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Our Mission

To continue the Wilkes tradition of liberally educating our students for lifelong learning and success in a constantly evolving and multicultural world through a commitment to individualized attention, exceptional teaching, scholarship and academic excellence, while continuing the University’s commitment to community engagement.

Our Vision

Wilkes University will provide exceptional educational experiences that transform students and develop innovations through scholarly activities that lead to national recognition and shape the world around us.

Our Values

**Mentorship:** Nurturing individuals to understand and act on their abilities while challenging them to achieve great things.

**Scholarship:** Advancing knowledge through discovery and research to better educate our constituents.

**Diversity:** Embracing differences and uniqueness through sincerity, awareness, inclusion and sensitivity.

**Innovation:** Promoting creative scholarly activities, programs, ideas and sustainable practices.

**Community:** Appreciating and collaborating with mutual respect to foster a sense of belonging.

Institutional Learning Objectives:

*Adapted by faculty November, 2007*

Students will develop and demonstrate through coursework, learning experiences, co-curricular and extracurricular activities:

1. the knowledge, skills and scholarship that are appropriate to their general and major field areas of study.
2. effective written and oral communication skills and information literacy using an array of media and modalities.
3. practical, critical, analytical and quantitative reasoning skills.
4. actions reflecting ethical reasoning, civic responsibility, environmental stewardship and respect for diversity.
5. interpersonal skills and knowledge of self as a learner that contribute to effective team work, mentoring and life-long learning.
An Educated Man or Woman:

• Seeks truth, for without truth there can be no understanding;
• Possesses vision, for vision precedes all great attainments; is aware of the diversity of ideas and beliefs that exist among people;
• Knows that progress requires intellectual vigor, moral courage and physical endurance;
• Cultivates inner resources and spiritual strength, for they enrich our daily living and sustain us in times of crisis;
• Has ethical standards which form the basis for creating and maintaining personal and public relationships;
• Respects the religious convictions of all;
• Participates constructively in the social, economic, cultural and political life of the community;
• Communicates ideas in a manner that assures understanding, for understanding unites us all in our search for truth.

Foreword

This Student Handbook is designed to provide Wilkes students with an overview of the University — its people, programs, policies, and procedures. The Handbook and other University publications provide significant information all students should know, and students are responsible for the information and regulations outlined within. The Student Handbook is published by the Office of Student Affairs.
About Wilkes University

The institution we know today as Wilkes University began in 1933 when Bucknell University established its Junior College in Wilkes-Barre, Pennsylvania. Bucknell University Junior College (BUJC) attracted eager, highly motivated, and able young persons, virtually all of whom were the first members of their families to benefit from higher education. The Junior College also received support and encouragement from leading members of the Wilkes-Barre community. The stately mansions that are now used as residence halls and offices are a testament to the tradition of community service and generosity characteristic of the Wilkes-Barre area’s leadership.

In 1947, Wilkes College was instituted as an independent, nondenominational four-year college, with programs in the arts, sciences, and a number of professional fields as well as a full program of extra-curricular activities. Designation as Wilkes University in 1990 capped an eventful and productive half-century of development and signaled the beginning of a new era of progress as an increasingly distinguished and prominent academic institution.

Wilkes University further distinguished itself in 1996 when the eagerly anticipated School of Pharmacy opened. Three years later, through a generous gift from Mrs. Geraldine Nesbitt Orr, the Nesbitt School of Pharmacy at Wilkes University was established.

In 2004, the Jay S. Sidhu School of Business & Leadership opened its doors with a unique program that emphasizes not only business skills, but also the value of cognitive and emotional intelligence.

In 2005, the "new" Henry Student Center was expanded and the University purchased an 80,000 square foot building in downtown Wilkes-Barre adding administrative and student recreation space to the campus. In 2012, ground was broken along South River St. for a new science building (The Cohen Science Building) which opened in the Fall Semester, 2013 to accommodate growing and changing needs in the sciences. In the Fall Semester, 2014, the Sidhu School of Business relocated to a newly renovated, prominent space on South Main St.

The University has also extended its boarders beyond Wilkes-Barre, opening facilities in the Poconos and Mesa, Arizona. Wilkes also continues to expand its online program offerings.
Notice of Nondiscrimination

Wilkes University is committed to providing a welcoming environment for all members of our community and to ensuring that all educational and employment decisions are based on individuals’ abilities and qualifications.

