:

1. a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
2. the respondent is no longer enrolled or employed by the College; or
3. specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

For example, where the identity of a complainant is not disclosed, the College may not be able to gather evidence necessary to establish the elements of sexual harassment, such as whether the alleged conduct was unwelcome or without consent. In such instances, discretionary dismissal may be appropriate.

The Title IX Coordinator will make determinations regarding dismissal and will promptly notify the parties in writing of any dismissal and the reasons therefore.

5.4 Time Frame and Temporary Delays

Upon receipt of a sexual harassment complaint, the College will exercise good faith to investigate and conclude the grievance process in a reasonably prompt time frame.

1. Once a formal complaint of sexual harassment has been made, an investigation into the complaint will be conducted by the investigator(s) within sixty (60) days of the complaint being made.
2. Consistent with Section 5.7.5, prior to the completion of the investigative report (see Section 5.7.6), the Title IX Coordinator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in electronic format or hard copy, with any redactions required by the Family Educational Rights and Privacy Act ("FERPA"). The parties will have ten (10) days to submit a written response, which the investigator(s) will consider prior to completion of the investigative report.
3. Consistent with Section 5.7.6, the investigator(s) will create an investigative report that fairly summarizes relevant evidence within ninety (90) days of the complaint being made.
4. The Title IX Coordinator will send to each party and the party's advisor, if any, a copy of the final investigative report, in electronic format or hard copy, with any redactions required by FERPA, for their review and written response within three (3) days of completing the investigative report and at least ten (10) days prior to the hearing.
5. A hearing before the Adjudicator will be held within one hundred and twenty (120) days of the complaint being made.
6. The Adjudicator will issue a written determination regarding responsibility within fourteen (14) days of the hearing.

Temporary delay of the grievance process or a limited extension of time frames may be permitted for good cause. Good cause may include, but is not limited to, 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 Title IX Coordinator will provide written notice to the complainant and the respondent of any temporary delay or limited extension and the reasons for such action.

5.5 Evidentiary Standard & Evidence

Determinations regarding responsibility for all formal complaints of sexual harassment, whether against a student or employee, will be made using the preponderance of the evidence standard.

Parties are provided an equal opportunity to participate fully and robustly in the investigation process by gathering and presenting evidence, including fact and expert witnesses and other evidence, reviewing the evidence gathered, responding to the investigative report that summarizes relevant evidence, and asking questions of other parties and witnesses before the Adjudicator has reached a determination regarding responsibility.

However, while not a party to the proceedings, the College bears the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility provided that the College cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the College obtains that party's voluntary, written consent to do so.

This Policy also does not require, allow, rely upon or otherwise use questions or evidence that constitute or seek disclosure of information protected under legally recognized privilege, such as the attorney-client privilege or the doctor-patient privilege, unless the person holding such privilege waives it.

Investigator(s) must objectively and impartially gather and present any relevant evidence to the Adjudicator in an investigative report, who, in turn, must objectively and impartially evaluate relevant evidence and reach a determination regarding responsibility.

All relevant evidence discovered during this grievance process, including inculpatory and exculpatory evidence, will be evaluated on an objective basis. All credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

5.6 Consolidation of Formal Complaints

The College may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one complainant or more than one respondent, references in this Policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.7 Investigation of a Formal Complaint

5.7.1 Investigators

Following the receipt of a formal complaint of sexual harassment, the Title IX Coordinator will designate one or more investigators to conduct the investigation. Eligible investigators include faculty or staff who have been trained in this Policy and the role of an investigator. When the complaint is made against an employee, at least one of the designated investigators will be a member of the Office of Human Resources.

Investigators are responsible for objectively and impartially gathering evidence and presenting any relevant evidence to the Adjudicator in an investigative report as set forth in Section 5.7.6 below.

5.7.2 Choice of Advisor

In any related meeting or grievance proceeding, the parties have an equal opportunity to be accompanied by the advisor of their choice, who may be, but is not required to be, an attorney. An advisor may be a member of the College community, an attorney, or another individual not affiliated with the College. During any related meeting or proceeding, however, an advisor's role is limited. Except as permitted during hearings as set forth in Section 5.8 below, an advisor is not permitted to engage in the grievance process on the party's behalf or participate directly in any related meeting or proceeding. An advisor may quietly consult with his or her advisee during a related meeting or proceeding in a manner that does not disrupt or interfere with the meeting or proceeding. If an advisor fails to act in accordance with these procedures, he/she/they may be asked to leave the meeting or proceeding.

5.7.3 Gathering of Evidence

During the investigation, both the complainant and the respondent may present written and oral statements, names of witnesses, and other evidence to the investigators. The complainant, respondent, and witnesses may be interviewed as part of the investigation. The interviews will be supplemented by the gathering of any physical, documentary, or other evidence, as appropriate and available. Follow-up interviews will be conducted by the investigators as needed.

All parties and witnesses are expected to provide truthful information. Knowingly providing false or misleading information is a violation of the College's policy and can subject a student or employee to disciplinary action. Making a good faith report to the College that is not later substantiated does not constitute providing false or misleading information.

Any employee respondent is expected to participate and cooperate in the investigation, including submitting to any requested interview by the investigators. If an employee refuses to participate or cooperate in the investigation, that person will be subject to discipline, up to and including termination. Consistent with Section 4.7, the investigation may still go forward if a respondent, whether an employee or a student, refuses to participate or cooperate.

5.7.4 Notice of Interviews and Hearings

The College will provide written notice of the date, time, location, participants, and purposes of all investigative interviews, hearings, or other meetings, to a party whose participation is invited or expected. Such notice will be provided with sufficient time for the party to prepare to participate.

5.7.5 Inspection and Review of Evidence

All parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

Prior to completion of the investigative report set forth in Section 5.7.6 below, the Title IX Coordinator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, with any redactions required by FERPA. The parties will have at least ten (10) days to submit a written response, which the investigator(s) will consider prior to completion of the investigative report.

The College shall make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

5.7.6 Investigative Report

The investigator(s) will create an investigative report that fairly summarizes relevant evidence. Within three (3) days of the completion of the final investigative report and at least ten (10) days prior to the hearing or other time of determination regarding responsibility, the Title IX Coordinator will send to each party and the party's advisor, if any, the final investigative report in electronic format or hard copy, with any redactions required by FERPA, for their review and written response.

The final investigative report will include all the written responses provided by the parties involved, with any redactions required by FERPA.

5.8 Decision Making of Formal Complaints

5.8.1 Adjudicator

Prior to the finalization of the investigative report, the Title IX Coordinator will designate a third-party decision-maker trained in this Policy ("Adjudicator") to conduct the live hearing and make a determination regarding responsibility.

The Title IX Coordinator shall provide the investigative report to the Adjudicator. The Adjudicator is responsible for reviewing the investigative report, conducting the live hearings set forth in Section 5.8.2, making a determination regarding responsibility, and determining remedies and sanctions. In reaching a determination, the Adjudicator will apply the preponderance of the evidence standard as set forth in Section 5.5. The Adjudicator will determine, based on the complete record and applying a preponderance of the evidence standard, whether or not the evidence is sufficient to support a conclusion that the conduct occurred and that there was a violation of this Policy. Following the close of the hearing, if the Adjudicator determines that there

was a violation, the Adjudicator will also determine the appropriate remedies and sanctions that should be imposed consistent with Section 5.12. In doing so, the Adjudicator may consult with the Title IX Coordinator to obtain information about College precedent for such remedies and sanctions.

5.8.2 Live Hearing

Consistent with Section 5.4, a live hearing before the Adjudicator will be held within one hundred and twenty (120) days of the formal complaint being made.

The reporting party and the accused are entitled to the same opportunities to have others present during the hearing, including the opportunity to be accompanied by an advisor pursuant to Section 5.7.2.

5.8.3 Cross Examination

Both parties have an equal opportunity to cross examine the other party and any witnesses—i.e., to ask relevant questions and follow-up questions, including those challenging credibility—through his/her/their advisor. Cross examination must be conducted directly, orally, and in real time by the party's advisor. A party may never personally cross examine another party or witnesses.

If a party does not have an advisor present at the live hearing, the College will provide an advisor of the College's choice, who may or may not be an attorney, without fee or charge, to conduct cross examination on behalf of the party.

Only relevant cross examination and other questions may be asked of a party or witness. As such, before a party or witness answers a cross examination or other question, the Adjudicator must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Where a party or witness does not submit to cross examination at the live hearing, the Adjudicator must not rely on any statement of that party or witness in reaching a determination regarding responsibility. However, the Adjudicator cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross examination or other questions.

Cross-examination that may reveal faulty memory, mistaken beliefs, or inaccurate facts about allegations does not mean that the party answering questions is necessarily lying or making intentionally false statements. The degree to which any inaccuracy, inconsistency, or implausibility in a narrative provided by a party or witness should affect a determination regarding responsibility is a matter to be decided by the Adjudicator, after having the opportunity to ask questions of parties and witnesses, and to observe how parties and witnesses answer the questions posed by the other party.

5.8.4 Virtual and Remote Hearings

Live hearings may be conducted with all parties physically present in the same geographic location or, at the College's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

At the request of either party, the College will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the Adjudicator and parties to simultaneously see and hear the party or the witness answering questions.

5.8.5 Record of Hearing

All live hearings, whether they occur in person or virtually, will be recorded via audio or audiovisual recording or transcribed. The record shall be the property of the College. Such recording or transcript will be made available to the parties for inspection and review.

5.9 Informal Resolution

5.9.1 Use of Informal Resolution

Where a formal complaint is filed, and at any time prior to reaching a determination regarding responsibility, the College may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. An informal resolution process may not be utilized unless:

1. The parties are provided written notice that discloses the following:
 - the allegations,
 - the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and
 - any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. The parties provide voluntary, written consent to the informal resolution process.

An informal resolution process may not be utilized to resolve allegations that an employee sexually harassed a student.

5.9.2 Informal Resolution Process

Where an informal resolution process may be utilized in accordance with Section 5.9.1 above, such process will be overseen by The Title IX Coordinator or Alternate Title IX Coordinator. The complainant and respondent have the right to an advisor as set forth in Section 5.7.2 above.

At any time prior to agreeing to a resolution under this process, any party may withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint. In addition, any party can resume the grievance process where the party is dissatisfied with a proposed informal resolution.

As described in Section 4.7 above, the College may elect to pursue a formal resolution process even if the complainant does not wish to pursue a formal resolution.

5.10 Determination Regarding Responsibility

5.10.1 Written Determination Regarding Responsibility

The Adjudicator must issue a written determination regarding responsibility to be provided simultaneously to the parties that must include the following:

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the College's code of conduct to the facts;
5. A statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions to be imposed on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided to the complainant; and
6. The College's procedures and permissible bases for the complainant and respondent to appeal.

The Title IX Coordinator is responsible for effective implementation of any remedies herein.

The Adjudicator will issue the written determination regarding responsibility, which will be provided simultaneously to the parties by the Title IX Coordinator within fourteen (14) days of the hearing. The complainant will be informed of any specific sanctions imposed on respondent directly relating to the complainant in a manner consistent with the requirements of FERPA. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.11 Appeal to the Appeal Board

Either the complainant or the respondent may appeal any determination and/or sanction of the Adjudicator or any dismissal of a formal complaint or any allegations therein to the Appeal Board on any of the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, Alternate Title IX Coordinator, investigator(s), or the decision maker, including the Adjudicator, had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.11.1 Appeal Board

Upon receipt of a written request for appeal under Section 5.11.2, the Title IX Coordinator will designate an Appeal Board to conduct an appeal. The Appeal Board shall include three (3) members comprised of faculty and administration/support staff, all of whom have received training on this Policy. The Appeal Board may not include the investigator(s), the Title IX Coordinator, or the Adjudicator involved in the grievance process at issue.

The Appeal Board is responsible for reviewing the complete record of the investigation, the live hearing, and the determination of the Adjudicator

5.11.2 Filing the Appeal

The appeal must be made in writing to the Title IX Coordinator within ten (10) days from when the party receives the written decision of the Adjudicator, including the day on which the party receives the written decision. The written appeal must include the bases for the appeal, as set forth in Section 5.11 above, and all relevant information and arguments in support. The Title IX Coordinator will promptly notify the other party in writing when an appeal is filed.

If an appeal is not filed within this time frame, the right to appeal is waived and the determination and/or sanction of the Adjudicator or any dismissal of a formal complaint or any allegations therein becomes final.

5.11.3 Review and Approval of Appeal

The Appeal Board will review the written appeal for scope and determine permissibility of the appeal, which will be limited to the bases set forth in Section 5.11 above, and notify the parties regarding whether the appeal is permitted or denied within ten (10) days of the written appeal.

5.11.4 Appeal Procedure

Upon notification that an appeal is permitted, the appellee will be provided with the written appeal and shall have ten (10) days, including the date of receipt, to respond in writing to the statement of the appellant.

The Appeal Board will determine the merit of the appeal, based on its review of the complete record and applying a preponderance of the evidence standard. Such determination shall be made by a majority vote of the Appeal Board. The Appeal Board may affirm, reverse, or modify the determination and/or sanction of the Adjudicator, or remand the matter for further investigation and/or analysis. If the matter is remanded, the process will repeat, generally beginning at the appropriate stage of the investigation or grievance process as indicated by the Appeal Board's remand.

The written decision of the Appeal Board describing the result of the appeal and the rationale for the result will be sent simultaneously to both parties, typically within five (5) days following the Appeal Board's determination and no more than thirty (30) days after approval of the written appeal under Section 5.11.3. The complainant will be informed of any specific sanctions imposed on respondent directly relating to the complainant in a manner consistent with the requirements of FERPA.

5.12 Remedies and Disciplinary Sanctions

This grievance process treats complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following a grievance process prior to the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

The College is committed to taking action to eliminate all sex discrimination and sexual harassment. Where a determination of responsibility for sexual harassment has been made against the respondent, remedies are designed to restore or preserve equal access to the College's education programs or activities, to stop the conduct, prevent its recurrence, and address its effects. Such remedies may include the same individualized services that constitute supportive measures in Section 4.4 above, but may also be disciplinary or punitive and need not avoid burdening the respondent. To that end, when determining the appropriate remedies or sanctions to be imposed, consideration shall be given to the principle that the sanctions should be proportionate to the offense and seek to provide a remedy to the complainant and to prevent recurrence of the offense for the protection of the campus community. Any student or employee determined to be responsible for violation of this Policy should expect the imposition of remedies and/or sanctions.

Remedies and sanctions for students may include any of those set forth in the Student Handbook and Student Code of Conduct, including modification of living arrangements, dismissal, suspension, reporting to the local police, and other remedies and sanctions determined by the College to be appropriate.

Remedies and sanctions for employees may include any of those set forth in the Faculty Handbook or Staff Handbook, including termination, suspension, removal from campus, cancellation of contract, written reprimand, oral reprimand, and other remedies and sanctions determined by the College to be appropriate.

6.0 Retaliation

The College strictly prohibits retaliation—i.e., intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX, its regulations, or this Policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for Code of Conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its regulations, or this Policy, constitutes retaliation.

Retaliation does not include the exercise of First Amendment rights or a code of conduct violation charge for making a materially false statement in bad faith in the course of a grievance proceeding.

Any person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or dismissal if they are a student.

7.0 Documentation and Recordkeeping

Where the Title IX Coordinator receives a report of an incident or allegation of sexual harassment or a formal complaint is filed, the College will create records of any actions, including any supportive measures, taken in response to a report or formal complaint. In each instance, the College will document the basis for its conclusion that its response was not deliberately indifferent and document that it has taken measures designed to restore or preserve equal access to the College's education program or activity. Deliberate indifference occurs only where a response to sexual harassment is clearly unreasonable in light of the known circumstances. Where supportive measures are not provided to a complainant, the College will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The foregoing documentation, as well as the following, will be maintained by the College for a period of seven years:

1. Each sexual harassment investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript;
2. Any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the College's education program or activity;
3. Any appeal and the result therefrom;
4. Any informal resolution and the result therefrom; and
5. All materials used to train Title IX Coordinators, investigators, decision-makers, including Adjudicators and Appeal Board members, and any person who facilitates an informal resolution process. The College will make these training materials publicly available on its website.

8.0 Education and Training

Wilmington College is committed to taking steps to prevent discrimination based on sex, including all forms of sex discrimination and sexual harassment, and to address its impact upon any victims. Efforts to address these issues are made by a variety of programs, departments and services available on campus. For example, the College provides new student orientation and employee training programs addressing topics such as (1) the provisions of this Policy; (2) safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of sexual harassment; and (3) information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks. The College also provides education on these topics on an ongoing basis for students and faculty.

Title IX Coordinators, investigators, any person who facilitates an informal resolution process, Adjudicators, and Appeal Board members will receive training on this Policy and the proper handling of cases of sexual harassment, including, but not limited to the following:

1. the definition of sexual harassment,
2. the scope of the College's education programs and activities,
3. how to conduct an investigation and grievance process, including hearings, appeals, and informal resolution processes, and
4. how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Adjudicators will also receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in Section 5.8.1 above.

Investigators and Adjudicators will also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth Section 5.7.6 above, and make relevancy determinations during live hearings, as set forth in Section 5.8.3 above.

Training materials will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

9.0 Guidance on Taking Immediate Action in Cases of Sexual Harassment

In the event that a sex offense (including sexual assault or stalking) has occurred, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. (The decision to press charges does not have to be made at this time. However, following these procedures will help preserve this option for the future and will help in obtaining a protective order, if necessary.) Victims/survivors should not bathe, urinate, douche, brush teeth, or drink liquids. Clothes should not be changed, but if they are bring all original clothing to the hospital in a paper bag. (Plastic bags damage evidence.)

When necessary seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

In addition to the above College resources, there are also independent resources available to victims of sexual assault. The Alternatives to Violence Center serves any person who is a survivor of sexual assault, including providing court advocacy, counseling, support groups, temporary shelter, education, and a 24-hour crisis line. The Center is located at 94 N South St, 3rd Floor Suite D, Wilmington, OH 45177. The telephone number for the Center is (937) 383-3285 and the crisis line number is (888) 816-1146.

Though the College will undertake its own investigation of any report of sexual harassment, you may also: (1) notify law enforcement authorities, including the Wilmington Police Department; (2) be assisted by campus authorities in notifying law enforcement; or (3) decline to notify such authorities.

10.0 Additional Resources

10.1 College Resources

As listed in Section 4.3 above, students (including the reporting party or accused) may contact the Title IX Coordinator for information on the College's process for responding to reports and formal complaints of sexual harassment and for assistance through that process. In addition, students may contact the following, all of whom have been trained on the College's sex discrimination policies and procedures and who are available 24 hours per day. The following College resources may be able to provide assistance, but do not necessarily constitute officials with authority under this Policy:

Wilmington College Counseling Center
Tel: (937) 481-2272
Email: kazi_mcdowell@wilmington.edu
ana_lopez@wilmington.edu

Housing and Professional Staff
1870 Quaker Way
Pyle Center Box 1226
Wilmington, OH 45177
Business Hours Tel: (937) 481-2369
After Hours Tel: (937) 283-5158
E-mail: housing@wilmington.edu

Campus Safety
1870 Quaker Way
Pyle Center Box 2029
Wilmington, OH 45177
Tel: (937) 382-0100
E-mail: CampusSafety@wilmington.edu

Local Law Enforcement

The city of Wilmington, Ohio is served by two local law enforcement agencies: the Wilmington Police Department and the Clinton County Sheriff's Office.

Wilmington Police Department
69 North South Street
Wilmington, OH 45177
Tel: (937) 382-3833

Clinton County Sheriff's Office
1645 Davids Drive
Wilmington, OH 45177
Tel: (937) 382-1611
Hours: 8:00 am – 4:00 pm

11.0 Options Outside the College for Resolution of Discrimination Based on Sex

Students may file complaints under Title IX with the Office for Civil Rights, U.S. Department of Education, or with the State Department of Fair Employment and Housing. Contact the campus Title IX Coordinator or the U.S. Department of Education, Office for Civil Rights for current information. The Office for Civil Rights is not a party to the College's internal grievance process, and a complaint may be filed with the Office of Civil Rights at any time.

Staff and faculty may file complaints under Title IX under certain conditions, as outlined above; under Title VII, with the Equal Employment Opportunity Commission; or with the State Department of Fair Employment and Housing.

The time limits for filing complaints with State or Federal agencies vary. Contact the relevant State or Federal agency for further information.