Wilkes University prohibits discrimination in its educational programs, employment, admissions or any activities on the basis of race, color, national or ethnic origin, age, religion, disability, pregnancy, gender, gender identity and/or expression, sexual orientation, marital or family status, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local laws. Discriminatory conduct including sexual harassment and other sexual misconduct or violence such as rape, sexual assault, sexual exploitation and coercion will not be tolerated.

Consistent with this principle, Wilkes University will comply with state and federal laws such as the Pennsylvania Human Relations Act or other applicable state law, Title IX, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Ethnic Intimidation Act of 1982 (P.L. 537-154) and other laws that prohibit discrimination.

Any member of the Wilkes University community has the right to raise concerns or make a complaint regarding discrimination under this policy without fear of retaliation. Inquiries about this policy statement may be addressed to the University’s Title IX coordinator. Anonymous complaints may also be made by reporting online at: WilkesU.ethicspoint.com

Any questions or concerns should be addressed to the University’s Title IX Coordinator:

Justin Kraynack
Chief Risk/Compliance Officer
Wilkes University
148 South Main Street
Wilkes-Barre, PA 18766
T (570)408-4554

or Deputy Coordinators:

Philip Ruthkosky, Ph.D.
Associate Dean for Student Affairs
Wilkes University
2nd floor, Passan Hall
Wilkes-Barre, PA 18766
T (570)408-4108

Joseph Housenick
Chief Human Resources Officer
Wilkes University
141 South Main St.
Wilkes-Barre, PA 18766
T (570)408-4631
**Graduation and Persistence Rates**

Information regarding graduation and persistence rates as required by the Students’ Right to Know Act is available at the Office of Student Affairs, the Registrar’s Office, the Office of Admissions and the Athletic Director’s Office. Consistent with law, this information is disseminated according to regulations.

**Federal and State Act Compliance**

The Department of Public Safety at Wilkes University prepares and distributes the “For Your Safety” annual safety and security report. This document is prepared in compliance with Act 73 of 1988 of the Commonwealth of Pennsylvania and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 USC 1092(f). This report is available in hard copy format upon request during normal business hours at the Department of Public Safety, 148 S. Main St.; the Office of Admissions, Chase Hall, Reception Area; and the Office of Student Affairs, Passan Hall, Reception Area. An electronic copy of this report is available on the University website. Additionally, daily logs and crime logs are available for review during normal business hours at the Department of Public Safety.

Any questions regarding this report and the specific requirements of the Acts that govern its production can be addressed to the Department of Public Safety, ext. 4984

**Statement of Disclaimer**

Insofar as possible, the information in this Handbook is complete and accurate as of the date of publication. Wilkes University reserves the right to amend any administrative or academic policy or disciplinary regulation described in this Handbook without prior notice to persons who might thereby be affected. Information about expenses, fees, and other charges applies to the academic year 2015–2016. The University reserves the right to change any provisions or requirements, including tuition and fees, at any time within the student’s term of residence.
Alma Mater

Words and Music by Eleanor C. Farley

Wilkes, our Alma Mater,
We pledge our hearts to thee,
Honor, faith, and courage,
Truth and loyalty.
In our work as in our pleasure
Guide us as a friend;
We shall always love thee,
Loyal to the end.
Thou shalt lead us onward
In search of finer things.
May we find the wisdom
That thy spirit brings.
May our deeds of love and service
Ever swell thy fame —
Wilkes, we stand to greet thee!
Glory to thy name!
STUDENT LIFE

Office of Student Affairs

Contacts: Paul Adams, Ph.D., VP for Student Affairs; Mark Allen, Ph.D., Dean of Students; Philip Ruthkosky, Ph.D., Associate Dean, Gretchen Yeninas, Associate Dean

The Office of Student Affairs is responsible for all aspects of the following offices: Athletics, Career Services, University Health and Wellness Services, Residence Life, Student Development, Civic Engagement, Campus Interfaith Office, Financial Aid, Cooperative Education and Internship Office, the Center for Global Education and Diversity, the Learning Center, Advising Services, Act 101, and Upward Bound. The Office of Student Affairs coordinates activities in the interest of providing quality services for all Wilkes students.

The Office of Student Affairs, as a full partner in the educational mission of the University, is dedicated to helping students reach their fullest potential by creating programs complimentary to and supportive of those of the academic departments.

The Deans of Student Affairs consider the counseling of students their most important role and are available to discuss academic, health, financial, or social concerns.