12.0 Accommodations for Disabilities

The Office of Accessibility and Disability Services works with students and faculty to ensure that a disability will not be a barrier to equal opportunity and access to educational programs and services. If a reporting party, accused, or witness needs an accommodation for a disability in order to participate in the investigation and/or grievance procedure, he/she/they should make the request for an accommodation to the Academic Services Director, whose contact information is below:

Nathan Flack, Academic Resource Manager / ADA Coordinator
Pyle Box 1253 | Robinson Communication Center Room 103
(937) 481-2208 (office) | (505) 787-7154 (cell)
nathan.flack@wilmington.edu

Spencer Izor, Associate Vice President for Compliance
College Hall Room 306A
(937) 481-2365 (office)
spencer.izor@wilmington.edu

The Accessibility and Disability Services Handbook provides additional information about policies, procedures, and resources available at Wilmington College for students with disabilities.

Sexual Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offenders Act. The Federal law requires state law enforcement agencies in Ohio to provide Wilmington College with a list of registered sex offenders who have indicated that they are either enrolled, employed or carry on a vocation at Wilmington College.

Wilmington College is required to inform the campus community that a registration list of sex offenders will be maintained and available from the Ohio Bureau of Criminal Identification and Investigation at:

www.esorn.ag.state.oh.us/Secured/p1.aspx

Wilmington College is located in Clinton County and its zip code is 45177.

The CSCPA further amends the Family Educational Right and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000 and the Ohio's Sex Offender Registration and Notification (SORN) Act. Ohio Revised Code Chapter 2950.

Academic Affairs

Academic Good Standing Policies

Full-time Students:

For students who are enrolled regularly on a full-time basis, academic progress is reviewed at the conclusion of each fall and spring semester. The academic progress of all students at Wilmington College is reviewed at the conclusion of each semester in order to determine the academic standing of each student. Good standing is determined by the following criteria:

1. 1. The student must average 12 earned credit hours with passing grades of "D" or better during **full-time semesters*** enrolled at Wilmington College. (However, credits earned during summer session count toward good standing even if the student is taking less than 12 credit hours) **AND**
2. 2. The student must complete EN101 or EN103H (and EN100, if required) with a grade of "C- " or better. Students earning a grade lower than "C- "(including drops after the drop/add period noted with the grade of "W" [Withdrawal]) in EN100, EN101, or EN103H will be required to repeat the course. Students will work with Student Success team and their Advisor to determine when the class(es) will be repeated. Students earning a grade lower than "C- " in EN100, EN101, or EN103H following the second attempt (including drops after the drop/add period noted with grade of "W") are placed on academic probation and will be required to repeat the course. Students will work with Student Success team and their Advisor to determine when the class(es) will be repeated. Students earning a grade lower than "C-: following the third attempt (including drops after the drop/add period noted with grade of "W") are subject to immediate academic suspension. **AND**
3. 3. The student must have a minimum cumulative GPA of 1.80 at close of first semester at Wilmington College and 2.00 at close of all subsequent semesters.

Full-time students may elect to enroll in the summer session part-time basis. Students who elect to do so will also be reviewed at the end of the summer semester to determine academic standing.

1. Students in good academic standing whose cumulative GPA falls below a 2.0 during the summer semester will be placed on Academic Probation.
2. Students on probation who have averaged 12 hours or higher AND whose cumulative GPA is a 2.0 or higher at the end of the summer semester will return to good academic standing. Students who do not meet these criteria will remain on probation.

Part-time Students:

Students who are enrolled **regularly** on a **part-time basis*** will be considered in good standing if they pass courses for which they receive recorded grades on the following basis:

1. The student must pass 67 percent of attempted Wilmington College credits **AND**
2. The student must have a minimum cumulative GPA of: 1.80 at close of first semester at Wilmington College, 2.00 at close of all subsequent semesters. **AND**
3. The student must complete EN101 or EN103H (and EN100, if required) with a grade of "C- " or better. Students earning a grade lower than "C- " (including drops after the drop/add period noted with the grade of "W" [Withdrawal]) in EN100, EN101, or EN103H will be required to repeat the course. Students will work with Student Success team and their Advisor to determine when the class(es) will be repeated. Students earning a grade lower than "C- " in EN100, EN101, or EN103H following the second attempt (including drops after the drop/add period noted with grade of "W") are placed on academic probation and will be required to repeat the course. Students will work with Student Success team and their Advisor to determine when the class(es) will be repeated. Students earning a grade lower than "C-: following the third attempt (including drops after the drop/add period noted with grade of "W") are subject to immediate academic suspension.

Academic Integrity/ Misconduct Policy Procedures

Students should consult the Student Handbook for policies regarding academic integrity issues including, but not limited to, guidelines for examinations, plagiarism, classroom behavior, and handling academic misconduct charges. Students with Academic Integrity violations may not be eligible for academic awards and honors (i.e. – academic honors, dean's list/ merit list, Green Key Honor Society, Quaker Impact Award, and other Honorary societies).

GUIDELINES FOR HANDLING ACADEMIC OFFENSES

1. Confront the student within ten working days of knowledge of the incident when the college is in session, or within the ten days of the start of the next semester.
2. Determine if the offense is substantiated. Also, determine if the offense falls under the "plagiarism" category (defined under B.2 above) or not.
3. Document incident and consequence in writing (letter or email) and send to student. Ideally, the course syllabus should provide a statement related to academic misconduct and its consequences.
4. Submit a copy of the letter or email sent to student to Associate Vice President for Academic Affairs (AVPAA). If the offense is deemed to fall under the "plagiarism" category, then explicitly indicate this in the letter/email. The faculty member may email the student or send a letter to the student's campus or home address. The Office of Academic Affairs will maintain a copy of this letter in the student's file for reference should additional incidents of academic misconduct occur.

If the offense is deemed to fall under the "plagiarism" category (defined under B.2 above), then proceed to steps 8–10 below. If it is not deemed "plagiarism", then proceed with steps 5–7 below.

5. The Associate Vice President for Academic Affairs will meet with the student and review the Academic Misconduct Policy. If the student has no prior incidence of academic misconduct, no further action will be taken.

6. If the student has committed a prior offense, the student must appear before the Academic Standards and Appeals Committee (ASA). The student may also be required to appear before the committee if the faculty member and the Associate Vice President for Academic Affairs determine the offense is serious enough to warrant additional review.

7. Any additional consequences will be determined by the ASA. Consequences could include academic probation, ineligibility for academic honors, or suspension.

8. For a first violation of the "plagiarism" type, the instructor will decide if this violation is of a minor or major type. This determination is up to the instructor's discretion. If the plagiarism violation is "minor", then the instructor will abstain from grading the assignment and ask the student to redo and resubmit it in their own words/work. Once resubmitted, the assignment will be graded. If a student refuses to redo the assignment or does not complete it in the allowed time, then the instructor is free to give the student a zero for the work.

If the plagiarism violation is deemed "major", then the violation will be treated per the instructions in step 9 below.

9. For a second infraction of plagiarism, or for a "major" plagiarism violation, the student must take and pass the Plagiarism Workshop, which is an approximately 4-hour, non-credit-bearing course. For a second infraction or a major infraction, the grade for the assignment will be at the instructor's discretion.

10. If a student does not pass the Plagiarism Workshop course within the designated time period, or has additional infractions of Academic Misconduct, then those offenses would be directed to the process outlined in steps 6 and 7 above (referral to the Academic Standards and Appeals Committee).

STUDENT APPEAL PROCESS

If a student wishes to appeal the charge of academic misconduct and/or the sanctions for the offense, he/she may do so in writing within five (5) school days of receipt of the letter or email from the faculty member. Students should send their appeal in writing (letter or email) to the Associate Vice President for Academic Affairs. A hearing will be set in front of the Academic Standards and Appeals Committee in as timely a manner as possible.

Students who appear before the committee on appeal may be assisted by a support person, who may be any member of the college community or a parent. Students are responsible for presenting their own case; however, the support person is permitted to speak and should assist the student in understanding the academic appeals process. Hearings will be confidential. Admission of any person to the hearing who is not a support person, or a witness shall be at the discretion of the Committee. The Committee may restrict testimony that is irrelevant or redundant.

Pertinent records, exhibits, and written statements may be accepted as evidence at the discretion of the Committee. There shall be a single verbatim record, such as an audio recording of all hearings before the Committee. The appealing student shall have access to a record of the hearing. All recordings are destroyed either after appeals are completed or after the time allotted for appeals has passed.

After the hearing, the Committee shall determine (by consensus) whether the level of academic offense and/or the sanctions should be decreased. Review of the level of academic offense and/or sanctions may not result in a more severe level of offense or sanction. The Committee may render its decision without deference to the faculty member's initial determination.

Students who are required to appear before the Academic Standards and Appeals Committee due to a second offense (or a serious first offense) may also appeal the committee's decision to the Vice President for Academic Affairs (VPAA)/Dean of the Faculty under the circumstances outlined below.

FINAL REVIEW

Final appeals may be made to the Vice President for Academic Affairs/Dean of the Faculty within five (5) school days of the decision of the Academic Standards and Appeals Committee. An appeal to the VPAA/Dean of the Faculty is only appropriate under at least one of the following conditions:

- The original hearing was not conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures.
- The decision was not based on substantial evidence.
- The sanction imposed was not appropriate for the violation.
- There is new evidence that was not presented at the original hearing.

ACADEMIC CODE OF CONDUCT

This policy is directly related to the first Testimony, which is part of the Student Code of Conduct. "I will practice personal and academic integrity." The initial responsibility for dealing with academic misconduct lies with the individual faculty member in whose classroom or course of study the offense occurs. The responsibility includes determination of the consequences for the offense. The goal is for faculty to confront cheating and plagiarism, to teach ethical behavior, and to provide an appropriate consequence based on the nature of the incident. Faculty are encouraged to explicitly address academic misconduct and its consequences in the course syllabus.

EXAMPLES OF ACADEMIC MISCONDUCT

A. Examination offenses include, but are not limited to, the following:

1. Taking unauthorized materials into or out of the examination room.
2. Leaving the examination room without authorization before completing an examination.
3. Talking in the examination room without authorization.
4. Discussing the examination outside the examination room during the course of the examination.
5. Attempting to observe the work of another student.
6. Taking an examination for another person or permitting someone else to do so.
7. Collaborating improperly by discussion, joint research, or joint effort in any way expressly prohibited by the instructor. This includes using a cell phone or other device to access information from another source or another student.

8. Improper knowledge of contents of an examination – No student shall knowingly acquire unauthorized knowledge of an examination or any part of an examination, or solicit, offer, or give information about any part of an examination.

B. Student work offenses include, but are not limited to, the following, which are expressly prohibited in the absence of prior written approval of the instructor or instructors involved:

1. Resubmission of work – Submitting work which has been previously submitted for credit.

2. Plagiarism – Submitting work done wholly or partly by another, including the unattributed copying of all or parts of a published work or internet document. Using generative Artificial Intelligence (AI) sources to produce work (when not expressly permitted) is also a form of plagiarism. Some instances of plagiarism are the result of ignorance rather than dishonesty. When plagiarism is encountered, the instructor should be sure that the student knows proper procedures for attributing content.

3. Prohibited sources – Consulting material or persons contrary to the directions of the instructor.

4. Improper collaboration – Engaging in any discussion, joint research, or joint effort of any kind expressly prohibited by the instructor.

5. Deception – Misrepresenting the authenticity of sources, citations, or principles in any written work.

6. Sharing work – Students who share their work with others are responsible for how that work is used. For example, if a student shares a paper with another student to help him or her understand an assignment, and that student submits the work as their own, the author of the paper shares responsibility for the plagiarism committed by the other student.

D. Other misconduct – Engaging in any other improper conduct as specified by the instructor.

E. Lying – deliberately providing false information relevant to academic matters, such as misrepresenting the inability to take an examination because of illness.

F. Disruptive or disrespectful classroom behavior – causing a disturbance in the classroom, interrupting instruction, speaking rudely or threatening students or faculty.

Athletic Eligibility

Students on academic probation are ineligible for intercollegiate athletic competition. Wilmington College abides by NCAA, Division III rules and regulations. Wilmington College will determine athletic eligibility or ineligibility for each student one week (7 days) after grades are due to the Office of Academic Records for the fall, spring, and summer terms.

Academic Early Alert System

Staff and faculty are asked to submit referrals to the Office of Academic Affairs on students of concern. Referrals are submitted electronically through a link on the faculty portal. The purpose of this system is to facilitate early intervention with at-risk students and to improve overall student success. Referrals may be related to excessive absences, missing assignments, or poor academic performance. Students are then notified if a faculty or staff member has made a referral on their behalf. Notices may also be sent to coaches and advisors, as well as to parents if permission to contact parents has been documented on the FERPA form. All faculty are asked to submit midterm student progress reports on students who are in danger of failing a class. Students who receive these notices should discuss the situation with their professors and advisors to develop a plan to improve class performance or to withdraw from the course. Progress reports will be shared with parents of students with two or more notices at midterm.

Course Credits are Expressed in Semester Hours of Credit

Courses are generally numbered to correspond to the class level for which they are intended. Courses numbered below 100 are intended for freshmen. They do not count toward graduation, although they are included in the course load for the semester. 100-level courses are intended for freshmen, 200-level courses are intended for sophomores, 300-level courses are intended for juniors, and 400-level courses are intended for seniors. The 100- and 200-level courses are considered lower division, while the 300- and 400-level courses are considered upper division. Lower-level transfer elective credit is numbered 195, and upper-level transfer elective credit is numbered 395. Graduate courses are numbered 500 to 699.

Definition of Courses

Face to Face Courses

Wilmington College defines a Face-to-Face course as one which meets in a physical space on a regular weekly schedule. All students enrolled in a Face-to-Face course are expected to physically attend and participate in all class sessions in person.

Hybrid Flex Courses

In a Hybrid Flex course, you will have a scheduled day(s) each week where you will be required to meet in person. You will also have assignments and other participation activities that must be completed and submitted electronically each week through the prescribed manner in Blackboard. Participation in the scheduled live class sessions and all weekly course requirements must be completed and submitted electronically in the prescribed manner to the course instructor within the instructor's assigned deadlines for assignments and participation that week.

Hybrid Traditional Courses

In a Hybrid Traditional course, you will have scheduled day(s) where you will be required to meet in person and other day(s) you will participate at the scheduled class time by attending the class live online via the platform specified in your course syllabus. You will have assignments which must be completed each week. Participation in the scheduled live classroom and corresponding synchronous sessions is required. Weekly course requirements must be completed and submitted electronically in the prescribed manner to the course instructor within the instructor's assigned deadlines for assignments and participation that week.

Online Asynchronous Courses

An Online Asynchronous course does not have a set meeting time. Each class week will have participation and engagement requirements that must be completed during that week as determined by your instructor. Wilmington College defines an online course week as one which commences at 12:00 A.M. each Monday and ends at 11:59 P.M. the following Sunday. All weekly course requirements must be completed and submitted electronically in the prescribed manner to the course instructor within the instructor's assigned deadlines for assignments and participation that week.

Online Synchronous Courses

An Online Synchronous course will require that you attend the live online synchronous sessions during the scheduled meeting times indicated in your course schedule and in the course syllabus. Each class week will have participation and engagement requirements that must be completed during that week as determined by your instructor. Wilmington College defines an online course week as one which commences at 12:00 A.M. each Monday and ends at 11:59 P.M. the following Sunday. All weekly course requirements must be completed and submitted electronically in the prescribed manner to the course instructor within the instructors assigned deadlines for assignments and participation that week.

Minimum Technology Requirements for Students

Access to a computer with the following specifications are the **minimum technology requirements** in order to be able to perform successfully in a hybrid or online learning environment, as well as in many courses offered face to face. Some academic programs may require additional software.

Device Types

- Laptops, desktops running Microsoft Windows or Apple macOS are recommended as your primary device
- Tablets running Windows may be acceptable if it meets requirements below
- Google Chromebook devices are not recommended as your primary device
- Devices running Android, Apple iOS (iPhone/iPad) or other operating systems are not recommended as your primary device

Operating system	Windows OS: Windows 10 or 11 macOS: One of the three most recent versions of macOS
Computer and Processor	Windows OS: 1.6 GHz or faster, 2-core or greater. 2 GHz or greater recommended for video calls macOS: Intel processor or Apple M-series of processors (M1, M2...)
Memory	Windows OS: 4 GB RAM or greater macOS: 4 GB RAM or greater
Hard disk	Windows OS: 10 GB of available disk space or greater macOS: 10 GB of available disk space or greater
Display	Windows OS: 1280 x 768 screen resolution or greater macOS: 1280 x 800 screen resolution or greater
Network Connectivity	Wi-Fi capable
Browser	The current version of Microsoft Edge, Safari, or Chrome.
Video calls	Built in or USB Camera, speakers/headphones, and microphone.

If you do not have consistent access to a device with these specifications, please be sure to have that in place by the beginning of the semester. If you have questions regarding these minimum technology requirement specifications, please contact helpdesk@wilmington.edu.

Considering the possibility of future interruptions to our face-to-face learning together, continuing, and new students should also check on the status of internet at home and be prepared to address any deficiencies.

Academic Freedom

What It Does Do:

- Academic Freedom means that both faculty members and students can engage in intellectual debate without fear of censorship or retaliation.
- Academic Freedom establishes a faculty member's right to remain true to his or her pedagogical philosophy and intellectual commitments. It preserves the intellectual integrity of our educational system and thus serves the public good.
- Academic freedom in teaching means that both faculty members and students can make comparisons and contrasts between subjects taught in a course and any field of human knowledge or period of history.
- Academic Freedom gives both students and faculty the right to express their views – in speech, writing, and through electronic communication, both on and off campus – without fear of sanction, subject to "What It Doesn't Do" below.
- Academic freedom gives both students and faculty the right to study and do research on the topics they choose and to draw what conclusions they find consistent with their research, though it does not prevent others from judging whether their work is valuable and their conclusions sound. To protect academic freedom, universities should oppose efforts by corporate or government sponsors to block dissemination of any research findings.

- Academic freedom means that the political, religious, or philosophical beliefs of politicians, administrators, and members of the public cannot be imposed on students or faculty.
- Academic freedom gives faculty members and students the right to seek redress or request a hearing if they believe their rights have been violated.
- Academic freedom protects faculty members and students from reprisals for disagreeing with administrative policies or proposals.
- Academic freedom gives faculty members and students the right to challenge one another's views, but not to penalize them for holding them.
- Academic freedom protects a faculty member's authority to assign grades to students, so long as the grades are not capricious or unjustly punitive. More broadly, academic freedom encompasses both the individual and institutional right to maintain academic standards.
- Academic freedom gives faculty members substantial latitude in deciding how to teach the courses for which they are responsible.
- Academic freedom guarantees that serious charges against a faculty member will be heard before a committee of his or her peers. It provides faculty members the right to due process, including the assumption that the burden of proof lies with those who brought the charges, that faculty have the right to present counter evidence and confront their accusers, and be assisted by an attorney in serious cases if they choose.

What It Doesn't Do:

- Academic freedom does not protect all forms of expression, including expression – whether on or off campus – that is unlawful, intimidating, threatening, or harassing, violates the College's policies, substantially disrupts the work and operation of the College, substantially impairs the right of others, or – in the case of faculty members – those views demonstrate that they are professionally ignorant, incompetent, or dishonest with regard to their discipline or fields of expertise.
- Academic freedom does not mean a faculty member can harass, threaten, intimidate, ridicule, or impose his or her views on students.
- Student academic freedom does not deny faculty members the right to require students to master course material and the fundamentals of the disciplines that faculty teach.
- Neither academic freedom nor tenure protects an incompetent teacher from losing his or her job. Academic freedom thus does not grant an unqualified guarantee of lifetime employment.
- Academic freedom does not protect faculty members from colleague or student challenges to or disagreement with their educational philosophy and practices.
- Academic freedom does not protect faculty members from non-university penalties if they break the law.
- Academic freedom does not give students or faculty the right to ignore college or university regulations, though it does give faculty and students the right to criticize regulations they believe are unfair.
- Academic freedom does not protect students or faculty from disciplinary action, but it does require that they receive fair treatment and due process.
- Academic freedom does not protect faculty members from sanctions for professional misconduct, though sanctions require clear proof established through due process.
- Neither academic freedom nor tenure protects a faculty member from various sanctions – from denial of merit raises, to denial of sabbatical requests, to the loss of desirable teaching and committee assignments – for poor performance, though such sanctions are regulated by local agreements and by faculty handbooks. If minor, sanctions should be grievable; if major, they must be preceded by an appropriate hearing.
- Neither academic freedom nor tenure protects a faculty member who excessively and unjustifiably misses class or refuses to teach the classes or subject matter assigned.
- Though briefly interrupting an invited speaker may be compatible with academic freedom, preventing a talk or a performance from continuing is not.