Athletics

Contact: Adelene Malatesta, Athletic Director

Wilkes sponsors an active intramural sports program as well as intercollegiate competition in 20 varsity sports. Varsity programs for women include basketball, cross country, field hockey, soccer, softball, lacrosse, tennis, swimming, golf and volleyball; men compete at the varsity level in baseball, basketball, football, golf, soccer, lacrosse, tennis, swimming and wrestling. Varsity teams compete at the Division III level.

Wilkes places the highest priority on the overall quality of the educational experience and on the successful completion of the student’s academic programs. The University seeks to establish and maintain an environment in which a student-athlete’s athletic activities are conducted as an integral part of the educational experience. The athletic program’s philosophy is to establish and maintain an environment that provides for the health and welfare of the student-athletes, values, cultural diversity, gender equity, principles of fair play and amateur athletics competition among its participants and staff.

The University is a member of the Freedom Conference, the Eastern Collegiate Athletic Conference (ECAC), the National Collegiate Athletic Association (NCAA), and the Middle Atlantic Conference (MAC).
**Fall (2015)**

Football ............................................................................................................................ Trey Brown

Soccer, Men’s ................................................................................................................. Philip Wingert

Soccer, Women’s ............................................................................................................. John Sumoski

Field Hockey .................................................................................................................... Sara Myers

Volleyball .......................................................................................................................... Joe Czopek

Cross Country, Men’s ....................................................................................................... Nick Wadas

Cross Country, Women’s ................................................................................................. Nick Wadas

**Winter (2015–2016)**

Basketball, Men’s ............................................................................................................ Izzy Metz

Basketball, Women’s ....................................................................................................... Christopher Heery

Wrestling ............................................................................................................................ Jon Laudenslager

Swimming, Men’s ............................................................................................................. Mark Barnes

Swimming, Women’s ....................................................................................................... Mark Barnes

**Spring (2016)**

Baseball ............................................................................................................................. Matthew Hollod

Golf, Men’s ....................................................................................................................... Guy Rothery

Golf, Women’s .................................................................................................................. Harry Armstrong

Lacrosse, Women’s .......................................................................................................... Kammie Towey

Lacrosse, Men’s ............................................................................................................... Curtis Jacques

Tennis, Men’s ..................................................................................................................... Chris Leicht

Tennis, Women’s ............................................................................................................... Chris Leicht

Softball .............................................................................................................................. Sara Maulorico

**Bookstore**

*Contact: Manager (570)208-4700*

Wilkes University’s bookstore provider is Barnes & Noble College Booksellers Inc., which is located in the Innovation Center on South Main Street. There is also a full service website to order textbooks which can be accessed at wilkes.bncollege.com. Books are available new, used, and in digital formats and can be sold back when they are no longer needed. Book rentals are also available for several courses.
The bookstore offers a full selection of general trade books, featuring discounted best sellers, bargain books, and a local author section. There is a full-service café featuring Starbucks products with a large seating area featuring periodic entertainment and open mic nights. The bookstore also houses a spirit shop featuring Wilkes spirit logo merchandise, and sells residence hall and school supplies.

**Campus Counseling Service**

*Contact: Melissa Gaudio, Campus Counselor; Susan Biskup, Campus Counselor*

Campus Counseling, a part of Health and Wellness Services, provides on-campus, confidential assessment and counseling for Wilkes University students experiencing personal problems. Campus Counseling offers individual and group counseling for a wide range of problems, including those related to stress, academic anxiety, relationship difficulties, depression, and drug and alcohol abuse. Referrals to off-campus caregivers can be arranged.

In addition to this counseling focus, Campus Counseling offers growth-oriented programs such as stress and time management, weight-control, and various in-residence hall presentations. Office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. Campus Counseling is located on the first floor of Passan Hall and appointments can be made by phoning extension 4730 or by coming into the office. Students may opt to take an anonymous, free online screening for a number of mental health related issues at: [www.mentalhealthscreening.org/screening/WILKES](http://www.mentalhealthscreening.org/screening/WILKES)

**Campus Media and Publications**

Students publish *The Beacon*, a weekly newspaper; the *Manuscript*, a literary magazine; *Amnicola*, the University yearbook. There are opportunities for students on the editorial, art, and business staffs. A subscription to *The Beacon* is paid for through University funds. It is distributed to students.

The University also maintains an F.M. radio station, WCLH, which broadcasts daily at 90.7 MHz and a cable television channel, broadcast on Service Electric. Interested students are invited to participate.

**Office of Public Safety**

*Contact: Christopher Jagoe, Chief*

The Office of Public Safety is part of the Facilities Department which is led by a director who reports to the Vice President of Finance and General Counsel. The administrative offices and Public Safety Desk are located on the ground floor of the parking garage located at 148 South Main St.. The Office of Public Safety provides uniformed services twenty-four hours a day, seven days a week. This office consists of a Manager, 21 full-time officers and 2 part-time officers, plus 6 Communications Officers, responsible for
handling incoming calls and dispatching officers. Public Safety Officers make regular patrols of the University grounds and buildings by foot, bike and vehicle.

The Office of Public Safety employees attend mandatory training sessions. They are PA Act 235 certified and have detaining powers. All Public Safety Officers are apprised of and enforce the policies governing Wilkes University. Each employee is trained in basic emergency medical procedures, first aid, and cardiopulmonary resuscitation within six months from the date of hire. The University Public Safety Department has thirteen officers who have Pennsylvania Act 120 training, which is required of municipal police officers in the state. These officers carry firearms while on duty. Act 120 training requires more than 700 hours of comprehensive training covering every aspect of law enforcement and firearm management.

The Office of Public Safety cooperates with state and local law enforcement agencies and maintains an excellent working relationship with the Wilkes-Barre and Edwardsville Police Departments. Incidents involving violence, property loss or felonies are reported to the local police department. All incidents are recorded and kept on file.

Everyone is encouraged to report any and all incidents to the Office of Public Safety. A member of the department is then sent to the scene where he/she evaluates the situation and takes the appropriate action. In the event of an emergency, prompt communication is used to inform the appropriate administrators. The Public Safety Office is a part of the University Service Center and is linked to all University buildings by calling extension 4999 or ‘0’ for assistance. Wilkes University is considered private property and access to its facilities or its programs is restricted to those individuals who have justification for being present on campus. Identification and monitoring procedures are utilized when required.

The Department of Campus Support Services offers several safety and security programs to its students, faculty, staff, and administration.

_C.A.R.E._ - _Campus Advisory Reporting Extension_

“Campus Advisory Reporting Extension” or “CARE” is a program designed to allow students and employees to phone in anonymous information regarding safety and security concerns (e.g. potentially dangerous situations, suspected criminal activity, etc.) both on campus and in the community.

If making the report from an on-campus phone, dial CARE (2273); or if making a report from an off-campus phone, dial 570-408-CARE (570-408-2273). All calls will be fielded by a digital answering machine which will not be able to identify the incoming caller’s extension or phone number.

Each message received will be handled by one of the Managers or by the Director for Capital Projects and Planning, depending on the concern. Additionally, each message will be logged and given its due attention and follow-up.
Campus Community Notifications

Campus Community Notifications is a program designed to notify the Wilkes Community of any safety and/or security issues on campus or in the surrounding community.

Notifications are posted using several methods depending on the type and/or severity of the issue. A system of printed fliers, announcements on the Wilkes Portal under the heading of “Urgent News” and text messages are issued in a timely manner. All messages will include a description of the issue and safety and security tips.

The text messaging system is an added feature for issuing notices. No one should depend solely on the system. Always refer to My Wilkes Portal, Wilkes University website, and Public Safety at 408-4999 (ext. 4999) for emergency announcements. While Wilkes community members are encouraged to enroll in the text messaging system it is a voluntary program, enrollment is not mandatory. Text messaging fees may apply depending on the user’s cellular phone service. A link is provided on My Wilkes Portal to the text messaging system enrollment page. Please refer to all disclaimers on the enrollment page before enrolling.

Safe Escort Service

The Wilkes University Office of Public Safety operates a “Safe Escort Service” on campus for any member of the University Community who requires an escort from dusk until dawn. This escort may consist of a vehicle or walking escort depending on the activities at the time of the call. During busy periods, callers may experience a delay in the arrival of the escort; escorts are provided for safety, not convenience. To request an escort, dial the Public Safety Office at ext. 4999.

Shuttle Schedule

Contact: Paul Kaspriskie, Manager

The Wilkes University Office of Campus Support offers a shuttle service, which is available to all students. The times and route are listed below.

Shuttle Times:

- Monday - Friday: 7am to 6pm

Shuttle Route:

1. Ralston Field
2. Evans Hall
3. Bookstore (during store open hours of 8am to 9pm)
4. UCOM & University Towers Crosswalk
5. Henry Student Center
6. Weckesser Hall

7. Return to Ralston Field

Shuttles will depart Ralston Field and the Student Center every 30 minutes. Stops at the Bookstore on the return trip to Ralston Field are by request only. Please inform the driver if you are traveling to the Bookstore.