Office of Academic Records

ACADEMIC RECORDS

Wilmington College recognizes its responsibility to protect students and former students against the improper disclosure of information. The College will comply with all applicable state and federal laws, including the Family Educational Rights and Privacy Act of 1974 (FERPA), that relate to the retention and disclosure of information about students and former students.

DEFINITIONS

Attendance includes attendance in person, online, hybrid (both online and in person) or by correspondence and the period during which an individual is working for the College under a work study program.

Education records are all records, files, documents, and other materials, maintained in any medium, that contain information directly related to a student and are maintained by the College faculty, staff and/or its agents.

Education records maintained by the College include:

- Academic records;
- Financial records;
- Computer and network use records;
- Disciplinary records;
- Employment records;
- Security records; and
- Medical and counseling records.

Education records do not include the following:

- Personal notes made by professors, teachers, staff or agents, solely for his or her use that are not shared with anyone;
- Records created and maintained by the College for purposes of compliance with the Clery Act;
- Employment records of a student whose employment is not contingent on the fact that he or she is a student;
- Alumni records containing information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student; and,
- Applications for admission until an applicant has been officially accepted to and registers at the College.
- Personal notes made by professors, teachers, staff or agents, solely for his or her use that are not shared with anyone;
- Records created and maintained by the College for purposes of compliance with the Clery Act;
- Employment records of a student whose employment is not contingent on the fact that he or she is a student;
- Alumni records containing information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student; and,
- Applications for admission until an applicant has been officially accepted to and registers at the College.

Final results include the name of the alleged student perpetrator, the violation(s) committed (policies violated and essential supporting findings), and the sanction imposed (disciplinary action taken, date, and duration).

A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including College Security personnel and health and counseling staff); a person or company with whom the College has contracted (such as an attorney, auditor, financial aid processing agent, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as the Disciplinary Board or a grievance committee, or assisting another school official in performing his or her

tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility for the College.

Personally identifiable information is any information which can be used, by itself or in combination with other information, to identify an individual. Examples include name, address, telephone number, social security number, student identification number, photos, or fingerprints.

DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION IN EDUCATION RECORDS

With Consent

The College will not disclose personally identifiable information contained in a student's education records without prior written consent, except as authorized by applicable state or federal law. Federal law prohibits the disclosure of personally identifiable information from educational records to a third party without written consent from the student who is at least 18 years old, or written consent from their parent or guardian if the student is a minor. New students may sign a consent form when they are admitted to the College that allows them to consent to the release of educational records of their choosing to certain individuals (e.g., parents). Students can change their consent form at any time by visiting Academic Affairs in College Hall 202.

Without Consent

In addition to directory information, the College will disclose personally identifiable information contained in a student's education records without prior written consent to:

- School officials with a legitimate educational interest;
- Authorized agents of the state or federal government in connection with an audit or evaluation of federally or state supported programs;
- Authorized agents in connection with financial aid for which the student has applied or which the student has received;
- Accrediting organizations in order to carry out their accrediting functions;
- To comply with a lawfully issued court order or subpoena (the College will make reasonable efforts to notify the student prior to compliance with the subpoena) ;
- To appropriate persons in relation to a health and safety emergency, as specifically determined by the College, in accordance with FERPA;
- To an alleged victim, the final results of any disciplinary proceeding conducted by the College, where the behavior alleged constituted a crime of violence, or a non-forcible sexual offense. The disclosure will be made regardless of whether the alleged perpetrator was found to have violated any College policy with respect to the alleged crime or offense;
- To third parties, the final results of any disciplinary proceeding conducted by the College, where the behavior alleged constituted a crime of violence, or a non-forcible sexual offense, only when the alleged perpetrator has been found to have violated any College policy with respect to the alleged crime or offense;
- To comply with a court order obtained under the USA Patriot Act for education records considered relevant to a terrorism investigation or prosecution, without advance notice to the student;
- To disclose to a student's parent information regarding any violation of law or of College rule or policy as to alcohol or use or possession of other drugs, if the student is under age 21 at the time of the disclosure and the College determines that such alcohol/drug use or possession constitutes a disciplinary violation; • To disclose information provided to the College under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071) concerning registered sex offenders who are required to register under that section; and • To the U.S. Citizenship and Immigration Services (USCIS) / Department of Homeland Security (DHS) concerning an F, J, or M non-immigrant alien, only to the extent necessary for the College to comply with Student and Exchange Visitor Program (SEVP) reporting requirements, as

mandated by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, the USA Patriot Act, the Enhanced Border Security and Visa Entry Reform Act of 2002, and the regulation at 8 CFR 214.1(h). Consent is not necessary for the College to disclose required information to USCIS or DHS in compliance with SEVP reporting obligations.

- To the National Student Clearinghouse to function as the College's agent in matters including but not limited to:
 - FELP loan deferment;
 - Reporting enrollment to the NSLDS and other related enrollment and degree verification services.

Directory Information

Directory information will be disclosed by the College without prior written consent. Students may direct the College not to disclose their directory information by notifying the Office of the Registrar in writing, within two weeks of the first day of the fall term. Requests to withhold directory information will remain in effect until rescinded in writing by the student. (Reference our online FERPA policy: second paragraph)

At Wilmington College, directory information may include the following:

- Student name;
- Home and local address and telephone numbers;
- Major fields of study and College of enrollment;
- Degrees, honors, awards, and dates received;
- Teaching certificates/licensures received;
- Class (year of study);
- Dates of attendance;
- Most recent institution previously attended;
- Previous degrees earned and granting institutions;
- Participation in officially recognized activities and sports;
- Height and weight of members of athletic teams;
- Enrollment status (enrolled, withdrawn, full or part-time);
- Date of birth;
- Student email address; and,
- Student photo.

Records of Disclosures

The College shall maintain within the student's education records a record for each disclosure request and each disclosure, except for the following:

- Disclosures to the student;
- Disclosures pursuant to student's written consent;
- Disclosures to school officials with a legitimate educational interest;
- Disclosures in order to comply with a lawfully issued court order or subpoena;
- Disclosures to comply with a court order obtained under the USA Patriot Act;
- Directory information.

Destruction of Records

Nothing in this policy requires the continued maintenance of any student record for any particular length of time. If, under the terms of this policy, an individual has requested access to a student's education record, the record will not be destroyed before the custodian has determined whether and to what extent access is permitted.

STUDENTS' RIGHTS WITH RESPECT TO EDUCATION RECORDS

Inspection

A student has the right, upon written request, to review the materials that are contained in the student's education records, except:

- Financial information submitted by the student's parents;
- Confidential letters and recommendations associated with admission, application for employment or receipt of an honor or honorary recognition to which the student has waived the rights of inspection and review;
- Education records containing information about more than one student, in which case the College will only permit access to that part of the record pertaining to the inquiring student.

Students wishing to review their educational records, excluding the records identified above, must make a written request to the Office of Academic Affairs or the Office of Student Affairs the appropriate office will make the requested records available within forty-five (45) days of the receipt of the request. Unless the student has an outstanding financial indebtedness to the College, copies of the records can be made at the student's expense at prevailing institutional rates.

Amendment

Students who believe their education records contain information that is inaccurate, misleading or otherwise in violation of their privacy or other rights may request an amendment of the records. Students wishing to amend their records should submit a request for the amendment in writing to the Office of Academic Affairs. The request should clearly identify what records the student wants to amend and the reasons supporting the amendment. Within a reasonable amount of time, the Office of Academic Affairs will notify students of the decision regarding their request. If the education record is not amended pursuant to the student's request, the Office of Academic Affairs will inform the student of the student's right to request a formal hearing.

Formal Hearing

A request for a formal hearing must be made in writing to the Associate Vice President for Retention and Academic Success or the Vice President Chief Student Affairs Officer and Dean of Students, who, within a reasonable period will inform the student of the time, date and place of the hearing. A student may present relevant evidence to the issues raised and may be assisted by any person of their choice.

The panel for the hearing will consist of the Associate Vice President for Retention and Academic Success and the Vice President, Chief Academic Officer/Dean of Faculty, Vice President, Chief Student Affairs Officer/Dean of Students. In the event that one of these individuals is the party alleged to be responsible for the disputed contents of the record, the President will appoint an alternate member to the panel.

The panel shall base its decision only upon the evidence presented at the hearing. Panel decisions are considered final and will consist of a written statement summarizing the evidence presented, the findings of the panel, and its decision. The written statement will be delivered to all parties concerned.

If the decision is in favor of the student, the education records will be amended according to the decision of the panel. If the panel finds against the student, the student has the right to place a statement commenting on the information in the record and that the student disagrees with the panel. The statement will be maintained as part of the student's education records and released whenever those records are disclosed. Any student who believes that the adjudication of the student's request for amendment was unfair or not in keeping with the provisions of FERPA may make a written request for the assistance of the President of the College. In addition, students who believe the College is not in compliance with FERPA may file a complaint with the:

Family Policy Compliance Office
U.S. Department of Education

Attendance Policy

Class Attendance

Each member of the Wilmington College faculty will provide all students enrolled in his/her courses with a written statement on attendance policy for each particular course during the first week of the semester. This statement will specify what role, if any, class attendance plays in grading and the specific penalties for excessive absences as the professor defines that term. Individual faculty members may elect to impose consequences on students who have excused absences in excess of 10% of class meetings, e.g., more than 4 excused absences in a full-semester, three-day per week course or more than 3 absences in a full-semester, two-day per week course. The College accepts these four categories of excused absences:

1. Activities in which the student serves as an official representative of the College (e.g., musical performances, athletic contests, field trips).
2. Personal illness, with documentation by the College nurse or a physician, if possible.
3. Family or personal emergencies.
4. When severe weather makes travel to campus dangerous.

Wilmington College recognizes the benefit of student involvement with athletics and other College activities. However, we also recognize that excessive absences can affect student learning outcomes and not all classes are amenable to alternative assignments. In some cases, it is impossible to reschedule critical learning experiences. Students should work with advisors and potential faculty members to design student course schedules that minimize absences based on their expected athletic and co-curricular activities.

Faculty members are expected to accept the College's basic definition of excused absences in their individual policies and monitor attendance, but faculty members may also choose to accept other absences as excused (entirely at the discretion of each faculty member). Students are expected to be responsible for informing faculty members about excused absences (including documentation, if required) and for arranging to make up all work missed because of absences. Students who will have to miss class to represent the College should provide schedules of these absences to the faculty member as soon in the semester as they are known. Faculty are encouraged to make a good faith effort to accommodate students with excused absences through alternative assignments when possible but are not required to do so.

Students should notify the Office of Academic Affairs if they are unable to attend classes due to surgery, extended illness, etc. Extended absences without notification can result in immediate administrative withdrawal from the College. In addition, during any term, a pattern of non-engagement or four or more academic alert notices in multiple classes can also result in immediate administrative withdrawal or suspension. Non-engagement is defined as missing classes, refusal to adhere to the College's policies, non-attendance, non-responsiveness to attempts to communicate, or a combination of these factors.

Attendance Policy for Online Synchronous Courses

Wilmington College defines an online course week as one which commences at 6:00 A.M. each Monday and ends at 11:59 P.M. the following Sunday. Students enrolled in Online Synchronous courses must participate in scheduled online synchronous sessions as well as log in to the course(s) on Blackboard and complete any

assignment(s) or other academic activities, to be determined by the instructor.

Attendance is required for all class weeks. In the case of online courses, "absences" shall be defined as "non-participation." Non-participation may be defined as but is not limited to

1. Not attending scheduled online synchronous sessions.
2. Not following the instructor's participation guidelines as stated in the syllabus.
3. Not submitting required assignments.
4. Not contributing meaningful discussion in required chat rooms, discussion boards, or other online forums.
5. Not participating in scheduled activities; or
6. Failure to communicate with the instructor on academic related matters as required. Failure to attend as defined above constitutes an absence.

Failure to attend as defined above constitutes an absence. It should be noted that simply logging into the course does not constitute participation. Students must demonstrate that they are actively participating in the course by submitting required assignments, attending scheduled synchronous sessions, contributing to discussion forums, etc. as outlined above.

Note: In addition to including the attendance policy statement above in the online synchronous syllabus template and in the Start Here section in Blackboard, faculty will specify what role, if any, class attendance plays in grading and the specific penalties for excessive absences as the professor defines in the syllabus. In order to meet USDOE requirements with respect to weekly participation in academic related activities, substantive and regular interaction, and determining students' last date of attendance, faculty will need to record student participation or non-participation each week in Blackboard and be able to provide supporting documentation if required. These records in Blackboard will be archived for federal regulatory purposes.

Attendance Policy for Online Asynchronous Courses

Wilmington College defines an online course week as one which commences at 6:00 A.M. each Monday and ends at 11:59 P.M. the following Sunday. All students enrolled in Online (asynchronous) courses must log in to the course(s) on Blackboard and complete any assignment(s) or other academic related activities, to be determined by the instructor.

Attendance is required for all class weeks. In the case of online courses, "absences" shall be defined as "non-participation." Non-participation may be defined as but is not limited to:

1. Not following the instructor's participation guidelines as stated in the syllabus.
2. Not submitting required assignments.
3. Not contributing meaningful discussion in required chat rooms, discussion boards, or other online forums.
4. Not participating in scheduled activities; or
5. Failure to communicate with the instructor on academic related matters as required. Failure to attend as defined above constitutes an absence.

It should be noted that simply logging into the course does not constitute participation. Students must demonstrate that they are actively participating in the course by submitting required assignments, contributing to discussion forums, etc. as outlined above.

Note: In addition to including the attendance policy statement above in the online (asynchronous) syllabus template and in the Start Here section in Blackboard, faculty will specify what role, if any, class attendance plays in grading and the specific penalties for excessive absences as the professor defines in the online syllabus. In order to meet USDOE requirements with respect to weekly participation in academic related activities, substantive

and regular interaction, and determining students' last date of attendance, faculty will need to record student participation or non-participation each week in Blackboard and be able to provide supporting documentation if required. These records in Blackboard will be archived for federal regulatory purposes.

Attendance Policy for Hybrid Traditional Courses

Students enrolled in hybrid traditional courses must participate in scheduled classroom and corresponding online synchronous sessions as well as log in to the course(s) on Blackboard and complete any assignment(s) or other academic related activities, to be determined by the instructor.

Attendance is required for all class weeks. In the case of hybrid traditional courses, "absences" shall be defined as "non-participation." Non-participation may be defined as but is not limited to

1. Not attending scheduled physical classroom sessions and online synchronous sessions.
2. Not following the instructor's participation guidelines as stated in the syllabus.
3. Not submitting required assignments.
4. Not contributing meaningful discussion in required chat rooms, discussion boards, or other online forums.
5. Not participating in scheduled activities; or
6. Failure to communicate with the instructor on academic related matters as required. Failure to attend as defined above constitutes an absence.

It should be noted that simply logging into the course does not constitute participation. Students must demonstrate that they are actively participating in the course by submitting required assignments, attending scheduled physical classroom, and corresponding synchronous sessions, contributing to discussion forums, etc. as outlined above.

Note: In addition to including the attendance policy statement above in the hybrid traditional syllabus template and in the Start Here section in Blackboard, faculty will specify what role, if any, class attendance plays in grading and the specific penalties for excessive absences as the professor defines in the syllabus. In order to meet USDOE requirements with respect to weekly participation in academic related activities, substantive and regular interaction, and determining students' last date of attendance, faculty will need to record student participation or non-participation each week in Blackboard and be able to provide supporting documentation if required. These records in Blackboard will be archived for federal regulatory purposes.

Attendance Policy for Hybrid Flex Courses

All students enrolled in hybrid flex courses must participate in required classroom sessions, as well as log in to the course(s) on Blackboard and complete or submit any assignment(s) or other academic related activities, to be determined by the instructor.

Attendance is required for all class weeks. In the case of hybrid flex courses, "absences" shall be defined as "non-participation." Non-participation may be defined as but is not limited to:

1. Not attending required physical class sessions.
2. Not following the instructor's participation guidelines as stated in the syllabus.
3. Not submitting required assignments.
4. Not contributing meaningful discussion in required chat rooms, discussion boards, or other online forums.
5. Not participating in scheduled academic activities; or

6. Failure to communicate with the instructor as required. Failure to attend as defined above constitutes an absence.

It should be noted that simply logging into the course does not constitute participation. Students must demonstrate that they are academically engaged and participating in the course by submitting required assignments, attending scheduled classroom sessions, attending synchronous online sessions, and contributing to discussion forums, etc. as outlined above.

Note: In addition to including the attendance policy statement above in the hybrid flex syllabus template and in the Start Here section in Blackboard, faculty will specify what role, if any, class attendance plays in grading and the specific penalties for excessive absences as the professor defines in the syllabus. To meet USDOE requirements with respect to weekly participation in academic related activities, substantive and regular interaction, and determining students' last date of attendance, faculty will need to record student participation or non-participation each week in Blackboard and be able to provide supporting documentation if required. These records in Blackboard will be archived for federal regulatory purposes.

Academic Corrective Actions

Academic Probation

Students who do not maintain academic good standing will be placed on academic probation for the following semester. Along with other requirements in their probationary semester, they may be required by the Academic Standards & Appeals Committee to take ID100: Creating Your Personal Success, if not previously taken. Students meeting the criteria for good academic standing at the conclusion of a probationary semester will return to academic good standing.

Students on academic probation are ineligible for intercollegiate athletic competition. They may be ineligible for other extra-curricular activities as well (ex. Internships and study abroad).

In order to return to academic good standing, students on probation need to earn a term GPA sufficient to raise their cumulative GPA above 2.0. However, students who fall short of reaching a cumulative 2.0 GPA in their probationary semester but achieve a term GPA of 2.0 may appeal for a second semester of probation.

Academic Suspension

A student who fails to meet the requirements to regain academic good standing at the conclusion of a semester on academic probation is subject to academic suspension.

Students whose semester grade point average falls below 1.00 are subject to immediate academic suspension, with the exception of full-time students in their first semester of attendance at Wilmington College. First year and transfer students earning less than 1.80 GPA in their first semester of fulltime attendance at Wilmington College would be placed on probation [see Academic Probation above].

Students subject to academic suspension may make a written appeal to the Academic Standards and Appeals Committee. If the Committee views the appeal favorably, the student will be allowed to remain on academic probation for an additional semester. Students should consult with the Associate Vice President of Academic

Affairs or the Office of Academic Affairs about the appeal process.

Academic suspension from Wilmington College spans one full semester after which an individual may apply for readmission. During the period of suspension from Wilmington College, the individual is encouraged to reexamine educational and career goals. Readmission is not automatic and depends on an individual's circumstances. If readmitted, an individual will return to Wilmington College on academic probation. Readmission does not guarantee eligibility for financial aid.

Academic Dismissal

A student who fails to meet probationary requirements, and has been suspended previously from Wilmington College, is subject to academic dismissal. The student subject to academic dismissal may make a written appeal to the Academic Standards and Appeals Committee requesting an additional semester of academic probation or a second academic suspension. If the Committee views the appeal for probation favorably, the student will be allowed to remain on academic probation for an additional semester. Students should consult with the Vice President for Academic Affairs or the Vice President for External Programs about the appeal process.

Readmission is not possible after academic dismissal from Wilmington College except under the Fresh Start Program.

Appeals

Academic Appeals

The Academic Standards and Appeals Committee meets in confidential, closed sessions. It usually meets regularly during the academic year, beginning one week before classes start in August and ending approximately two weeks after grades have been submitted in May. Students may appeal to the Committee to drop or add a class after the final drop or add date, change a grade, extend the final date to submit work for an incomplete grade, appeal a charge of academic misconduct, or request a semester of academic probation. All appeals must be submitted to the Office of Academic Affairs in writing. Students may secure the appropriate form through the Office of Academic Affairs, the Student One Stop Center, or the Office of Academic Records.

Students should complete the form giving particular attention to the rationale for the appeal while making sure to include pertinent facts. Supporting documents, such as syllabi, tests, papers, and statements from a physician or a professor, may be attached. Students should seek assistance from an academic advisor, a member of the Student Success Center team, or the Associate Vice President for Retention and Academic Success, if necessary, particularly if the professor does not make the requested materials available.

If in addition to the written appeal the student wishes to appear before the Academic Standards and Appeals Committee, the student must notify the Office of Academic Affairs to arrange a time at the next available Committee meeting.