Career Services

_Career Services_, located in Conyngham Hall, 130 S. River Street, 2nd floor, is the liaison between Wilkes and potential employers. Services are offered to assist students at all stages of career development, from freshman to senior year. They include career counseling and interest assessment for career decision making; assistance in interview and resume preparation and job search strategies; professional development seminars and events. CAR 101 and CAR 198 are two free elective courses offered to assist with Career Planning.

Students are encouraged to participate in on-campus interviews with human resource recruiters from business and industry, job fairs sponsored jointly by the NPEC Employment Consortium of Colleges and Universities, and varied major-specific career development programs. Graduate school guides and related testing information are also available.

The office maintains a credentials and resume referral service for students and alumni, and posts employment information for alumni and undergraduates via the Career Resource Library, the Career Services Website at _www.wilkes.edu/career_, and varied internet career testing and resume referral services. Students should register with the office to obtain these services.

Conscientious planning is essential in choosing a career goal and obtaining employment in a desired field. The programs offered by Career Services can help ensure students successful transitions into their careers. For an appointment, call 570-408-4060.

Student Center

_Contact: Tiffany Stacy, Student Development Office Assistant_

_Melissa Howells, Coordinator of Student Development_

As the center of University community life, the Student Center complements the academic experience through a variety of cultural, educational, social and recreational programs.

The three-story building houses a food court, cafeteria, student lounge, student organizations suite, meeting facilities, entertainment room, information desk, campus post office, multicultural lounge and ballroom. In addition, the Student Development
Office, Campus Interfaith Office, Adventure Education Office, Cooperative Education and Internship Office, Leadership Development Center, and Office of Civic Engagement are located there.

Any campus organization wishing to reserve space in the Student Center should contact the Office of Student Development at ext. 4111. Reservations are provided on a first-come, first-served basis.

**Health and Wellness Services**

*Contact: Diane O’Brien, Director*

The Wilkes University Health and Wellness Services Office provides routine health services for students, staff and faculty. Located on the first floor of Passan Hall, it is staffed by a certified nurse practitioner and a registered nurse. Referrals are made to local physicians as deemed necessary. Office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m.

The staff is available for emergencies during hours of operation. Clinic hours (for care of routine illnesses) will be posted at Health Services and published through campus media.

There is a $10.00 fee for all antibiotics, otherwise there is no charge for routine service rendered. Students are responsible for costs incurred at any physician’s office or hospital unless those costs are covered by health and accident insurance.

As a convenience for students laboratory tests, which include routine blood studies, can be done at the University Health Center. Tests are completed at a local diagnostic center with the results returned to the Health Center.

Health Services is affiliated with the Family Care Center, 2 Sharp Street, Kingston. Upon completing a thorough assessment, the nurses will call the Family Care Center for referral when necessary. Transportation to health care providers is available to students, at no cost, through the Health Services Office. In the event of an emergency, ambulance service is provided through Health Services, Residence Life, or by contacting Public Safety. A resident physician is also available in the Health Services Office Mondays from 1-4 p.m. and Wednesdays from 9 a.m.-12 p.m. In case of illness or emergency, notify Health Services and we will make arrangements for you to be seen as soon as possible.

At times when Health Services is closed, the Residence Life staff has a list of physicians in the area.

Wilkes University requires proof of insurance coverage by each resident student and athlete prior to the start of the academic year. If a student is unable to obtain medical coverage through other means, they may participate in the University’s Student Accident and Illness Program. Contact information for the insurance program is available on the Health and Wellness Services’ website.
Students With Disabilities

Contact: Katy Betnar, Director, University College Learning Center

To meet the needs of our students with disabilities and to comply with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990 (ADA), amended in 2008 with the ADA Amendments Act of 2008 (ADAAA), Wilkes University maintains reasonable accommodations within classrooms and residence halls for students with physical and learning disabilities. Such accommodations are made, whenever reasonably possible, to allow students with disabilities to undertake tasks essential to their programs of instruction.

Services for students with disabilities are coordinated by the Office of Student Affairs and University College in cooperation with Health Services, the University Learning Center, Food Services, Registrar’s Office, and Office of Campus Counseling. Students who have a specific permanent disability or a temporary disability are encouraged to seek the assistance of personnel in these offices.

A number of campus buildings are architecturally accessible for students with disabilities. Chase Hall, which houses the Admissions Office, is serviced by a ramp to facilitate entrance to the building. Residence hall accommodations for disabled students are available in University Towers, Fortinsky, Roth and Evans Hall.