The Academic Standards and Appeals Committee may prohibit testimony that is irrelevant or redundant. It will consider all appeals in a timely manner and will notify students in writing after the conclusion of all deliberations.

Typically, a grade appeal takes a minimum of one month to cycle through the various offices where responses and signatures are required before the grade appeal can be presented to the Committee.

Administrative Appeals

Administrative appeals are reviewed and acted upon by the Vice President, Chief Academic Officer/Dean of Faculty in consultation with faculty and, depending on the appeal, other administrators. Often, an administrative appeal is a request for variance in the general education requirements or an hour requirement for graduation. Administrative appeal forms are available through the Office of Academic Affairs, via a digital link on the student forms page.

Withdrawal / Readmission

Administrative Withdrawal

Main campus students who have not officially withdrawn at the end of a semester and have not registered for the following semester will be administratively withdrawn by the Office of Academic Records on the last drop/add day of the following semester.

Main campus students who have registered for a semester and have not attended a single class by the end of the drop/add period without explanation will be administratively withdrawn by the Office of Academic Records and identified as "no show."

Students on leave of absence who do not return to Wilmington College by the second semester of the leave of absence period (or for military leave by the end of seven years) will be administratively withdrawn by the Office of Academic Records at the end of the leave of absence period. Administratively withdrawn persons wishing to return to the College must apply for readmission.

If a student stops attending 1 class and does not withdraw from it, they will receive an F. If they stop attending ALL classes Academic Records will withdraw them from institution only within Drop/Add period.

Leave of Absence

Students in academic good standing who intend to complete a Wilmington College degree, but who need to interrupt their studies for a period of one to two semesters because of a documented illness, financial circumstances, or other reasons must apply for a leave of absence. Students requesting a leave of absence from the college should contact the Office of Academic Affairs for further information. An appeal for a leave of absence after the final official drop date may be approved if unusual circumstances are judged to exist by a committee consisting of the Associate Vice President/Dean of Faculty, the Assistant Vice President for Academic Affairs, and the Registrar. For financial aid purposes, a leave of absence is the same as a withdrawal from the college. While on a leave of absence, students will be notified of registration dates and class schedules for the following semester. Students who wish to return after a leave of absence will have to be formally readmitted through the Admission Office at Wilmington College.

Military Leave of Absence

Students with orders to report for military duty must apply for a military leave of absence by completing the form available from the Assistant Vice President of Academic Affairs or a designated Academic Affairs staff member. Military leave of absence differs from leave of absence in that a student's studies may be interrupted for a period of seven (7) years.

Readmission after Suspension

Academic suspension from the main campus of Wilmington College spans a minimum of one complete fall or spring semester after which an individual may apply for readmission. An abbreviated session (less than 16 weeks) does not count as a complete semester for main campus students. For students at the branch campus, academic suspension spans a minimum of one complete semester (fall, spring, or summer) after which an individual may apply for readmission. Readmission is not automatic and depends on the student's circumstances. If readmission is granted, the student will be readmitted on probation.

Student Affairs

Student Conduct

SA - Student Code of Conduct

Student Code of Conduct & Community Standards ❌

Grounded in Quaker Values

Wilmington College is guided by the Quaker testimonies of simplicity, peace, integrity, community, equality, and stewardship. These values shape our shared life together and inform both our expectations and our responses when those expectations are not met.

This handbook outlines the standards that support a safe, respectful, and thriving academic community. It is both a guide for decision-making and a framework for accountability.

When concerns arise, the College seeks responses that are educational, restorative, and fair, while upholding community safety.

Section I: Community Expectations

1. Integrity

Students are expected to act honestly and responsibly. – Provide accurate information in all College interactions
– Respect institutional processes and records

2. Peace and Respect

Students are expected to foster a safe and respectful environment. – Refrain from harassment, threats, intimidation, or violence – Engage in disagreement constructively

3. Community Responsibility

- Support teaching, learning, and campus operations
- Avoid disruption of College activities
- Respect shared spaces and access

4. Equality and Dignity

- Treat all individuals with fairness and respect
- Avoid discriminatory or exclusionary behavior

5. Stewardship

- Care for College property and shared resources

- Avoid damage, theft, or misuse

6. Safety and Well-Being

- Follow safety procedures and emergency protocols
- Avoid behavior that endangers self or others

7. Accountability

- Comply with College policies and applicable laws
- Follow directions from College officials

8. Community Integrity

- Do not encourage or support misconduct
- Take steps to prevent harm when possible

Section II: Prohibited Conduct

Violations of community standards include, but are not limited to:

A. Integrity

(Honesty, accountability, and ethical responsibility)

1. Acts of dishonesty, including but limited to: furnishing false information to any College official; forgery, alteration, or misuse of any College document, record, or instrument of identification; or tampering with student organization elections
2. Gambling or wagering for money or items of value on campus or in Residence Halls in accordance with applicable laws and regulations
3. Attempted or actual theft of property of the College or others; including public property
4. Failure to comply with College officials or law enforcement, including failure to identify oneself or fleeing/eluding

B. Community

(Shared responsibility, cooperation, and respect for others)

1. Disruption or obstruction of teaching, research, administration, College activities, including public-service functions on- or off-campus, or other authorized non-College activities which occur on College premises
2. Obstruction of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions
3. Conduct which is disorderly, lewd, or indecent; breach of peace, including aiding, abetting, or encouraging such behavior
4. Smoking, vaping, or similar activities are prohibited in campus facilities and within 25 feet of College buildings. Proper disposal of related waste is required
5. Behavior indicating a threat to self or others that impacts the community
6. Complicity, including condoning, supporting, or encouraging violations of the Student Code of Conduct. Students are expected to remove themselves from association or participation in any such inappropriate behavior

C. Peace

(Nonviolence, safety, and respectful conflict engagement)

1. Disruptive demonstrations, including those that:
 - a. Disrupt College operations
 - b. Infringe on the rights of others
 - c. Incite or lead disruption
 - d. Interfere with freedom of movement; either pedestrian or vehicular
2. Physical or verbal abuse, threats, intimidation, harassment, stalking, coercion and/or other conduct which threatens or endangers the health or safety of any person
3. Except as otherwise provided by law, possession of weapons or dangerous materials, including firearms, knives, explosives, dangerous chemicals (outside of a controlled laboratory environment), or any item used in a threatening manner; this includes look-alike items and toys
4. Storage of hunting paraphernalia (knives, firearms, bow and arrows, etc.) in all campus-owned housing

D. Equality

(Fairness, dignity, and freedom from harm or coercion)

1. No individual, group, team, or organization shall conduct, participate in, permit, or condone hazing, whether on or off campus. * Hazing is defined by law as "doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue to reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse"

E. Stewardship

(Care for property, resources, and shared environments)

1. Damage, destruction, misuse, or removal of property, including improper waste disposal or littering
2. Misuse of or damage to fire safety equipment
3. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to, or use of College premises. Trespassing on College property includes unauthorized entry into or on a building, in an office, or in the room of another without express permission or during such time that building, office, or room is generally open to the public
4. Violation of published College policies, rules, or regulations
5. Violation of federal, state, or local law, or any state or local mandate, on campus or at College-sponsored or supervised activities
6. Off-campus legal violations subject to College action under defined circumstances

Section III: Conduct Process & Outcomes

When concerns arise, the College uses a process that: – Promotes reflection and accountability – Seeks to repair harm when possible – Supports student growth

Possible outcomes include: – Educational interventions – Restorative actions – Formal disciplinary sanctions

Section IV: Student Responsibility Statement

By enrolling at Wilmington College, students accept responsibility for upholding these community standards and contributing to a respectful and values-driven environment.

Final Reflection

Living in alignment with Quaker values is an ongoing practice. Each member of the community is called to act with care, integrity, and responsibility, contributing to a campus environment rooted in respect and shared purpose.

SA - Disciplinary Procedure for Non-Academic Violations

The procedures set forth below apply unless more specific procedures for the particular program or conduct exists, in which case, the specific procedures will apply.

Jurisdiction of the College

Generally, Wilmington College jurisdiction and discipline shall apply to conduct which occurs on College premises, off campus, electronic social networking venues or any other location which adversely affects the College community and/or the pursuit of its objectives. It is the responsibility of the Judicial Advisor(s) and the Vice President, Dean of Students to make this determination.

Reporting Violations

Any member of the College community may file a complaint against any student or organization (recognized student organization) for misconduct. Complaints must be in writing, and directed to the Vice President, Dean of Students, online through the [REPORT A CONCERN](#) portal of the Office of Compliance and Integrity or any of the individuals listed below. Complaints should be submitted as soon as possible after the event takes place, preferably within 48 hours. A charge of a Student Code violation must be filed within six months of the identification of the person allegedly committing the violation. This requirement, however, may be waived by the Vice President, Dean of Students in cases of egregious conduct (e.g., sexual assault). Notification of violations involving student athletes may be reported online or to the Interim Director of Athletics and appropriate Head Coach.

Reports and formal complaints of sex discrimination and sexual harassment should be made to Title IX Coordinator(s). You can find more information about the College's Sex Discrimination & Sexual Harassment Policy on the College's Title IX website <https://www.wilmington.edu/current-students/title-ix>.

Record Retention

A record of complaints submitted under the formal process is to be maintained for a period of two years. The Vice President, Dean of Student's office maintains a summary of the complaints and their resolution. The appropriate division head maintains the actual file with all documentation. Updating the summary information should be done monthly and purging of files more than two years old should occur at the beginning of each semester.

Informal Student Grievance Policy

Ideally, student(s) will first try to work through any concerns or issues directly with the person(s) with whom he/she is having a problem. If this is not possible, or proves non-productive, the student may ask for direction or advice from the Vice President, Dean of Students or someone on staff or faculty with whom he/she is comfortable. Typically, the following approach can be implemented:

- If the problem is with another student, the reporting party would talk to the appropriate staff member with responsibility for the area in which the problem exists (e.g., in residence halls the RA or one of the professional staff members; in an office, work situation, or class environment, the supervisor or faculty member);

- If the problem is with a member of the faculty, administration, or staff, the reporting party would talk with the person responsible for the area (e.g., area coordinator, director, or immediate supervisor).

After meeting with the appropriate person, the reporting party may choose to drop the complaint or proceed with a course of action which may include: mediation, a meeting that includes all parties, or some other action which may not require the reporting party's direct involvement. If the result of the informal process is satisfactory, nothing further needs to occur. If, however, the informal action does not resolve the situation, the student may choose to address the issue/concern using the formal complaint process.

Formal Judicial Review

Definitions

Judicial Advisor: The College official authorized by the Vice President, Dean of Students to impose sanctions upon students or recognized student organizations found to have violated the Student Code. The Vice President, Dean of Students may authorize on a case-by-case basis other College personnel to serve as Judicial Advisors.

Judicial Board: Comprised of the Judicial Advisor, two students selected by the Student Government Association, and two faculty members drawn from the panel selected by the faculty. The Judicial Advisor shall serve as the chairperson of the Board. The Judicial Board determines whether a student has violated the Student Code and recommends the imposition of sanctions.

Judicial Board Quorum: The Judicial Board may conduct a hearing if a quorum exists at the time of a hearing. A quorum consists of the Judicial Advisor and 2 members, one student and one faculty member. Attenuated Judicial Board hearings may occur at times when the College Calendar makes it difficult to achieve a quorum at a hearing (e.g., finals weeks and during breaks). In these instances, a hearing may occur with a quorum even if the board consists of the Judicial Advisor and 2 other members who both may be either students or faculty members.

Investigation

The Judicial Advisor shall present all charges to the accused student in written form within one week of the filing of charges. A time shall be set for a hearing, no more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Judicial Advisor or Vice President, Dean of Students.

Before the hearing, the Judicial Advisor will conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Advisor. The Judicial Advisor may refer the case for mediation to resolve the case.

If the charges cannot be disposed of by mutual consent, the Judicial Advisor investigating the case will refer it back the Vice President, Dean of Students to appoint a new Judicial Advisor to hear the case. In this instance, the original Judicial Advisor will present the findings of the investigation to the hearing Board. A quorum is required to hear a complaint except where an attenuated hearing is permitted (see Definitions above).

Hearings

Hearings shall be conducted by a judicial body according to the following guidelines:

- The reporting party and the accused have the right to be assisted by any member of the College community they choose to act as their support person. The reporting party and/or the accused are responsible for presenting his/her own case. However, the support persons are permitted to speak and should assist the student in understanding the judicial process as an educational one.
- Hearings normally shall be conducted in private. Admission of any person to the hearing who is not a support person or a witness shall be at the discretion of the judicial body and/or Judicial Advisor.

- In hearings involving more than one accused student, the chairperson of the judicial body may permit the hearings concerning each student to be conducted separately.
- The reporting party, the accused, and the judicial body shall have the privilege of presenting witnesses. The Judicial Advisor has the right to deny or limit testimony that is repetitious or irrelevant.
- Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
- All procedural questions are subject to the final decision of the chairperson.
- There shall be a single verbatim record, such as a tape recording of all hearings before a Judicial Board and Appellate Board. The record shall be the property of the College. The accused student and/or the reporting party shall have access to a record of the hearing.
- After the hearing, the judicial body shall determine (by consensus) whether the student has violated the Student Code of Conduct.
- Standard of Review: The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
- No student can be solely found responsible for violating the Student Code of Conduct because he or she failed to appear before a Judicial Board.
- In each case in which a judicial body determines that a student or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Judicial Advisor. The recommendation of all members of the judicial body shall be considered by the Judicial Advisor in determining and imposing sanctions. The Judicial Advisor is not limited to sanctions recommended by members of the judicial body. Following the hearing, the Judicial Advisor shall advise the accused in writing within 5–10 school days of its determination and of the sanction(s) imposed, if any.
- Disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's confidential record. Students' confidential records are destroyed seven years after graduation.

Sanction Guidelines

Sanctions may include, but are not limited to, the following:

- Probation: Probation indicates a specific time period where any further violation of any College policy may cause more severe action to be taken by the College, including withheld suspension, temporary suspension, or dismissal. Probation may limit participation in extra-curricular activities, intramurals, and/or affiliation with certain groups, and may include other loss of privileges. Additional sanctions and/or activities may be imposed as a requirement for successfully completing the social probationary period.
- Withheld Suspension: Withheld Suspension is the most severe disciplinary action taken that allows a student to remain on campus and in classes. Any further violation of College regulations may cause suspension from the College. Withheld Suspension may limit participation in extra-curricular activities, intramurals, and/or affiliation with certain groups, and may include other loss of privileges. Additional sanctions and/or activities may be imposed as a requirement for successfully completing the period of withheld suspension.
- Temporary Suspension: If the Vice President, Chief Student Affairs Officer and Dean of Students or designee believes that a student's action and/or continued presence on campus presents a substantial danger to the safety or welfare of that student or others on campus, temporary suspension from the College pending a hearing on the matter may result.

- Suspension: Suspension requires a student to leave campus and not return until readmitted. The length of suspension is determined by the offense, and re-enrollment at the College is contingent upon fulfilling additional sanctions.
- Dismissal: Dismissal requires the student to leave campus, and he/she may not re-enroll at the College.

Offenses are divided into the following four levels:

Level I: Withheld Suspension, Suspension, Dismissal, Restriction, Restitution, Counseling, Campus Housing Suspension or Expulsion, Notification to Others, Educational and Other Sanctions

- Alcohol Abuse/Public Intoxication
- Alcohol Consumption in Violation of College Regulations
- Conduct that Creates a Safety Hazard
- Damage to College Property
- Dishonesty
- Disorderly Conduct
- Illicit Drug Use, Possession, or Distribution
- Failure to Complete a Prior Sanction
- Fleeing and Eluding
- Harassment
- Hazing
- Sexual Misconduct
- Stalking
- Theft
- Violation of Law
- Participating as an Accessory to a Level 1 Offense
- Second Level II Offense
- Third Level III Offense
- Fourth Level IV Offense
- Other

Level II: Probation, Restriction, Restitution, Counseling, Campus Housing Suspension or Expulsion, Notification to Others, Educational and Other Sanctions

- Computers/Technology (including violation of the College's Network Use Agreement)
- Alcohol and Other Drug Policy (alcohol)

- Damage to College Property
- Disorderly Conduct
- Failure to Complete a Prior Sanction
- Fire Safety Issues (tampering with fire equipment, failing to comply with fire alarm procedures, etc.)
- Harm to Others
- Theft – resale/possession and/or use of stolen items
- Participating as an Accessory to a Level II Offense
- Second Level III Offense
- Third Level IV Offense
- Other

Level III: Letter of Warning, Notification to Others, Counseling, Campus Housing Suspension or Expulsion, Educational and Other Sanctions

- Damage to College Property
- Failure to Complete a Prior Sanction
- Fire Safety Issues (candles, smoking, unauthorized electrical items, etc.)
- Furniture Removal (lounge furniture, dressers, desks)
- Misuse of Phones (prank calls, phone harassment, etc.)
- Pet Policy (dogs, cats, rabbits, snakes, etc.)
- Participating as an Accessory to a Level III Offense
- Second Level IV Offense
- Other

Level IV: Verbal Warning, Letter of Concern, Campus Housing Suspension or Expulsion, Educational and Other Sanctions

- Non-Approved Postings
- Residence Life Policies (courtesy/quiet hours, door propping, visitation, solicitation, windows screens, etc.)
- Violations of the Residential Housing or Greek Housing Policy
- Student Activities Policies
- Participating as an Accessory to Level IV Offenses
- Other

Record Retention

Disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's confidential record. Students' confidential records are destroyed seven years after graduation.

Appeals

Definitions

Appellate Board: Comprised of the Judicial Advisor, two students selected by the Student Government Association, and two faculty members selected by the faculty. The Judicial Advisor designee shall serve as the chairperson of the Board. The Vice President, Dean of Students may modify the composition of the Appellate Board when he or she deems it appropriate.

Appellate Board Quorum: The Appellate Board may conduct a hearing if a quorum exists at the time of a hearing. A quorum consists of the Judicial Advisor and two (2) members, one student and one faculty member. Attenuated Judicial Board hearings may occur at times when the College Calendar makes it difficult to achieve a quorum at a hearing (e.g., finals week or during breaks). In these instances, a hearing may occur with a quorum even if the board consists of the Judicial Advisor and two (2) other members who both may be either students or faculty members.

Time to Appeal

A decision reached by the judicial body or a sanction imposed by the Judicial Advisor may be appealed by accused students or reporting party within five (5) school days of notification of the decision. Such appeals shall be in writing and shall be delivered to the Office of Student Affairs.

Scope of Review

Except as required to explain the basis of new evidence, an appeal shall be limited to review of the official record of the initial hearing and supporting documents for one or more of the following purposes:

- To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
- To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case are sufficient to establish that a violation of the Student Code occurred.
- To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code that the student was found to have committed.
- To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

Review of Judicial Board Decision

If the Appellate Board upholds the appeal, the matter may be remanded to the original judicial body for re-opening of the hearing to allow reconsideration of the original verdict. In cases where only the sanction is being appealed, the Appellate Board will make the decision.

In cases involving appeals by students accused of violating the Student Code, review of the sanction by the Appellate Board may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the Appellate Judicial Advisor may, upon review of the case, reduce or change but not increase, the sanctions imposed by the Judicial Board. In cases involving appeals by the reporting party, the Appellate Judicial Advisor may, upon review of the case, reduce or increase the sanctions imposed by the Judicial Board, or they may also remand the case to the original judicial board for reconsideration.

Final Review

In any case, ultimate appeal may be made to the Vice President, Dean of Students within five (5) school days of the decision of the Appellate Board. The decision of the Vice President, Dean of Students shall be final and binding.

SA - Judicial Charge Sheet

1. Alcohol Violations

- a. Over 21 – Use of open containers in dry campus areas [CLERY – Arrest/Referral]
- b. Underage consumption [CLERY – Arrest/Referral]
- c. Underage possession [CLERY – Arrest/Referral]
- d. Drinking games [CLERY – Arrest/Referral]
- e. Contributing to the delinquency of minors by providing alcohol [CLERY – Arrest/Referral]
- f. Possession of keg(s) [CLERY – Arrest/Referral]

2. Failure to Comply/Obstruction

- a. Failure to comply with the directions of a College official or Public First Responder
- b. Failure to identify oneself when requested to do so by an official
- c. Obstruction, in any manner, which hampers a College official or law enforcement officer in conducting an official investigation

3. Housing Violations

- a. Failure to obtain a social event permit
- b. Violation of social event permit by harboring guests over approved limit
- c. Violation of pet policy/ESA policy
- d. Violation of noise policy
- e. Possession of unapproved appliances in residential facilities
- f. Smoking / Vaping
- g. Damage, misuse, or possession of College property [CLERY – Fact Dependent]
- h. Violation of guest policies
- i. Abuse of unlock policy, constituted by requesting room unlock for the third time in a semester

4. Acts of Dishonesty

- a. Furnishing false information to any College official
- b. Cheating / plagiarism
- c. Forgery, alteration, or misuse of any college document or instrument of identification including parking permits
- d. Tampering with the election of any recognized student organization
- e. Theft, attempted theft of any person's property or property owned by the College [CLERY – Fact Dependent]
- f. Vandalism, misuse or unauthorized use of any person's property or property owned by the College [CLERY – Fact Dependent]
- g. Unauthorized entry [CLERY – Fact Dependent]
- h. Burglary [CLERY]
 - i. Aggravated burglary (of occupied dwelling) [CLERY]
 - j. Robbery, armed [CLERY]
 - k. Robbery, unarmed [CLERY]

5. Security Device Violations

- a. Possession or unauthorized use of college keys
- b. Possession or unauthorized use of electronic entry/meal/ID card
- c. Damage or tampering with surveillance or safety equipment [CLERY – Fact Dependent]

6. Improper Conduct

- a. Disorderly, lewd, or indecent conduct
- b. Disorderly by fighting [CLERY – Fact Dependent]
- c. Breach of peace, or procuring another person to breach the peace on College premises or at functions sponsored by the College
- d. Inciting public panic
- e. Gambling for material gain

7. Physical/Verbal Abuse

- a. Physical abuse [CLERY – Fact Dependent]

- b. Aggravated assault [CLERY]
- c. Threats, in person or by communication device [CLERY – Fact Dependent]
- d. Intimidation, in person or by communication device [CLERY – Fact Dependent]
- e. Harassment, in person or by communication device [CLERY – Fact Dependent]
- f. Coercion [CLERY – Fact Dependent]

8. Narcotics Violations

- a. Use of narcotic or other controlled substance(s) [CLERY – Arrest/Referral]
- b. Possession of narcotic or other controlled substance(s) [CLERY – Arrest/Referral]
- c. Distribution of narcotics or other controlled substances including possession of electronic scales in addition to possession of narcotics [CLERY – Arrest/Referral]
- d. Possession of drug paraphernalia [CLERY – Arrest/Referral]

9. Sex/Gender Harassment, Discrimination and Misconduct

- a. Sexual assault [CLERY]
- b. Attempted sexual assault [CLERY]
- c. Forcible rape [CLERY]
- d. Non–forcible rape [CLERY]
- e. Sexual harassment [CLERY]
- f. Domestic violence [CLERY]
- g. Dating violence [CLERY]
- h. Stalking [CLERY]
- i. Coercion [CLERY – Fact Dependent]
- j. Incapacitation [CLERY – Fact Dependent]

10. Weapons/Explosives

- a. Possession or use of firearms [CLERY – Arrest/Referral]
- b. Possession or use of knives [CLERY – Arrest/Referral]
- c. Possession or use of any other device prohibited on Campus property [CLERY – Arrest/Referral]

- d. Possession or use of explosives, including firecrackers [CLERY – Arrest/Referral]
- e. Possession, use, or manufacture of explosive devices and/or substances [CLERY – Arrest/Referral]

11. Arson/Fire Code Violations

- a. Deliberately setting a fire [CLERY]
- b. Attempting to set a fire [CLERY]
- c. Aiding and abetting arson or attempted arson [CLERY]
- d. Tampering with or disabling any fire prevention device or extinguishing equipment [CLERY – Fact Dependent]
- e. Any action leading to a false fire alarm notification
- f. Violation of housing fire safety

12. Traffic Obstruction

- a. Obstruction of the free flow of pedestrian traffic
- b. Obstruction of the free flow of vehicular traffic

13. Activity Disruption

- a. Disruption/obstruction of teaching including public service function on or off campus

14. Abuse of Judicial System

- a. Failure to appear for judicial board hearing as instructed
- b. Failure to comply with judicial sanctions
- c. Presenting false testimony before an official judicial body/hearing officer

15. Misuse of Communications

- a. Unauthorized use of campus phone
- b. Theft or other abuse of computer use policy [CLERY – Fact Dependent]

16. **Hazing**

- a. As defined by College Policy [CLERY – Fact Dependent]

17. **Complicity**

- a. Condoning, supporting, or encouraging any violation of the Student Code of Conduct [CLERY – Fact Dependent]

18. **Law Violation**

- a. Violation of Federal, State and Local laws [CLERY – Fact Dependent]

19. **Other published College policies, rules or regulations**

Housing & Residence Life

SA - Housing & Residence Life Policies, Rules, & Regulations

The policies, rules, and regulations governing residential living are outlined below. Each resident student is required to sign a Housing Contract, indicating their agreement to read, understand, and abide by all Wilmington College policies and regulations detailed within this Student Handbook.

AIR CONDITIONERS

Personal air conditioning units are strictly prohibited in all residence facilities.

- **Facility Allocation:** Air conditioning is structurally provided in select residence hall rooms and all campus apartments. Students with documented medical needs requiring air conditioning will be accommodated in these specific facilities.
- **Fees:** Students residing in air-conditioned spaces will be assessed the standard applicable usage fee, regardless of personal choice or medical necessity.

ALCOHOL

Pursuant to and consistent with the College Alcohol Policy, only students of legal drinking age (21 or older) are permitted to possess and consume alcoholic beverages within residential facilities, subject to the following location-specific regulations:

- **Apartment:** Alcohol is permitted within individual bedrooms. It is only permitted in the shared common areas of an apartment if all assigned residents of that unit are of legal drinking age.

- Upper-Class Residence Halls: Alcohol is permitted within individual rooms provided that all assigned roommates are of legal drinking age.
- First-Year Facilities (Austin-Pickett Hall): Alcohol is strictly prohibited for all residents and guests, regardless of age.

Note: Residential alcohol privileges are subject to review and can be suspended at any time through the student conduct process. Refer to the main Alcohol section of the Student Handbook for comprehensive campus rules.

BALCONIES, PATIOS, AND PORCHES

Residents are responsible for keeping attached balconies, patios, and porches clean, neat, and tidy at all times.

- Prohibited Use: These outdoor spaces must not be used for general storage or for hanging laundry.
- Falling Hazards: Flower pots, decorations, or any other loose articles are strictly prohibited on windowsills, gutters, roofs, or the ledges/edges of balconies.

CLEANLINESS, TRASH, AND LITTERING

Residents must maintain their rooms, suites, and apartments in a clean, hygienic condition. Proper waste management is a shared responsibility critical for health, safety, and pest control across all residential facilities.

Proper Trash Disposal

- Personal Trash: All garbage generated inside individual student rooms or apartments must be taken directly to the large commercial dumpsters located outside of each residential building.
- Communal Receptacles: Trash cans located in shared spaces (such as hallways, lounges, and community bathrooms) are designated for small, incidental use only. Disposing of personal room or apartment trash bags in these receptacles is strictly prohibited.

Littering & Enforcement

Leaving or abandoning personal trash in any communal space—including hallways, lounges, stairwells, or bathrooms—is considered littering.

- Fines: Students identified leaving trash in common areas will be issued a cleaning and disposal fine.
- Disciplinary Referral: If cleanliness issues or littering persist, the responsible students will be referred to the Office of Student Conduct.

DAMAGES, FURNISHINGS, AND ROOM MODIFICATIONS

Damage Reporting

Damages occurring in a student's room or communal residential areas must be reported to a Resident Assistant (RA) immediately. Accidents happen; reporting issues promptly ensures timely repairs. Students responsible for damage beyond normal wear and tear will be billed for the associated repair costs. Damage fees and fines vary depending on the severity of the incident.

Furnishings & Modifications

- College Property: All college-provided furniture must remain in its assigned room or apartment and cannot be removed, stored elsewhere, or traded. Residents may arrange bedroom and living room layouts, but no structural rebuilding or remodeling of the interior is permitted.
- Lofts: Personal or custom lofts are strictly prohibited in all campus housing, including apartments.

Wall Decorations

To prevent surface damage, residents must use non-destructive methods to hang items.

- Prohibited Fasteners: The use of nails, tacks, screws, and double-sided tape on walls or ceilings is strictly prohibited.
- Holiday Lights: Holiday, string, or fairy light strands are not permitted as wall decorations due to the persistent surface and adhesive damage they cause.

Property Damage & Plumbing Liability

Residents are financially responsible for any damage to their assigned living space or furnishings.

- Plumbing Facilities: Residents will be billed for repair or utility expenses caused by student negligence, including stopped-up waste pipes or the overflow of bathtubs, toilets, basins, and sinks.
- Collective Liability: If damage occurs in the shared common areas of an apartment, suite, or pod, the cost of repairs will be split equally among all assigned residents of that unit unless the specific responsible individual is identified.

HEALTH, SAFETY, AND FIRE COMPLIANCE

Fire safety equipment must be used strictly for its intended design. Tampering with, misusing, or damaging equipment (including fire alarms, extinguishers, smoke detectors, emergency exit doors, and exit alarms) is a severe breach of community safety. Failing to evacuate immediately during an alarm is also a critical violation. Any infraction will result in swift disciplinary action, billing for damages, and potential legal consequences.

If an unidentified false fire alarm occurs, a \$5.00 fine may be charged collectively to the building's residents.

Health, Safety, and WFD Inspections

- **Joint Inspections:** The Wilmington Fire Department (WFD) and Residence Life staff conduct annual joint inspections of all residence hall rooms during the fall semester to identify fire code, health, and general safety violations.
- **Notice of Entry:** The college will provide at least 24 hours' notice prior to these scheduled, routine safety inspections.
- **Immediate Entry:** Residence Life and Campus Safety reserve the right to enter any room without prior notice at any time if a health, safety, or fire policy violation is actively suspected.
- **Follow-Ups & Sanctions:** Discovered violations will be officially documented, and students will be notified. The WFD conducts follow-up inspections to ensure compliance. Violations may result in Student Conduct referrals or legal citations/tickets issued directly by the fire department.

Smoke Detectors & Evacuation

- **Tampering:** Disassembling, removing covers, or tampering with a smoke detector in any way carries an automatic minimum \$25.00 fine and a disciplinary referral.
- **Backup Batteries:** Removing or reversing backup batteries is strictly prohibited and carries the same automatic \$25.00 fine.
- **Maintenance:** If a detector chirps, residents must notify their RA immediately so Physical Plant can service the unit.
- **Mandatory Evacuation:** When an alarm sounds, all occupants must evacuate the building immediately via designated routes—this includes during suspected false alarms. Do not re-enter the facility until officially cleared by Residence Life staff or the WFD.
- **Drills:** Supervised fire drills and safety meetings are conducted regularly in every residential facility in accordance with the Ohio Revised Fire Code.

Cooking Regulations

- **Outdoor Cooking:** In compliance with the Ohio Revised Fire Code and college policy, all personal outdoor cooking devices are strictly prohibited. Students may not store or use personal charcoal/gas grills, open-flame smokers, fire pits, or deep fryers anywhere on Residence Life property (including rooms, balconies, decks, and courtyards). Outdoor grilling is restricted exclusively to the permanent, college-provided cooking stations located across campus.
- **Indoor Cooking (Residence Halls):** In compliance with fire code regulations, personal cooking devices are strictly prohibited inside standard Residence Hall rooms. (See the Step-by-Step section for a complete list of prohibited items). Dedicated kitchen areas are available within each residence facility for student cooking, though offerings vary by building.

Smoking & Vaping

Smoking, vaping, or the simulation of either is prohibited inside all residential facilities and within 25 feet of any campus building or entrance. This policy applies to cigarettes, cigars, pipes, vape pens, e-cigarettes, and any other electronic or combustion smoking devices.

HOUSING CONTRACT VALIDITY AND POLICY INTEGRATION

Non-Transferability

The Wilmington College Housing Contract is an individual, legally binding agreement between the signed student and the college. This contract is strictly non-transferable. Students may not assign, sublet, or transfer their assigned housing space, contract rights, or roommate obligations to any other individual, including fellow students.

Policy Integration

All regulations, terms, conditions, and policies outlined within the signed Housing Contract are fully incorporated into the Wilmington College Student Handbook. A violation of any provision contained within the housing contract concurrently constitutes a violation of campus policy and will be referred to the Office of Student Conduct for disciplinary action.

NOISE AND COURTESY POLICY

A residence hall must provide an environment conducive to studying and sleeping. While structured quiet hours are designated during specific windows, courtesy hours are in effect 24 hours a day. Excessive noise will not be tolerated at any time. As a general rule, noise, music, and conversation should not be audible in the hallway outside of a student room. Residents must remain considerate of neighbors who may study during the day or work night shifts.

Quiet Hours Schedule

Strict quiet hours are enforced during the following times:

- Sunday through Friday: 10:00 p.m. – 10:00 a.m.
- Saturday and Sunday: 1:00 a.m. – 12:00 p.m. (Noon)

Expanded Quiet Hours

- Final Exam Periods: 24-hour quiet hours go into effect beginning the night of the last day of regular classes and remain in strict enforcement until all residents have vacated the facilities at the end of the semester.
- Break Periods: All officially observed college breaks revert to standard 24-hour Courtesy Hours, meaning residents must still keep noise to a respectful minimum.

Musical Instruments & Audio Equipment

- **Instruments & Amplifiers:** If the use of a musical instrument or audio amplifier becomes a nuisance to the community, the student will be required to discontinue its use within the residence halls. Students are encouraged to coordinate with the Music Department to utilize designated practice spaces in the Fine Arts building.
- **Audio Systems:** Residence Life staff retains the authority to determine what volume levels are deemed disruptive. If noise issues persist, students may be requested to send large stereo systems home, or the equipment may be confiscated and held by staff until hall closing in May.

SA - Residence Life Social Event Policy

I. Purpose and Philosophy

Wilmington College supports safe, responsible, and respectful social gatherings. This policy applies to all non-college-sponsored, student-coordinated social gatherings within residence halls, campus apartments, and outdoor residential spaces.

All gatherings must remain free of harassment, discrimination, violence, and sexual misconduct. The College actively discourages and sanctions the irresponsible use of alcohol. In compliance with Ohio law and the Drug-Free Schools and Communities Act, the consumption of alcohol by individuals under the age of 21 is strictly prohibited.

II. Definitions

- **Social Gathering:** Any assembly of individuals in a residential space for a social purpose.
- **Host:** The assigned resident(s) of the specific room or apartment where the gathering takes place.
- **Guest:** Any individual present in a residential space who is not officially assigned to that specific room or apartment.

III. General Responsibilities & Individual Accountability

- **Host Responsibility:** Hosts are legally and operationally responsible for the conduct of their guests, ensuring full compliance with all College policies and local laws. Hosts are financially accountable for any policy violations, structural damages, or disturbances caused by their guests.
- **Individual Student Accountability:** A host's liability does not absolve visiting students of their own actions. Wilmington College students are always held individually responsible for their own behavior, regardless of the setting or whose residence they are visiting.
- **Roommate Agreement:** All assigned residents of a room or apartment must mutually agree before hosting any social gathering in their shared space.
- **Right to Privacy:** Social gatherings must never infringe upon a roommate's or neighbor's fundamental right to a quiet environment conducive to studying and sleeping.

IV. Gathering Limits & Capacity Restrictions

To ensure student safety, gatherings are categorized into two tiers based on structural capacity:

Housing Type	Maximum Safe Occupancy Limit (Including Hosts & Guests)
Traditional Residence Hall Room	Double Occupancy Only (No expanded gatherings permitted)
College Commons Apartment	12 Individuals Maximum
Campus Village Apartment	16 Individuals Maximum
MVP House	12 Individuals Maximum

- **Indoor Gatherings:** Small, spontaneous gatherings (e.g., friends watching a movie) do not require registration or permits, provided they remain strictly within the maximum occupancy limits listed above and adhere to all campus noise and alcohol policies.
- **Large Indoor Socials:** Any indoor social gathering that anticipates or exceeds the maximum occupancy limits outlined above is **strictly prohibited** in individual residence hall rooms, suites, or apartments.
- **Outdoor Socials:** Informal outdoor gatherings do not require an event permit. However, all attendees must comply with local laws and campus regulations regarding noise, the Student Code of Conduct, and alcohol. Large-scale outdoor events may be subject to additional event-management protocols as determined by Campus Safety. Paid security details are not required for student-coordinated residential gatherings.

V. Alcohol and Controlled Substances

If a residential gathering meets all age requirements to possess alcohol (pursuant to the campus Alcohol Policy), the following risk-reduction measures are strictly enforced:

- **Identification:** Hosts are required to verify the legal drinking age (21+) of any guest consuming alcohol.
- **Wristbands?**
- **Common Sources Prohibited:** Common sources of alcohol—including kegs, beer balls, trashcan punches, or large punch bowls—are strictly prohibited.
- **Open Container Restrictions:** Open containers of alcohol are strictly prohibited in hallways, stairwells, entryways, and public outdoor common areas not covered in the drinking outdoors statement.
- **Underage Spaces:** If a gathering is hosted in an underage room, or if any present guest or resident is under the age of 21, no alcohol is permitted in the space whatsoever.
- **Commercial Restrictions:** The sale of alcoholic beverages, or charging admission cover fees to an event where alcohol is present, is strictly prohibited.
- **Hard Liquor Ban:** The possession or consumption of hard alcohol/liquor is prohibited at all residential social gatherings.
- **Controlled Substances:** The possession, use, distribution, or manufacture of illegal drugs or controlled substances is strictly prohibited and will result in immediate suspension from housing and potential legal prosecution.

VI. Noise, Safety, and Enforcement

- **Noise Compliance:** All residential gatherings must adhere to the 24-hour courtesy hours and structured quiet hours schedules. Amplified sound systems or instruments must not be audible in the hallway or outside the facility. Residence Life staff and Campus Safety retain ultimate authority to determine if a gathering is disruptive.
- **Fire Safety Hazards:** Open flames (including candles and incense) are prohibited. Emergency exit pathways, doors, and windows must remain completely unobstructed at all times.
- **Eviction Authority:** College officials, including Residence Life staff and Campus Safety, retain the right to terminate any gathering and evict guests from the premises for disruptive behavior or policy violations.

VII. Violations and Sanctions

Violations of this policy will be referred directly to the Office of Student Conduct. Potential sanctions for hosts and unruly attendees include, but are not limited to:

- Official fines and restitution for damages
- Disciplinary probation
- Mandatory enrollment in educational or substance risk-reduction programs
- Immediate loss of residential hosting privileges
- Suspension or permanent expulsion from campus housing
- Suspension or dismissal from Wilmington College

Fraternity & Sorority Life

SA - Fraternity & Sorority Recruitment Policies

Fraternity and Sorority Life organizations (FSL) are distinctive in the way they recruit, select and initiate new members. To participate in the rush and new member program, Fraternity and Sorority Life organizations must be recognized and be in good standing with the College, SGA and Fraternity and Sorority Life Council. Students choosing to join a Fraternity and Sorority Life organization at Wilmington College are often referred to as Prospective New Members, Associate Members, or Pledges. For clarity purposes, Wilmington College will identify and name these students as Prospective New Member, hereafter referred to as "PNM".

1. Each organization may conduct one formal rush activity (defined as a Fraternity and Sorority Life organization event for prospective members for the purpose of formally introducing their organization purpose, activities, membership, and alumni) each semester. Rushes may take place in the fall and spring semesters. A Fraternity and Sorority Life organization rush may not overlap with any other competing Fraternity and Sorority Life organization's activity. Other parties and activities exhibiting characteristics of and for the primary purpose of serving as a rush party are prohibited.
2. Rush activities may be directed toward any full-time student that meet the following criteria:
 - a. First semester student with a high school GPA of 3.00 or higher.
 - b. First semester student with at least 18 hours of post-secondary work accepted by Wilmington College.
 - c. Wilmington College students who have completed a minimum of 12 semester hours and are in good

standing with a minimum 2.3 GPA or higher.

d. Transfer students with at least 12 credit hours from their previous institution accepted by Wilmington College and are in good standing with a minimum 2.7 GPA or higher from their previous institution(s).

e. A PNM is defined as a prospective new member, associate member, or pledge who participates in a new member education program to learn the organization's history; to know the mission and tradition of their Fraternity and Sorority Life organization; and to develop interpersonal relationships with active members, alumni and fellow pledges.