The Student Center is accessible from both main entrances and has elevator access to all floors. Conyngham Hall, which houses the University Learning Center, is equipped with a ramp and an elevator that services all three floors. Cohen Science Center, Stark Learning Center and Breiseth Hall, the main classroom buildings of the campus, have automatic doors and are elevator-equipped.

The Dorothy Dickson Darte Center for the Performing Arts is accessible from the West River Street entrance and the rear entrance of Darte Hall, which adjoins the Center for the Performing Arts. The Marts Center, housing the Henry Gymnasium, meeting and conference rooms, the weight room and activities rooms, is equipped with an elevator that services all floors of the facility.

The Registrar’s Office, the Financial Aid Office, and the Financial Management Office, located at 141 S. Main St, is a facility accessible for students with disabilities. The Farley Library has a ramp at the main entrance which gives accessibility to that building. The Library elevator gives access to all floors of the building. Students who have a permanent or temporary disability can expect that the University will make the necessary accommodations to meet their needs in terms of relocating classes to classrooms that are accessible to them. Students have the obligation of notifying the Registrar or the Deans of Student Affairs and University College should such accommodations need to be made. Similarly, employees of the University faculty and staff will meet with any student if the office from which they conduct business is not accessible to the student. The student can make the necessary arrangements by contacting the staff person by phone from the lobby of the Student Center. A personnel directory is available at the information desk. Students with a permanent disability should contact the Public Safety Office located on the ground floor of the parking garage.
on S. Main St. to make arrangements to obtain a parking permit for campus and university-owned parking lots. Students with a temporary disability should request assistance from the Director of Health Services in applying for a temporary parking permit through the Public Safety Office.

Documentation of a disability is required for students requesting specific accommodations, and assessment must have been completed during the past two years by a psycho-educational specialist. Identification and documentation of a disabling condition is the sole responsibility of the students. Documentation guidelines can be found under the Disability Support Services link on the university website.

Documentation of a disability must be furnished to University College in Conyngham Hall. Once a student receives certification, an individual academic support plan will be developed. Once certified as eligible to receive accommodations, students must request specific accommodations at the start of each semester.

**Center for Global Education and Diversity**

*Contact: Georgia Costalas, Executive Director*

The Center for Global Education and Diversity fosters Wilkes’ mission of educating students “in a constantly evolving and multicultural world,” through the cooperation among, and the individual operations of, the four offices: Global Education (Study Abroad), Diversity Initiatives, Intensive English Program, and International Student Services. Each area of the Center advises and advocates for groups of students: underrepresented minorities, students who are going abroad to study, non-native speakers of English, and international students who have come to the US to study at Wilkes.

The Center brings diversity and a global perspective to the Wilkes community by sponsoring campus-wide programs to develop a broader understanding of the world. Providing support in matters of diversity, internationalization, and globalization, the Center is an important resource and support for all areas of the University. Services provided include:

- support for students from underrepresented groups such as women, ethnic and religious minorities, gay/lesbian/transsexual/transgender, and individuals with disabilities
- support for international students, faculty, and staff
- Study Abroad experiences for students and faculty
- support for faculty and students interested in the globalization of higher education
- the Intensive English Program (IEP) for non-native English speakers who need to improve their English language skills
- multicultural programming
- reserving the Savitz Multicultural Lounge in the Henry Student Center
Office of Diversity Initiatives

Contact: Erica Acosta, Associate Director for Diversity Initiatives

The Office of Diversity Initiatives (ODI) serves as the liaison and secondary advisor for students from underrepresented populations. ODI provides and supports cultural awareness for all students through a series of events and programming on and off campus throughout the academic year. Our programs include Welcome to our Neighborhood, Night on the Town, Diversity Week and celebrations of commemorative months. The office provides Safe Space awareness, Ally training and diversity training to create a more inclusive environment.

International Student Services

Contact: Jonathan Summers, Associate Director of International Student Services

The Center's International Student Services staff advises international students on academic, cultural, and personal issues, as well as helping with immigration and visa information. ISS provides an orientation to life in the United States and the American education system; assists students in dealing with a variety of offices and constituencies including U.S. and foreign government agencies, campus offices and departments, and the community. ISS provides activities and events to foster intercultural learning and to facilitate interaction and exchange between international and domestic students.

Intensive English Program

Contact: Dr. Kimberly Niezgoda, Director of IEP Services

The mission of the Intensive English Program (IEP) at Wilkes University is to provide quality academic instruction in English as a second language (ESL) to both international and other English-language learning students planning to pursue university studies in the United States. To this end, the IEP includes curriculum, certified faculty, classroom materials, and teaching methods that are well grounded in both theory and practice and based on the latest research findings in the field of second language learning and teaching. This fully accredited program aims:

- Provide high quality English language instruction;
- Prepare students for further academic study in the U.S. through a well-articulated curricula;
- Provide English language instruction for personal growth;
- Provide students with the guidance they need to successfully reach their academic or professional goals;
• Provide highly qualified faculty who encourage academic success and provide leadership in the areas of intercultural understanding and cooperation;
• Provide learner-centered instruction to meet student academic needs;
• Provide services relating to admission, counseling, academic life, and the general success of international students attending Wilkes University.

All policies and governances found within this handbook apply to all students participating in the IEP at Wilkes University.

Campus Interfaith

Contact: Caitlin Czeh, Coordinator of Campus Interfaith

The statement developed by the faculty, “An Educated Man or Woman,” enunciates the goals of the development of spiritual strength, ethical standards, and maintaining the respect for the religious convictions of all people. We recognize this need and encourage students to grow in spiritual and religious directions.

Houses of worship of many denominations surround campus and there are also on-campus opportunities to worship. We support and encourage student participation in the religious and spiritual tradition of their choosing.

The Campus Interfaith Director, located in the Student Center, can assist students in finding the closest house of worship of their choosing, as well as providing opportunities for students to gather for fellowship, study, and service.

Sordoni Art Gallery

Contact: Brittany Kramer DeBalke, Assistant Director

The Sordoni Art Gallery, established in 1973 by The Andrew J. Sordoni Foundation, Inc., is located in Stark Learning Center. This modern facility presents exhibitions that enrich campus and community life. Exhibitions are supplemented by lectures, tours, demonstrations, and related arts programs. A growing permanent collection embraces all media but is particularly strong in 19th and 20th century American paintings. The print collection includes works of old masters as well as contemporary artists. The Gallery is a particularly valuable study facility for students. Hours are from noon to 4:30 p.m. Tuesday through Sunday, or by appointment.
Student Mail

Contact: James Yeninas, Supervisor

The mailroom, which is located on the second floor of the Henry Student Center, is open from 8:30 A.M. till 4:30 P.M. Monday through Friday, and is the central receiving location for all university mail and packages. Neither USPS nor UPS, FEDEX, etc. will deliver to a residence hall address. All on-campus students are assigned a mailbox. All students’ mail should include the following information:

Name and box #  
84 West South Street  
Wilkes-Barre, Pa. 18766  

This box will remain open for as long as the student resides on-campus. If the student withdraws from the university or moves off campus, their mailbox will be closed. It is advised that students notify the mailroom of their new address so that their mail maybe forwarded correctly.

Incoming mail is sorted into student boxes each day, but depending on the time it arrives at the university and the volume received, this process may not be completed until noon or later.

Postage stamps are available for purchase for students wishing to send letters or packages. The mailroom is also able to ship packages via UPS. Students may also drop off any pre-paid UPS, FEDEX, etc. packages for shipment.

IMPORTANT SECURITY REMINDER: If family or friends are sending money through the USPS, please send checks or money orders only, no cash or gift cards. Also, it is the responsibility of students to make sure their mailboxes are locked after retrieving their mail to avoid possible theft.

Veterans Affairs

Contact: Lt. Col. Mark Kaster (USAF, Retired), Veterans’ Counselor

Students who are eligible to receive Veterans educational benefits should contact the Student Services Center. Wilkes University has two certifying officials in the Student Services Center to process the veterans’ benefits information. Applications for VA educational benefits for new students should be completed at least six weeks prior to the start of classes.

Veterans Assistance programs provide a wide range of benefits to those who have served their country in the Armed Forces, and, in some cases, to the dependent children of a veteran. Interested persons should contact their local VA Office to obtain information concerning GI Education Assistance, Veterans Education Programs, Veteran Rehabilitation, Veteran Educational Loans, the Veterans Work-Study Program, and other sources of Veterans Assistance.
For specific benefits questions, you can contact the VA by calling 1-888-442-4551.