3. No alcoholic beverages shall be associated in any manner or form with any rush activity.
4. Fraternity and Sorority Life organizations, regardless of housing status (College or non-College owned), conducting a pledge/new member education program must be alcohol-free throughout the entire PNM season.
5. PNMs may not have been active the previous semester in another Fraternity and Sorority Life organization at Wilmington College. All exceptions should be approved by the Director of Engagement and Fraternity and Sorority Life. Rushes shall be conducted during the weeks prior to the start of New Member season.
6. Fraternity and Sorority Life organizations will abide by the rush and PNM season rules and dates set by the Fraternity and Sorority Life Council. A list of rush dates for each semester is set forth at the last Fraternity and Sorority Life Council meeting of the previous academic year and can be provided at by the Director of Engagement and Fraternity and Sorority Life Office upon request.
7. All bids (an individual formal invitation by a Fraternity and Sorority Life organization inviting an eligible prospective student to join the organization) will be issued on Bid Day or later, which will be specified by the Fraternity and Sorority Life Council each semester.
8. Each Fraternity and Sorority Life organization must provide a list of its PNMs to the Director of Engagement and Fraternity and Sorority Life by 12:00 p.m. (noon) of Wednesday prior to the first full day of PNM season. The Director of Engagement and Fraternity and Sorority Life will validate the eligibility of each prospective PNM and notify the organization and advisor by 12:00 p.m. (noon) on the first day of PNM season of any prospective PNMs who are ineligible to continue the PNM program.
9. All PNMs who have chosen to join a Fraternity and Sorority Life organization must attend the College's PNM Education Program prior to participating in any PNM activity. PNMs must also complete and submit the Fraternity and Sorority Life New Member Acceptance Card.
10. PNM class (defined as most and/or all the PNM class) activities that have the potential to create disturbance in the residence halls are not allowed. PNM class residents must notify and seek approval from their residence hall advisor prior to any PNM class activity in their residence hall. PNM class activities and related PNM homework must be following all College and Housing and Residence Life policies and procedures.
11. No PNM class activities can be conducted past 1:00 a.m. through 7:00 a.m., Monday through Friday. PNM class activities may not exceed two and one-half hours per day and no more than four days Sunday through Thursday.
12. PNM class activities that create conspicuous disturbance (i.e. noise, risky or inappropriate behavior) on or off campus are not allowed.
13. Weekend PNM activities (Friday evening through Sunday afternoon) will be limited to a total of five hours per weekend.

14. PNMs may not perform or maintain PNM activities in the classroom. Specifically, they will not carry paddles or dress in a way that would be considered demeaning or derogatory. They will not address their active members in any unusual or conspicuous manner.
15. PNM season dates for both the fall and spring semesters will be established annually by the Office of Engagement and Fraternity and Sorority Life at the final Fraternity and Sorority Life Council meeting of the preceding academic year. Due to variations in the academic calendar and semester start dates each year, organizations must operate in accordance with the published Fraternity and Sorority Life schedule for the applicable academic year. PNM season may not exceed eight (8) consecutive weeks.
16. Any exceptions to the above stated policies must have the Fraternity and Sorority Life organization advisors and the Director of Engagement and Fraternity and Sorority Life's written approval.

SA - Fraternity & Sorority Life Social Event Policy

Purpose

The purpose of the policy set forth in this document is to establish accountability for the fraternities and sororities at Wilmington College, and to provide guidance in managing risks for their organizations in social settings.

Good Faith

No policy can include all possible circumstances. When this document is not specific enough chapters are expected to act within the expressed intent of the policy.

Social Expectation

- All fraternities/sororities will comply with their local, regional, or inter/national policies regarding alcohol and risk management.
- All fraternities/sororities will participate in semesterly risk management institute, sober monitor training, TIPS training, and social event education.
- All fraternities/sororities must have a crisis management plan (fire, medical, etc.) on file with the Office of Greek life.
- All fraternities/sororities will comply with Wilmington College policies, as well as state, local, and federal laws.
- All fraternities/sororities will comply with council policies and procedures.

At the start of each semester, before hosting an event, each chapter must complete the following:

- The President, Risk Management Chair, and Social Chair(s) must attend social event education,
- The chapter must have trained sober monitors,
- The chapter must have TIPS trained sober monitors,

- The chapter must have 100%–chapter attendance from the previous semester’s risk management institute,
- Crisis management plan.

If a chapter does not participate in the above listed requirements, they will not be eligible to host chapter social events until they complete the necessary items.

Emergency Information

In the case of an emergency, the following persons should be contacted in the following order:

1. CALL 9–1–1
2. Wilmington Campus Safety
3. Call Director of Engagement & Fraternity/Sorority Life
4. Call your Chapter Advisor

Terms

The term “*Chapter Function*” will be interpreted as any event associated with a fraternity or sorority chapter. The term “*Party*” will be interpreted as any function where the gathering exceeds the maximum limit for a “Chapter Function.”

The term “*Common Source of Alcohol*” will be interpreted as any container which holds more than one single serving.

The term “*Hard Alcohol*” will be interpreted as any alcoholic drink that has been distilled. These types of beverages have an alcohol by volume (ABV) above 15%.

The term “*Third (3rd) Party Vendor*” an event that has been planned and for which an outside entity is providing food and/or beverage service. This entity is required to be a current licensed alcohol distribution vendor.

The term “*Conclude*” refers to the end of an event when all the guests have left the premises, and all music and distribution of food have ceased.

The term “*On–Campus*” refers to any chapter or Wilmington College–owned or leased properties and premises. This includes any student, faculty or staff individual owned or leased properties.

The term “*Off–Campus*” refers to any property that is not categorized under “On–Campus”.

The term “*Guest*” is defined as anyone who is not an active member, pledge or associate member, alumni or any of these from another chapter of the same international/national affiliation.

The term “*Active member*” refers to those listed on the most current eligibility chapter roster.

Types of Chapter Functions

Alumni Event

Any event that actively invites and is planned for the purpose of engaging any previous member who graduated.

Exchange

Defined as a social event that is hosted between two chapters.

Formal

Defined as a social event that takes place on or off campus that is by invite–only and requires formal attire.

Invitation Party

Any event or function where alcohol is served. This is what one would traditionally refer to as a “party.” This event is restricted to members and invited guests. All guests must appear on the guests list along with members of the chapter. *Any event with alcohol ages must be verified. Attendance will be tracked with the use of the current tracking mechanism communicated by the Director of Engagement & Fraternity/Sorority Life.

Semi-Formal

Defined as a social event that takes place on or off campus that is by invite-only and requires formal attire but is classified by the chapter as semi-formal (whether for dress attire, who is planning it or when in the school year it happens).

Travel

When chapters plan a social event that requires them to host the event outside of the surrounding Wilmington area. If members are far enough away from where they live that requires them to stay overnight (camping, hotel stay, resort, etc.).

*A chapter function event requiring approval from Student Affairs is defined as any gathering where attendance exceeds 30 people. Please note that a variance of this number may be adjusted as a result of communication with the Director of Engagement & Fraternity/Sorority Life in conjunction with chapter size.

Party Definition:

A “party” is defined as a gathering that is scheduled, arranged, or announced by the Chapter; or when a member or members of the Chapter planned, solicited funds for, or promoted the gathering in a manner that created a reasonable belief that the event has been organized, hosted, sponsored, or co-sponsored by the chapter; where the anticipated number of attendees exceeds 30 students; AND/OR Where alcohol is present. This includes but is not limited to formals, invitation party, and semi-formal.

A “chapter function” is defined as recruitment activities, philanthropic projects, alumni events, travel events, chapter requirements, events that are academic in nature, exchange, or community service events unless the fraternity or sorority intends to include alcohol at the event. The term social does not include a chapter meeting or gathering where only chapter members are in attendance.

General Social Guidelines

- The event’s theme must not have any suggestion of discrimination based on sex, race, color, sexual orientation, gender identity and expression, religion, age, marital status, national origin, disability, or veteran status. Insensitivity to groups is not acceptable as well as suggestions of alcohol and drugs are prohibited.
- Alcohol is not permitted at any community service, philanthropic, fundraising, recruitment or new member education event including but not limited to big/little nights and initiation.
- Chapter members, sober monitors, and/or event security have the right to refuse and/or excuse intoxicated, violent, or otherwise disorderly guests at any time.
- No parties or chapter programming should occur, after the last day of scheduled classes each semester and during finals.

- Parties will be PROHIBITED during the following weeks/weekends of the school year:
 - During Formal Rush Events
 - During the 4-week New Member Season following New Member Education
 - During Spring Break
 - Exam Week
- No Common Sources of Alcohol
- No distribution of alcohol at social events by chapters. Licensed third party vendors can distribute alcohol supplied by them only at formals.
- No Open events. All events are closed and invitation only.
- For outdoor events, fences or ropes must be in place to mark off the designated event area.
 - There should be a designated entrance point and exit point into fences/roped area.
- Events guests should not exceed 150 people total unless approved by Student Affairs.
- All events must have security paid for by the chapter(s) hosting the event.

Guidelines for Socials with Alcohol

- The chapter/organization, members and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
- All events at which alcohol is present are to be no longer than four hours in total duration.
- BYOB [“Bring Your Own Beverage”]
 - BYOB event is where individual members and guests bring their own alcoholic beverage that is inspected at entry.
 - The presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited on any chapter/organization premises or at any event.
 - A designated amount of alcohol per person is allowed. It is defined as:
 - 6 pack of beer
 - 4 pack of wine coolers
 - Or the alcoholic equivalent
- No one under the age of 21 should be allowed alcohol in the event or consumed at the event.
- Third-Party
 - Third-Party event is when the event is held at an off-campus licensed and insured (e.g., restaurant, bar, caterer, etc.) venue where alcohol is provided and sold on a per-drink basis.

- All attendees must provide proof of identification upon entrance. Identification must show a photo and date of birth.
 - Proper forms of identification can include Driver's license, Military ID, State ID or Passport.
 - Wristbands are to be used to identify attendees after identification has been verified at the entrance of the facility where the social event is taking place.
 - Unique identification should indicate those attendees who are 21 years of age or older and those who are under 21 years of age.
 - Wristbands can be picked up at in Pyle Center in the Director of Engagement & Fraternity/Sorority Life Office or Student Affairs at least 48 hours before the scheduled event.
- Hard alcohol is prohibited at all events on chapter property. Single servings of beer and wine, or wine coolers (in non-glass containers) are the only acceptable forms of alcohol at an approved event.
- There are to be no common sources of alcohol. This includes, but is not limited to, any size keg of alcohol, wine bottles, wine bags, party balls, pitchers of alcohol and alcoholic punches.
- The possession or use of any apparatus, including but not limited to beer funnels, used to facilitate the rapid consumption of alcohol are prohibited.
- Drinking games are prohibited.
- Alcohol cannot be purchased with chapter funds, nor may the purchase of it for members or guests be undertaken or coordinated by any member in the name of, or on behalf of the chapter.
 - This includes using electronic ways of collecting money (Venmo, cash app, etc.).
- Glass containers are prohibited at events. This includes, but is not limited to, beer bottles, wine coolers, and wine bottles. Glass is permitted at third party alcohol events provided the third-party vendor sells glass containers.
- All permitted alcohol must stay in the original container (i.e. no plastic cups).
- Social events are only permitted Wednesday – Saturday unless it's a travel social event.
- Social event hours are 9pm to 1am unless it's a travel social event.

Sober Monitors

- All events at which alcohol is present shall have a sober monitor team. If an event is co-sponsored, the sober monitor team will be equally number of members of each chapter.
- Be TIPS Trained. Sober monitor training is offered twice a semester by Counseling Services.
- The number of sober monitors needed consist of 4 monitors.
- At a minimum, a sober monitor team should consist of the following:
 - At least one (1) chapter executive board member which will act as the head of the sober monitor team. The head of the sober monitor team is the point of contact for the event. This designated person will be the contact for the police and Wilmington College personnel.

- At least half of the team members must be age 21 or older. The one (1) executive board member may count towards one of the sober monitors that must be age 21 or older.
- No more than one (1) new member can serve as a sober monitor.
- Each sober monitor is required to wear a vest during the event to denote they are sober monitors. Vests will be provided by Student Affairs. Vests must be picked up from the Director of Engagement and Fraternity/Sorority Life at least 48 hours before event and returned 48 hours after the event.
- Sober monitors shall not consume any alcohol or use any illegal drugs or non-prescribed controlled substances at any time during or on the day of the event.
- Duties of a Sober Monitor:
 - Monitor entrances, or fire exits,
 - Monitor for intoxicated attendees,
 - Identify risky behavior,
 - Can this behavior hurt someone?
 - Has someone been hurt before with this type of behavior?
 - Does this behavior violate any laws?
 - Does this behavior violate any bylaws?
 - Once a risky behavior is identified then:
 - Reduce and/or eliminate the behavior by calmly addressing the situation and work with event security to remove the guest/member if needed.
 - Sober monitor at entrance must track attendance at entrance point.
- Sober monitor must oversee exit point.

Party Allocation

- Party allocation will be based on chapters Grade Point Average (GPA) from the previous semester.
 - 3.5 and above: eight (8) social events in a semester
 - 3.0–3.499: six (6) social events in semester
 - 2.5–2.99: four (4) social events in a semester
 - Below 2.5: three (3) social events in a semester
- Party and Chapter Functions are defined under Terms.

SA - Fraternity and Sorority Life Judicial Board

The Fraternity and Sorority Life Judicial Board addresses complaints that are unique to the Fraternity & Sorority community, including but not limited to recruitment (rush) violations, failure to meet obligations imposed by the Fraternity and Sorority Life Council, and failure to pay Fraternity and Sorority Life Council dues. When a complaint involves a violation of College policy, the case is instead heard by the standard Judicial Board.

The Fraternity and Sorority Life Judicial Board is composed of four student representatives—two representing different fraternities and two representing different sororities—recognized by the Fraternity and Sorority Life Council, along with the Director of Fraternity & Sorority Life, the Fraternity and Sorority Life Council President, and a faculty Judicial Board member. The faculty member may not serve as the advisor for the organization under review. In any hearing, members belonging to the accused organization do not participate. If the Council President is affiliated with the accused organization, another member of the executive board is appointed to serve in their place. Detailed procedures for this board are available through the Director of Fraternity & Sorority Life.

Violators of Fraternity & Sorority Life Recruitment Policies may be subject to disciplinary action under the Student Code of Conduct, the Fraternity and Sorority Life Council, or both.

SA - Wilmington College Off-Campus Good Neighbor Policy

The Wilmington College Off-Campus Good Neighbor Policy sets out the expectations for the Fraternity & Sorority community from the community/neighbor perspective and provides for consistent application of the City of Wilmington ordinances along with College policy. It is essential that Greek Council and chapter leadership take steps to ensure that the Fraternity & Sorority community and its individual members are sensitive to neighborhood issues and concerns, and that community relations and involvement with neighbors continue to be a priority. It is also essential that the College commit itself to maintaining open communication and cooperation with the community. In turn, the community acknowledges that the College and the Fraternity & Sorority community are an integral part of the city and can be valuable partners.

All Greek members and their guests are expected to be good neighbors, whether or not they live in or are formally associated with the fraternity/sorority residence. When visiting a residential fraternity or sorority, all members and guests are expected to follow all local, state, and federal laws as well as College policies. Fraternities and sororities are ultimately responsible for the conduct of all of their members and guests while engaged in activities and programs affiliated with their organization.

The following conditions and expectations apply to fraternities/sororities with residences in and around the Wilmington College neighborhood:

1. Residence use will be operated in a manner that does not create a public or private nuisance.
2. All Wilmington College Fraternities/Sororities using the site must be recognized by Wilmington College and in good standing as an affiliated fraternity/sorority.
3. All Wilmington College Fraternities/Sororities using the site are required to be in good standing with Greek Council.
4. All Wilmington College Fraternities/Sororities are required to maintain quiet hours between 12:00 a.m. and 8:00 a.m., Sunday through Thursday, and between 1:00 a.m. and 8:00 a.m. Friday and Saturday. (Ref. City of Wilmington Planning and Zoning Code Section 1155.037 (a) All business uses shall be conducted within buildings so construction that no noise of any kind produced therein shall be audible beyond the confines of the building. Ord. 3783. Passed 8-7-97.)
5. All Wilmington College Fraternities/Sororities and members are required to abide by the Wilmington College Student Code of Conduct and the Wilmington College Off-Campus Good Neighbor Policy.

6. The consumption and use of alcohol while on fraternity/sorority premises shall be in compliance with applicable laws of the State of Ohio, the City of Wilmington, and any applicable rules proscribed by Wilmington College. (Refer to code 509.03 Disorderly Conduct in the City of Wilmington Code).
7. All Fraternity & Sorority organizations that occupy housing will abide by code enforcement regulations, fire regulations, and all other guidelines and requirements set forth by the City of Wilmington.

Fraternities and Sororities will comply with the following *Litter, Defacement, and Property Damage Guidelines*:

1. Litter Cleanup
 - Fraternities and sororities shall make special effort to control the litter generated on and from their premises at all times by providing and servicing containers and enforcing regular cleanup and shall clean up the affected area by 10:00 a.m. the morning following a party.
 - Adequate cleanup includes picking up all plastic or paper cups, beverage cans and bottles, and other debris from the gutters, parking lots, sidewalks, and up to ten feet back of the curb where possible. Broken glass must be swept up. Failure to clean up the affected area by the time specified will result in a fine and/or alternative sanction.
2. Fraternities and sororities shall not paint or chalk their symbols or Greek letters upon, or otherwise deface public streets or alleys, parking lots, road signs, or other public or private property not owned by the organizations.
3. If a fraternity or sorority causes property damage, they shall, at the discretion of the property owner, either repair the damage within a reasonable time (normally five days) or provide financial restitution, including a fair charge for labor, to the owner.
4. All outdoor furnishings must be in compliance with City of Wilmington (Ref. City of Wilmington Planning and Zoning Code Section 1729.02 (a)(1)– (2), which states: "It shall be the duty of the owner(s), lessee(s), agent, tenant or occupant having charge of lots or land located within the City to remove litter placed on such lot(s) or land. Council finds that if such litter is not removed, it constitutes a detriment to public health. For the purpose of this section, "litter" includes any garbage, waste, peelings of vegetables or fruits, rubbish, ashes, cans, bottles, wire, paper, cartons, boxes, parts of automobiles, wagons, furniture, glass, oil of an unsightly or unsanitary nature as determined by the Code Enforcement Official.)
5. Gatherings of individuals on Fraternity & Sorority organization house roofs are prohibited.
6. Dumpsters must be neat when in public view.
7. Fraternities and sororities may not use the Wilmington College waste receptacles, and have services arranged with the City of Wilmington for trash/recycling, water and sewer.

The preceding rules and regulations will be enforced by the Wilmington College Greek Council Executive Board. The Council's Executive Board will follow the following procedures with the parties involved:

- 1st Offense: Meeting before Greek Council to discuss.
- 2nd Offense: Fraternity & Sorority Judicial Board.
- 3rd Offense: Wilmington College Judicial Board.

Hazing

In accordance with Ohio law and Wilmington College policy, no individual, group, team, or organization shall conduct, participate in, permit, or condone hazing, whether on or off campus.* Hazing is defined by law as "doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code."**

Hazing examples include, but are not limited to:

- Any brutality of a physical nature;
- Forced tasks of servitude including errands and clean-up activities where an active(s) is not participating in the task;
- Forced or encouraged consumption of food, beverages, including alcoholic and non-alcoholic beverages, or drugs, including prescription, over-the-counter, and illicit drugs;
- Forced or encouraged calisthenics or other physical activity which could adversely affect the physical health and safety of the individual;
- Forced or encouraged exposure to the elements;
- Sleep deprivation;
- Forced or encouraged exclusion from social contact;
- Forced or encouraged conduct which could result in extreme embarrassment or loss of dignity;
- Willful destruction or removal of public or private property;

For the purposes of this definition, any activity as described above which may be required for affiliation with or continued membership in an organization is presumed to be “forced or encouraged” activity, the willingness of an individual to participate in such activity notwithstanding.

- The imposition of fines;
- Withholding of diplomas or transcripts pending compliance with the rules or payment of fines;
- The revocation of permission for an organization to operate on campus or to otherwise operate under the recognition or sanction of the College;
- The imposition of probation, suspension, dismissal, or expulsion.

All Wilmington College community members are required to report their knowledge of hazing to the Vice President, Chief Student Affairs Officer/Dean of Students. Ohio law also requires that College administrators, employees, faculty, consultants, alumni, and organization volunteers acting in an official and professional capacity shall not recklessly fail to immediately report their knowledge of hazing to a law enforcement agency within the county in which the victim resides or where hazing has occurred or is occurring.***

**This policy applies only where the hazing takes place between two or more individuals who are affiliated with the College.*

***Ohio’s anti-hazing law known as “Collin’s Law: The Ohio Anti-Hazing Act,” took effect on October 4, 2021 and may be found in Ohio Revised Code sections 2901.31, 2903.311, 3333.0417, and 3345.19 at <http://codes.ohio.gov/ohio-revised-code>. Pursuant to Ohio’s anti-hazing law, participating in or recklessly permitting hazing is a second-degree misdemeanor. Participating in or recklessly permitting hazing involving forced consumption of drugs or alcohol will constitute a third degree felony.*

****Reckless failure to immediately report such knowledge is a fourth-degree misdemeanor, except where violations cause serious harm, elevating the penalty to a first-degree misdemeanor.*

Engagement & Campus Resources

SA - Administrative Departments and College Services

Academic Affairs Office

College Hall 202

academicaffairs@wilmington.edu

Ext. 240, 213

The Office of Academic Affairs can answer questions regarding advising, registration, placement, faculty issues, academic policies and requirements, academic appeals, the Honors Program, the Study Abroad Program, and the reporting of emergency or long-term absences. Any concerns regarding curriculum or other academic matters should be directed to this office. All students who plan to withdraw or take a leave of absence can initiate the process in this office.

Office of Academic Records

College Hall 105

Ext. 464

Services provided by the Office of Academic Records include:

- Academic policies, interpretation, and enforcement
- Advising guidelines/status of graduation requirements/degree audits
- Athletic eligibility
- Class Schedules
- Consortium/Cross registration (SOCHE)
- Degree applications
- Diplomas
- Grades, as distributed through WC Portal
- Honors, calculation/verification for Latin, Green Key, Dean's/Merit lists
- Registration and Drop/Add in conjunction with the Student One Stop Center
- Transcripts
- Transfer credit, advising/evaluation
- Transient course approval
- VA benefits/certification
- Verifications, enrollment and degree
- WC portal maintenance and permissions for academics

Admission Office

College Hall 100

admission@wilmington.edu

Ext. 260

The Office of Admission assists prospective students through the enrollment process. In addition, students returning from leave of absence or withdrawal will initiate the process through the admission operation. Incoming and current students are interviewed and hired as Student Ambassadors to assist with on-campus

programs such as high school visits, college fairs, program days, campus tours, and making telephone calls to prospective students. If you are interested in being an Ambassador, contact the Office of Admission. Students who are eligible to receive Federal Work–Study funding are preferred.

Potential students should be encouraged to apply and visit campus through the Office of Admission.

Students may apply for admission at <https://www.wilmington.edu/admission/apply/>

Students planning to schedule, and admission visit/campus tour can do so at: <https://www.wilmington.edu/admission/visit-campus/>

Advancement Office

Galvin Alumni House, located at 113 College Street

Ext. 427

The Advancement Office is responsible for the fundraising efforts of Wilmington College. Our academic and formational success hinges upon the generosity and participation of alumni, parents, and friends of the College. Current students can get involved by joining the Graduating Philanthropic Leaders Club as a graduating senior.

Advancement is responsible for all college related philanthropic efforts and also oversees the overall function and coordination of Advancement Services, Annual Fund, Major Gift Officers, Grants/Foundation Giving, and Alumni and Family Engagement.

The Office of Alumni and Family Engagement is the communication center for Wilmington College alumni. We receive and provide updated alumni data, coordinate all alumni related events, including but not limited to, Homecoming/Alumni Reunion Weekend, alumni receptions, and alumni chapters. We serve as advisors for Alumni Council, the First Decade Society, and the Student Philanthropy Council. We encourage students to stay connected to their alma mater after graduation by providing them information regarding opportunities to network with other alumni and how to join our alumni chapters and councils. We strive to keep alumni informed and encourage their continued participation in the life of Wilmington College and its students.

The best way to stay engaged with WC is keeping your contact information up to date. Email us at alumni@wilmington.edu anytime you have changes.

Athletic Offices & Facilities

Contact Athletics facility directors with questions.

Communications Office

Scheve Athletic Center 114

Ext. 347

The Wilmington College Office of Athletic Communications is responsible for information dissemination for all 20 of the College's intercollegiate athletic programs. The office maintains the athletics website: www.wilmingtonquakers.com and is in charge of all media created and sent out about Fightin' Quaker athletics. This includes, but is not limited to: publications, social media, statistics, photography and printed material.

Hermann Court

Elm Street

Ext. 467

Hermann Court facilities are used for classes, intercollegiate athletics, intramurals, recreation, official campus functions, and campus community activities.

Faculty, staff, and students may use the facilities for recreational purposes whenever they are not occupied by some other scheduled activities. Check with the athletic office for availability.

Scheve Athletic Center (SAC)

Elm Street

Ext. 444

The Scheve Athletic Center, located near the main entrance of the Center for Sports Sciences (CSS), has been open since the start of the 2017–2018 Academic Year. Available amenities include a basketball court, elevated track, weight/group fitness room, Spinning studio, exercise equipment, and a study lounge area. A variety of QuakerFit (group fitness) classes are offered regularly.

Bursar's Office

College Hall 305

Ext. 413

- Obtain deadlines for payment of tuition and fees
- Discuss payment options
- Set up monthly payment plan
- Refunds
- Publish monthly statements
- Assist with WILpay
- 1098 Forms
- Student account holds

Walk In Hours:

8:00 a.m. – 5:00 p.m. Monday through Friday

Campus Ministry Office

Quaker Heritage Center

Ext. 239

Religious activities at the College include religious programs, worship experiences, and support groups for students of various faiths. All of these activities are under the supervision of the Campus Minister, who is available to help with problems, share ideas, discuss faith issues, and plan new activities. The Campus Minister helps interpret and explain the Quaker heritage of the College, raising awareness of the beliefs and practices of Friends.

Campus Safety

Center for Service and Civic Engagement House

578 Withrow Circle | 24 hours

(937) 382-0100

Wilmington College provides security for campus students, buildings, and grounds in an effective and non-aggressive manner. For the protection of all students, the Campus Safety Office maintains written records of persons found in academic buildings after scheduled lockup times, as well as reports and, at times, photographs of incidents involving violations of law or College regulations in which a Campus Safety officer is involved or receives a report. Violations should be reported to the Campus Safety Office as well as to outside law agencies when appropriate. An outside law enforcement agency will be contacted in cases involving a need for direct confrontation of law offenders or when health or property is threatened.

Whether a Wilmington College parking permit is purchased or not, all vehicles parked on campus property must be registered with the College. Parking regulations, including non-registration of vehicles, will be enforced by Campus Safety. These regulations and their associated fines can be found in the Student Handbook.

Career Services

Bailey Hall – Ground Floor

Ext. 299

At Wilmington College, Hands-on living and Hands-on learning means we are committed to helping you define a unique vision for your career and life. Making connections between the work you are doing in your classes to career opportunities beyond the classroom, we strive to connect you in diverse and personalized ways with the people, organizations, skills, and opportunities to make your unique vision a reality. Career advising, resume writing, internships and networking opportunities are just a few of the ways the Office of Career Services is here to help you! Check out the resources available by visiting <https://www.wilmington.edu/career-services>.

Center for Service and Civic Engagement

578 Withrow Circle

Ext. 480

The Center for Service Learning and Civic Engagement (CSCE) provides a wide variety of volunteer opportunities for students to perform meaningful service to society. Service opportunities include ongoing projects, plunge (one-day) projects, special events (e.g., Quake, Martin Luther King Day of Service and Random Acts of Kindness Week), Greek service activities, residence hall service projects, and the Wilmington College Recycles program. The Office facilitates the Wilmington College Community Gardens for members of the campus and local community and provides interested faculty and staff with service-learning opportunities for select courses. This Office also establishes partnerships with local agencies to ensure its needs are met by the campus. Community based workstudy opportunities are also available via the (CSCE). Along with service opportunities, this office also promotes student voter engagement via WC Votes, a team made up of WC campus community members (Students, Staff and Faculty).

The Office of Compliance and Integrity

College Hall, Room 306

Ext. 365

The Office of Compliance and Integrity at Wilmington College serves as the central hub for advancing a safe, equitable, and legally compliant campus environment. The office provided coordinated leadership for institutional compliance functions including Title IX, Title VI, ADA/Section 504, the Clery Act, VAWA, FERPA, Youth Protection, and related institutional policies. It is responsible for ensuring timely response to reports of discrimination, harassment, and other misconduct, while also overseeing prevention efforts, training, and education for students, faculty, and staff.

Computer Labs

Robinson Communication Center

Rooms 100A, 101A, and 101B

(937) 481-2459

The Wilmington College Main Campus Computer Labs contain more than 60 computers connected to the College network. Additional public-access computers are located in the S. Arthur Watson Library, Pyle Center, Austin-Pickett Hall, and the Center for Science and Agriculture.

Institutionally supported software and programs designed to supplement academic studies are available to all faculty, staff, and students within these facilities. The Computer Labs are open:

- Sunday 6:00 p.m. to 9:00 p.m.
- Monday – Thursday 7:30 a.m. to 9:00 p.m.
- Friday 7:30 a.m. to 5:00 p.m.

NOTE: These hours will vary during breaks, finals, and summer sessions.

Conference Services

Robinson Communications Center

Ext. 350

Room Reservation Bookings

Self-service room reservations are available for scheduling by visiting [WC@Home](#) or following this link: [Skedda](#). You may also cancel your request or make adjustments to your booking information, date, or time. Be aware that some spaces have booking restrictions and you may need to reach out to complete your reservation. Please contact us if your request is within 24 hours of the event. Booking a space withing this timeframe is not guaranteed.

If using extension 459 and no one is immediately available to take your call, please leave a message with your contact information. This will create a ticket allowing us to get back with you as quickly as possible. If you have any questions regarding spaces or reservations.

Resources

Available event resources can also be located and reserved using [Skedda](#). Select the "Map" view, date and location using the drop down next to the date. This will bring you to the different resources available to you. Again, if you have questions, reach out and we are happy to assist.

Hallmark Dining Service is our on-campus catering service company and can provide food service upon request. Hallmark can also provide table linens for those events requiring them. Note: Hallmark reserves the right of refusal to provide your food needs for your events on campus.

Counseling Services

Health and Wellness Center, located behind Hermann Court across from the outdoor practice turf

Ext. 272

Confidential counseling services are available to all students at NO COST through the Counseling Center located in the Health and Wellness Center. Confidentiality is strictly upheld, and services received are NOT a part of a student's academic record. Students are encouraged to use the counseling service to explore all types

of concerns, ranging from mild to serious: homesickness, dating issues, social adjustment, time management, academic struggles, roommate conflicts, behavioral medication issues, drug and alcohol issues, sexual assault, sexual trauma, depression, anxiety, stress management, grief over the loss of a loved one, eating disorders, and many other areas of concern. You do not need a referral by someone but can make an appointment yourself. Appointment times are offered around your class schedule, and all attempts will be made to provide an appointment as soon as possible.

In addition to counseling, case management services are available. These services include the teaching of life skills, such as budgeting and time management; aiding in the procurement of resources, including those that pertain to food, housing, transportation and medical care; and various other assistance, such as help with applying for insurance or government assistance.

Students are encouraged to make appointments, although walk-ins are accommodated whenever possible. During the semester, Counseling Services is available to present to any group on campus regarding a number of mental health topics. Time-limited groups may be offered to help manage stress, learn to develop, and use skills to increase mental wellness, strategies for academic success and other topics of interest to students. Appointments can be scheduled through SetMore, which can be found on the WC App, WC home page, or WC website.

Cove Spirit Shop

Pyle Center, First Floor

Ext. 545

Wilmington College partners with eCampus for all course books and materials. eCampus offers competitive pricing on course books for all formats: new, used, rental, digital and Marketplace. Students can choose to ship to their homes or get free shipping to The Cove.

To order course materials, visit: Wilmington.ecampus.com. This will allow you to shop by your schedule once class registration has been completed. Students will receive email notifications once course materials are delivered.

Course materials are not sold in The Cove, but a staff member would be happy to assist you with ordering your course materials online with eCampus.

We feature WC-themed apparel, novelties, supplies, drinks, and some items unique to WC. [Visit www.wilmington.edu/student-life/campus-bookstore](http://www.wilmington.edu/student-life/campus-bookstore) for the latest news as well as the store hours.

Custodial Services

Wccampuscleaning@wilmington.edu

Custodial Services is responsible for the cleaning of all buildings on campus. In the residence halls, the custodians maintain the restrooms, lounges, hallways, stairwells, study areas, and laundry rooms. Kitchen areas are to be maintained by the students who use them. Residents are responsible for cleaning their own rooms and disposing of their own trash in the dumpsters outside of the residence halls.

Office of Engagement

Pyle Center, Office 2

Ext. 305

The Office of Engagement supports student involvement, leadership development, and campus community building outside of the classroom. The office serves as a resource for student organizations, campus programming, and leadership opportunities. The office also oversees the Summer Leadership Plunge and Leadership Summit.

Financial Aid Office

Pyle Center, First floor

Ext. 600

The Financial Aid Office is responsible for the administration and distribution of federal, state, and institutional aid programs. Our services include:

- Counseling: Individual sessions to discuss financial aid process and eligibility, education loan options, financial planning/budgeting, and debt management.
- Application Support: Assistance with submitting the Free Application for Federal Student Aid (FAFSA), education loan applications, and other required documentation.
- Scholarship Funds: Intake and apply external scholarships or other educational resources to student financial aid accounts.
- Compliance & Advocacy: Fairly evaluating appeals for special circumstances and ensuring all aid is awarded in accordance with regulatory guidelines.

Walk In Hours:

8:00 a.m. – 5:00 p.m. Monday through Friday

Fraternity & Sorority Life

Pyle Center, Office 2

Ext. 305

The Director of Engagement & Fraternity/Sorority Life oversees Fraternity & Sorority organizations. There are local, national, and international fraternities and sororities. For a comprehensive list please contact the Director, or the president of Fraternity and Sorority Life Council.

Hallmark Dining Services

Pyle Center, Second Floor

937-481-2218

Dining@wilmington.edu

Your Student ID is your Meal Card, which allows you purchasing power equivalent to the plan you have selected. Here is how it works: The Housing Office adds the Meal Plan that you have selected, you must present your card each time you visit any of the dining locations. Your Meal Plan's encoded on your ID and each time the card is scanned, your purchase will be deducted from the plan. Should you wish to change plans, please contact the Housing Office, which is located across from the mailroom in Pyle Center or by calling ext. 312. All students living in campus residence halls are required to subscribe to a meal plan.

About Quaker Bucks

Quaker Bucks are the declining balance funds that is associated to your meal plan. Depending on the plan, these funds range from \$25 to \$100. They can be redeemed at 39 North or The Top Dining Hall. Dining Dollars roll over from Fall Semester to Spring Semester, but not year over year.

The TOP

This all-you-can-eat dining spot on Wilmington's campus is the ultimate place to relax, recharge, and satisfy your appetite. Open for breakfast, lunch, dinner, and late-night cravings, it offers something for everyone. Highlights include the Blue Apron Kitchen, serving scratch-made comfort foods and regional favorites, and Showcase, featuring small-batch, made-to-order global dishes. Enjoy classic options like Nonna's pizza and pasta, grilled creations at Black Iron Grill, fresh salads from Rooted, custom sandwiches at Stackers Deli, and Knead's freshly baked desserts. There's truly something delicious waiting for you at every turn!

The Top Dining Hall – Daily Meal Rates

- Breakfast \$6.65 + tax
- Lunch \$7.75 + tax
- Dinner \$10.15 + tax

The Top Dining Hall Hours

Monday – Friday

- Breakfast 7:30 am – 10:00 am
- Lunch 11:00 am – 2:00 pm
- Dinner 4:30 pm – 7:30 pm

Sunday – Thursday

- Late Night 8:30 pm – 11:00 pm

Saturday – Sunday

- Brunch 10:00 am – 2:00 pm
- Dinner 4:30 pm – 7:00 pm

*Hours of operation are subject to change.

Eco-to-Go

Each student enrolled in a meal plan will receive complimentary access to the Eco-to-Go program. Students will receive a Green Carabiner and instruction card at the beginning of the fall semester. Students who wish to take a meal from the dining hall must exchange either a used Eco-to-Go container or carabiner at the cashier when entering. Students taking a meal to go are not permitted to stay and eat their meal in addition to their meal to go. All containers are washed and sanitized for re-use. Disposable silverware packs are available at the register. Students may fill their personal beverage container prior to leaving with their meal. Lost carabiners or containers may be replaced for \$5.

Eat Safe

Eat Safe is a program designed to assist students to navigating the dining experience while at Wilmington College. If you have a food allergy or other medical condition that requires additional options or support, we are here to help. Contact us at eatsafe@wilmington.edu to get more information.

39 North

Center for the Sciences and Agriculture

937-481-2465

39 North is our featured retail destination in the Center for Science and Agriculture. 39 North features local coffee roaster, Crimson Cup Coffee & Tea. Serving a variety of hot and cold coffee drinks, teas, juices, assorted baked goods and grab n' go salads, sandwiches and snack packs, 39 North is just the place to get your morning boost or energy. Meal Plan users can enjoy a meal exchange at 39 North in place of a meal at The Top Dining Hall.

39 North Hours

- Monday – Friday 7:30 am – 4:00 pm
- Saturday – Sunday Closed

Vending Machines

Soft drink and candy/snack machines are located in most residence halls and in most classroom buildings, including:

- Marble Hall
- Boyd
- Robinson Communication Center
- College Hall
- Friends Hall
- Austin/Pickett
- Hermann Court
- CSS
- CSA
- Pyle (Main Floor)

All machines take both cash and credit card for purchases. If you experience any issue with vending, please contact the Wilmington Dining office at 937-481-2218 or email us at dining@wilmington.edu.

Health & Wellness Center - Health Services

Health and Wellness Center, located behind Hermann Court across from the outdoor practice turf

Ext. 217 or direct dial 937-481-2217

Students can schedule appointments online in SetMore. Please use the following link to be directed to the SetMore scheduling system. <https://wchealthandcounselingappointments.setmore.com>

Prior to being seen in the Health & Wellness Center, you must have created a Privit Account and completed all of your medical forms.

Office and Physician hours vary. Please consult the website or WC@home for the most current weekly calendar.

Professional health care on campus is provided at the Health & Wellness Center. A registered nurse is available for the assessment of minor health complaints. For more serious illnesses that indicate the need for prescription and/or over the counter medications or other diagnostic tests, please schedule an appointment to see physician or nurse practitioner by going to SetMore on-line at <https://wchealthandcounselingappointments.setmore.com>

Students should contact the Health & Wellness Center either by telephone or in person as soon as illness or injury occurs. By doing this, the student may be able to avoid a more serious condition. If the student lives in the residence halls and is too ill to eat in the dining room, they may obtain a sick tray by contacting their Resident Assistant. Flu shots are available on campus every fall and are offered by a local pharmacy. Please watch your emails, WC App postings, and signage on campus for dates, times, and how to sign up.

The clinic will relay information to the Office for Academic Affairs regarding absences when the clinic has written permission from the student. Off-campus students may call the Office for Academic Affairs (Ext. 240) when an absence from classes is necessary.

Housing and Residence Life Office

Pyle Center, Office 5

Ext. 312/369

The Housing and Residence Life is responsible for the coordination of all services, activities, and policies for the Wilmington College residential facilities. The Residence Life Staff strives to help residents learn what it means to be a part of a community. As all full-time students must live on campus, housing must be assigned by this office, or students must be exempted from this requirement by the Exemption Review Committee. This office manages meal plans, room assignments and issues all keys and ID cards for students.

Human Resources Office

College Hall, Room 306

Ext. 248/282

This office is responsible for all human resource matters, including student payroll. All students desiring to participate in either non-work study or work study employment at the College must complete required employment documentation. This includes federal and state tax, mandatory direct deposit and a Federal I-9 Employment Eligibility Verification, completed on the payroll system. This documentation must be completed within 72 hours of beginning any work. Please note that the I-9 form requires (per federal law) the student employee to present appropriate original identification documents immediately upon employment. The following forms of identification are suggested:

- U.S. Passport,
- Drivers' License/State ID & Social Security Card/Birth certificate, or
- Student ID & Social Security Card/Birth Certificate.

Students that do not complete this required employment documentation will not be allowed to work.

Student workers should also ensure their employment information is up to date, including any changes to bank account information or home addresses.

Student workers are also required to complete accurate Time Cards for each work week. Time Cards must be submitted according to the published schedule to ensure receipt of the paycheck. Questions about the time card or paychecks should be directed to Payroll at extension 248.

Wilmington College does not discriminate on the basis of age, race, color, religion, national or ethnic origin, sex (including pregnancy, childbirth, and related medical conditions) gender, gender identity, gender expression, sexual orientation, veteran/military status, genetic information, disability, or other characteristics protected by federal, state or local law, in the administration of education policies, admission policies, financial aid, employment, or any other College program or activity.

Information Technology Department

Robinson Communication Center, IT Help Desk

(937) 481-2350

The Information Technology Department maintains all facilities and services associated with computer technology at Wilmington College. Faculty, staff, and students are provided with a comprehensive selection of computer technology for use in the classroom, office, and residence halls. Some services available include: Office365, OneDrive cloud storage, Papercut Web Printing, Wi-Fi internet access, WC@Home, WCPortal, and Blackboard.

Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Office of Institutional Effectiveness

College Hall, Room 200-C

Ext. 280

This office is responsible for administering a comprehensive institutional effectiveness program and provides College leadership with the information necessary to support institutional planning, decision making and policy formation. The Director of Institutional Effectiveness has primary responsibility for institutional research, assessment, and data for regional and professional accreditation. The office serves many divisions of the institution, including Academic Affairs, Student Affairs, Athletics, Enrollment Management, Business and Finance, External Programs and Advancement. This office is also responsible for design, collection, and analysis of institutional data and preparation of evaluations, reports, an institutional fact book and data for grants. It coordinates the assessment of all operations, including academic and co-curricular programming.

International Affairs Office

Heiland House, Fife Avenue

(937) 803-4608 | International@wilmington.edu

The Office of International Affairs serves as the central hub for all global initiatives at Wilmington College, supporting both international students and domestic students seeking global experiences. Our mission is to prepare students for success in an interconnected world through strategic partnerships, academic collaboration, and cross-cultural engagement.

International Student Recruitment & Support

- Recruit and enroll qualified international students from around the world
- Issue Form I-20 and manage SEVIS compliance in accordance with U.S. immigration regulations
- Provide support for international students navigating the admissions, visa, and transition processes
- Administer international student scholarships and financial aid

Global Partnerships & Quaker Engagement

- Partner with Quaker schools and organizations worldwide, including the United Student Achievers Program (USAP) Community School in Zimbabwe, to recruit students from diverse backgrounds who share the College's Quaker values
- These partnerships enrich our campus culture by bringing together students from across Africa, Asia, Europe, the Middle East, and the Americas, representing a wide range of traditions, perspectives, and life experiences
- Manage a portfolio of over 13 study abroad partnerships across 11 countries, including institutions such as the University of Cambridge (UK), Franklin University Switzerland, Al Akhawayn University (Morocco), Catholic University of Murcia (Spain), and Sejong University (South Korea)
- Facilitate semester, summer, and faculty-led study abroad programs for domestic students
- Assist students with selecting programs, navigating transfer credits, and accessing study abroad funding

Strategic Global Engagement

- Represent Wilmington College at international education conferences
- Cultivate partnerships with universities, agencies, and government entities worldwide
- Collaborate with academic departments and faculty to integrate global learning into the curriculum
- Manage international agent networks and partnership agreements

A Campus Enriched by Global Diversity

Wilmington College is home to students from more than 20 countries, creating a vibrant and inclusive campus community where cultural exchange happens daily. Through our global recruitment efforts and partnerships, we attract students from a rich tapestry of backgrounds, bringing unique perspectives that deepen classroom discussions, broaden worldviews, and prepare all students for leadership in an increasingly interconnected world. The Office of International Affairs is committed to fostering an environment where every student, regardless of nationality or background, feels valued, supported, and empowered to succeed.

The Office of International Affairs welcomes all students—regardless of background—to explore global opportunities and engage with a diverse campus community. Whether you are an international student beginning your journey in the U.S. or a domestic student seeking to study abroad, we are here to support you every step of the way.

IT Help Desk (Audio Visual and Presentation Services, Copy Services)

Robinson Communication Center

Ext. 350 and 459

IT Help Desk offers a variety of equipment and services for viewing laminating, copying, sublimating, and scanning. The center also provides significant services to the digital media conversion, Smartboard support, and consultations on media creation issues. In advance of important presentations, you may schedule practice sessions with the appropriate equipment in RCC – IT Help Desk. If the Watson Library does not have the needed media software (DVD, CD, etc.), you may check “available” holdings in the OhioLINK catalog (<http://www.ohiolink.edu>) and request delivery from another library. The Media Center supports campus media equipment setups by advance appointment (faculty mediated) as well as troubleshooting (x350). In addition, the campus copy center is located in the Robinson Communication Center and provides copy services to campus departments and organizations with a billable account number.

Media Center service hours are:

Monday through Thursday: 8:00 a.m. to 8:00 p.m.

Friday: 8:00 a.m. to 5:00 p.m.

Break and vacation hours:

Monday – Friday, 8:00 a.m. – 5:00 p.m.

Mailroom

Pyle Center, First Floor

Ext. 227

Hours of Operation:

Monday – Friday: 8:00 A.M.– 5:00 P.M.

Saturday and Sunday: Closed

Scheduled hours may vary during exams, breaks, and holidays.

Wilmington College Mailroom follows the United States Postal Guidelines. We provide a service that keeps relatives and friends connected through mail and package deliveries. We deliver a proactive, knowledgeable, and reliable service at the first point of contact while offering direction to what may be the most cost-effective method for shipping mail or packages. Being dependable is a key factor in supporting and maintaining a strong relationship with students, faculty, and staff. The campus post office can provide postage for your letters and parcels, providing various rates and services for specific transactions. However, we only accept cash or check for postage transactions.

Student Mailing Address for packages and parcels

To ensure that the U.S. Postal Service delivers your mail, you must use the full address as follows:

FIRST NAME and LAST NAME

PYLE CENTER BOX #

1870 QUAKER WAY

WILMINGTON, OH, 45177

Package Pick-up

***Student ID card must be present when packages are picked up in the Campus Mailroom.

Ensure packages being sent are addressed to the student. Packages addressed otherwise will need an email confirmation sent to tara.williams@wilmington.edu

Every student at Wilmington College is issued a mailbox assignment at the mailroom in the Pyle Student Center. Students may pick up their mail whenever the Pyle Center is open. Mail is received by 3:00 P.M. from the post office (USPS) and will be in Pyle boxes by 4:00 P.M. each day. We ask that students empty their mailboxes at least once per week. If a box becomes full, we will send an email notification to the registered student email address. If the mail is not retrieved within 90 days, it will be returned to the sender (unless other arrangements have been made). To pick up packages stored in the mailroom, we require proper identification (student ID or photo ID) and a digital signature. Packages are available for pick up from the mailroom staff during operating hours. We will send a text or email notification for all packages scanned into the mailroom. Student will then have 90 days to accept and sign for packages or the package(s) will be returned. Returning students; July 1st is

the deadline to confirm your student status for the Fall Semester. Students who have not registered by July 1st will have their mailboxes closed and possibly reassigned. Students registering late will be issued a mailbox that is available at the time they register for classes.

Students keep the same Pyle Box number for as long as they are a registered student at Wilmington College. If you transfer, take a leave of absence, graduate, etc., we will forward your mail for up to 90 days if an updated address is provided. The mailroom is dedicated to providing service that exceed the needs of the WC community. Please be sure to contact any member of the Mailroom staff with questions or comments relating to the mail service.

Office of Mission, Value and Purpose

Pyle Center, Office 6

Ext. 335

The Office of Mission, Value and Purpose coordinates educational, cultural, and social programming designed to educate and inspire all students. Guided by WC's Quaker Values, the Office prepares students for success in a diverse society by fostering a campus climate of inclusion and respect—regardless of race, gender, religion, age, sexuality, or ability. It also serves as a liaison to the surrounding Wilmington community, offering outreach and engagement opportunities. The Office encourages open dialogue across campus and welcomes all students to share ideas, questions, or concerns about inclusive practices at WC. Additionally, it supports a variety of campus programs and serves as the hub for several student affinity organizations which provide spaces for students to celebrate their identities and engage with the WC community. Membership in each of these organizations is open to all students, regardless of background or identity.

Orientation and Registration

Orientation will be the Welcome Weekend program immediately before the beginning of the academic term for the Fall Semester, and a one-day program at the beginning of the Spring Semester. Registration will occur during the summer period at different Student Orientation and Registration aka SOAR dates.

578 Withrow Circle (Center for Service and Civic Engagement)

Ext. 383

The main purpose of the new student orientation program is to ensure new students have a successful transition into the Wilmington College community. The program focuses on facilitating student integration into college life through intentional orientation activities and programs, during Welcome Weekend and subsequent Welcome Weeks throughout the first eight weeks of the semester, which help to prepare the new students for their academic journey, as well as help integrate the new students into the intellectual, cultural, and social climate of the college. The Orientation program operates from the Center for Service & Civic Engagement and utilizes student leaders known as Peer Navigators. Peer Navigators will help lead groups for Welcome Weekend, participate in ID 120 coursework, and provide programming and support for both the Fall and Spring semesters as students acclimate to campus.

Peace Resource Center

51 College Street

Ext. 371

The Peace Resource Center (PRC) at Wilmington College creates a vital connection between the campus community and efforts toward nonviolence, social justice, and global peace. The PRC was founded in 1975 by the Quaker peace activist Barbara Reynolds (1915–1990) who worked ceaselessly to create a world free of nuclear weaponry and war and to help atomic bombing survivors share their stories of the tragedy of military conflict. The PRC is the home of the unique archives, "The Barbara Reynolds Memorial Archives" with a rare

collection of archival materials related to the atomic bombings of Hiroshima and Nagasaki. Additionally, the PRC develops events and programming that encourage dialogue on the Wilmington College campus about how to resolve conflict from the personal to the global level. The PRC assists faculty and students in creating student-led projects, internships, and local/global collaborations. Together with its nonviolence, social justice, and global peace programming, as well as its priceless archive and collection of historical documents, the Peace Resource Center is a unique "Hands On" space that promotes and affirms peace as a core value of the Wilmington College mission.

Physical Plant Services

Ext. 220

The Physical Plant Department is responsible for the preservation, enhancement, and economical operation of the physical facilities at Wilmington College. Any problems with rooms or common areas in the residence halls should be reported to an RA, who will notify the Housing Department.

President's Office

College Hall, Room 200

Ext. 200

The President is responsible for the overall operation of the College. The President meets regularly with college administrators, oversees meetings and communications with the Wilmington College Board of Trustees, and cultivates alumni relations. Students, employees, and community members with questions or concerns about the College may submit those requests in writing to president@wilmington.edu for referral to the appropriate member of the College's leadership.

Public Relations Office

Kelly House, 107 College Street

Ext. 344

The Director of Public Relations oversees news releases, press conferences, feature stories, media tip sheets, College statements, branding issues and media requests. The PR office produces hometown news releases, feature stories about students, faculty, staff, and issues affecting the College. The office also publicizes accomplishments such as Commencement, the Dean's List, scholarships, and sports, and provides photographic and video coverage of events. Students with knowledge of newsworthy events are welcome to contact this office at brand@wilmington.edu.

The Director of Public Relations is the spokesperson for the College in the local community. All news media contacts (questions and statements) are handled by this office. The director serves as advisor on media and public relations for members of the faculty and administrative staff.

The Public Relations Office also includes staff who oversee the College's website and social media management, digital marketing and those who are involved in the editing and production of specialized publications. The office also develops and publishes video content and assists with brand compliance.

The office also oversees photography and videography for the institution's marketing purposes. Students who are the main subject of a photo or video will be asked for permission to use their images, but often students will be photographed/filmed as part of a larger group or engaged in some activity like walking on campus, cheering at a sporting event or being present in a classroom or lab. Individuals who don't wish to be part of such photography and videography should express their feelings formally upon arriving on campus in an email to ["marketing@wilmington.edu"](mailto:marketing@wilmington.edu). Every attempt will be made not to include them in such projects.

Quaker Archives

see Special Collections

Quaker Heritage Center

The Meriam R. Hare Quaker Heritage Center is a facility dedicated to celebrating the local, regional and national history of the Religious Society of Friends and is located at Wilmington College. The center features 1,261 square feet of display areas, and a traditional Quaker meetinghouse. The Quaker Heritage Center celebrates the history of the Religious Society of Friends who settled in southwest Ohio, as well as their contributions to America and its culture. Quakers have a long history of activism on issues such as peacemaking, civil rights, racism and social justice. Visiting exhibits and speakers are just part of the experience.

Our exhibits, programs, and special events help our students, faculty, staff, and community members to better understand what we mean when we say Wilmington is a Quaker college.

S. Arthur Watson Library

Phone: 937-481-2345 or x345

library@wilmington.edu

Library hours during the Semester are:

- Monday – Thursday: 8:00 a.m. – 9:00 p.m.
- Friday: 8:00 a.m. – 5:00 p.m.
- Saturday and Sunday: Closed

Library hours during summer and holiday breaks are Monday – Friday, 8 a.m. – 5 p.m.

The library is closed when the college is closed.

Watson Library Online (<https://library.wilmington.edu>) is available 24/7/365.

Library Mission:

Wilmington College's Watson Library serves the instructional, research, and general information needs of the campus community. The library fulfills its mission through (1) on-site provision of books, periodicals, microforms, sound recordings, electronic resources, and other library materials; (2) mediated access to off-campus information sources; and (3) active programs of information literacy: teaching the concepts needed to navigate the profusion of available sources and to critically evaluate the information, texts, and images discovered therein.

Watson Library serves as the archive for the official and unofficial records of Wilmington College, and we seek to collect, preserve, and make available for research, sources that document the history of Wilmington College and its cultural surroundings in Southwest Ohio. As a part of our cultural preservation efforts, Watson Library is also the home of the Quaker Rare Collection, including the archives of Ohio Valley Yearly Meeting and Wilmington Yearly Meeting.

Watson Library is a member of the OPAL and OhioLINK library consortia which provide valuable privileges such as online requesting and delivery of materials from other member libraries, walk-in borrowing at any OPAL or OhioLINK member library, an extensive array of online research databases, and online video and e-book collections. Materials not available via OPAL or OhioLINK are requested through Interlibrary Loan, a Loan Service that locates materials from libraries anywhere in the United States. Watson Library offers wireless internet throughout the building. The Library also provides access to photocopying machines, computers with campus network internet access, printers – both color and black and white, and digital scanning.

Special Collections (including College Archive and Quaker Collections)

The Library houses the College Archive and Quaker Collections.

The College Archive preserves materials that document the history and development of Wilmington College, such as student newspapers, yearbooks, committee minutes, photographs, and departmental files. Student organization donations of publications, documents, and media are encouraged. The Quaker Collections contain several thousand books, pamphlets, and selected periodical titles related to Quaker history, philosophy, thought, and practice. Items that circulate are housed in the Ellen C. Wright Quaker Reading Room. Original records of the Wilmington Yearly Meeting and the Ohio Valley Yearly Meeting are preserved in the Quaker Rare Collection, along with early published materials. Quaker family genealogies are on long-term loan to the Clinton County History Center.

Quaker Rare and College Archive Collections are available by appointment only. Contact the Public Services desk: 937 – 481 – 2345 or library@wilmington.edu to arrange an appointment with a Librarian.

Student Resource Center

Robinson Communication Center 103

Ext. 208

The Student Resource Center offers interdisciplinary learning assistance through a variety of services to help students become more efficient and effective learners. All services are free to Wilmington College students.

The services are:

- Peer tutoring – student-to-student support in most classes
- Quaker Writing Center – an appointment service for help with writing assignments
- Math Center – a drop-in or appointment service for help with math or math-related courses
- Supplemental Instruction – group study sessions that integrate learning strategies with course content
- Accessibility and Disability Services – support (such as extended time on tests) for students with documented disabilities
- Quaker Cupboard – provides non-perishable food, household, and personal hygiene items for students in need

Student Success Center (SSC)

Robinson Communication Center (RCC) 114

College is exciting and isn't always easy, but you don't have to tackle it alone! The Student Success Center (SSC) is here to help you sharpen your study skills, stay organized, set goals, and keep moving forward. We provide personalized support, practical strategies, and a welcoming space to build your confidence and resilience.

The Student Success Team works with your professors, advisors, and coaches to ensure you thrive inside and outside the classroom. Plus, we'll guide you to the right campus resources – tutoring, advising, wellness services, career support, and more – so you have everything you need to make the most of your Wilmington College experience!

Got questions? Need some advice? Looking for a supportive community? We've got you covered.

For more information, contact WCStudentSuccessCenter@wilmington.edu or stop by RCC 114.

Student Underground Game Room

Pyle Center, Underground

The Underground Game Room is accessible to the College community during operating hours. Amenities include: pool tables, ping pong, air hockey, shuffleboard, poker table, Golden Tee arcade, NFL Blitz arcade, several other arcade style game consoles, televisions with available hookups for gaming systems and/or streaming services, and other recreational offerings. The Underground Game Room also houses the WC Esports computer systems.

The Game Room can be reserved for public and private events.

Game Room hours are posted on the tv monitors around campus as well as on the door to the Game Room.

Vending Machines

Soft drink and candy machines are located in most residence halls and in most classroom buildings, including:

- Marble Hall
- Boyd
- Robinson Communication Center
- College Hall
- Friends Hall
- Austin/Pickett
- Hermann Court
- CSS
- CSA
- Pyle (Main Floor)

All machines take both cash and credit card for purchases. If you experience any issue with vending, please contact the Wilmington Dining office at 937-481-2218 or email us at dining@wilmington.edu.

Vice President, Chief Student Affairs Office/Dean of Students

Pyle Center, Office 8 and 9

Ext. 339 and 270

The Vice President, Chief Student Affairs Officer is responsible for the Student Affairs Division, which includes the Campus Ministry; Health Services and Counseling Services; Cove Spirit Shop; Dining Services; Engagement; Fraternity & Sorority Life; Housing and Residence Life; Office of Mission, Value and Purpose; Service and Civic Engagement; Student Activities; Student Success; and the Mail Room. Through the Vice President, Chief Student Affairs Officer, the Student Affairs Division is responsible for administering the student judicial process and for New Student Orientation, Family Weekend, Student Recognition, the Senior Luncheon and other events and activities. The Student Affairs office advises the Greek system, the Activities Programming Board (QAC), and the Student Government Association (SGA). Peer Mentors, the College's Mediation and Service-Learning Programs, the Summer Leadership Plunge, and Commuter Services are also part of the Division. Any questions or concerns regarding student services-related issues should be directed to this office.

SA - Student Engagement Opportunities

Download and access the Modern Campus Involve app for an updated list of all the active organizations and events throughout the school year.

*The organizations below are active as of June 2026.

Active Minds
Ag Communicators of Tomorrow (ACT)
Ag Ed Society
Ag Lobby
Aggies & Collegiate 4-H
Amnesty International
Animal Science
Anime Club
Asian Student Association
ASL Club
Billard's Club
Black Student Initiative (BSI)
Book Club
Clay Target Club
Collegiate Farm Bureau
Delta Omega Theta
Delta Tau Alpha
Delta Theta Sigma
DubC FirstGen
DubC Revival
EmpowHER
Equine Judging Team
Esports Club
Faith in Action
Farmhouse
FCNL Campus Chapter
Gamma Beta Eta (Lil Sis)
Gamma Phi Gamma
Indigenous Student Association (ISA)
International Club
Jewish Culture Club
Kappa Delta Sorority
Lambda Chi Alpha
Latinx Student Association
Men's Volleyball Club
Model Arab League
Morgan's Message

Plant and Soil Society
Poultry Club
Quaker Activities Council (QAC)
Quaker Leaders Scholars
Resident Student Association (RSA)
S.P.O.R.T.S. Club
Service Leader Executive Board (SLEB)
Sigma Alpha
Sigma Zeta
STEM Society
Student Athlete Advisory Council (SAAC)
Tau Kappa Beta
The Bridge
The WC Education Club
Veterinarians of Tomorrow (VOT)
WC Connections
WC Line Dancing Club
WC Pride
Wilmington College Crochet Club
Wilmington College Delight
Wilmington College Disc Golf
WC HESPA
Wilmington College History Council
Wilmington College Pollinators Club