- All Veteran students MUST apply online at http://www.benefits.va.gov/gibill/
- Each student will then receive a Certificate of Eligibility (COE) in reply to their application.
- Send a copy of the COE and the DD-214 to:
  
  Wilkes University  
  Student Services Center  
  Attn: VA Certifying Officials  
  84 West South Street  
  Wilkes-Barre, PA 18766

- All VA students who are eligible and registered for classes MUST email Onestop@wilkes.edu with their file number and chapter eligibility.
- Veteran students must notify the Student Services Center when there is a change in their credit load or program.
STUDENT DEVELOPMENT

Contact: Philip Ruthkosky, Ph.D., Associate Dean

The Student Development Office offers a wide array of educational and social experiences that enhance the quality of student life and learning. A few of the programs offered include the Cultural Series, Adventure Education, and the Weekend Entertainment Series. The Cultural Series introduces students to the world of art and performance by providing opportunities for students to experience visual art, music, theater and dance both locally and in larger Metropolitan areas such as New York City, Philadelphia, and Washington D.C. The Adventure Education program is an alternative learning experience designed to challenge students to engage in physically demanding activities (i.e. – rock climbing, white water rafting, and hiking) that emphasize wellness and provide practical leadership tools and lessons on teamwork. The Weekend Entertainment Series gives students a variety of low-cost entertainment options to choose from each weekend. In addition, there are also several day trips offered each semester.

Leadership Institute

Contact: Melissa Howells, Coordinator

The Student Affairs Leadership Institute, which functions as a coordinating body for all Student Affairs leadership programs, provides continuous opportunities to enhance the leadership skills of students and other members of the community. Programs offered by the Institute include: the high and low leadership ropes courses, a leadership speakers series and honor society, training for club leaders, and leadership testing.

University Clubs

Contact: Melissa Howells, Coordinator

A listing of current active clubs can be accessed at: http://www.wilkes.edu/campus-life/clubs-organizations/

The co-curricular activities available depend greatly on the interests and energies of students. Wilkes recognizes more than 60 clubs and organizations of various purposes whose primary function is to entertain, inform and stimulate all members of the campus community. Most campus organizations actively seek student support and participation—all on a voluntary basis. Student initiative and enthusiasm are key to what each organization accomplishes and achieves.

The University requires that all campus organizations be open to all students; consequently, groups that are exclusive do not exist. All students work in cooperation with faculty advisors, the Office of Student Development and the Dean of Students. The assignment of the advisors to campus organizations is subject to approval by the University President.
To receive additional information about a specific organization, contact the Student Development Office at extension 4645, or visit the student activities website, available via the Wilkes home page, [http://www.wilkes.edu/activities](http://www.wilkes.edu/activities)

**Student Government**

*Contact: Anthony Fanucci, President*

*Advisors: Dr. Mark Allen, Dr. Philip Ruthkosky, Elizabeth Swantek*

**Student Government** (SG) is the main student governing organization on campus. The SG office is located on the first floor of the Student Center, extension 2910. Membership consists of six elected representatives from each class; the Commuter Council, Programming Board, Multi-Cultural Student Coalition and Inter-Residence Hall Council presidents; the four class executive boards; and the Student Government President who, as an Associate Member, may vote only in the case of a tie. Meetings are open to all interested students and held every Wednesday night that classes are in session at 6 p.m. in the Miller Conference Room on the second floor of the Student Center.

Student Government serves as a coordinating agency. It formulates the student activities budget and is responsible for the supervision of expenditures within that budget as the budget is approved by the President of the University. Student Government plans and supervises Homecoming Weekend activities and Spring Fling. SG is also involved in numerous community service projects each year. It recommends regulations pertaining to student life to the Student Affairs Cabinet and consults with and advises the Deans. It also recommends student nominees for appointment to selected faculty committees. A copy of the Student Government constitution, additional procedures, and a complete list of members is available on the Student Government home page.

**Nominations for Freshman Representatives are held in September and the elections take place in mid-September. Anyone interested in running for office should contact an SG Executive Officer or the Associate Dean of Student Development.**

**Commuter Council**

*Contact: Sarah Bedford, President*

Commuter Council (CC) is made up of representatives elected from the commuting students working closely with the Student Affairs Cabinet, the Inter-Residence Hall Council, and Student Government. Commuter Council administers parking, educational, and social activities for commuting students at the University. Its campus telephone number is extension 2915.
Inter-Residence Hall Council

Contact: Keri Diehl, President

The Inter-Residence Hall Council (IRHC) consists of elected representatives from each campus residence hall. Its major function is to deal with the concerns of resident students—policy, parking, maintenance, etc.—and to present these concerns to the administration. IRHC works closely with Student Development, Student Government, and Commuter Council to plan campus-wide social events and activities. The Residence Life Office works closely with IRHC to develop and administer residence hall policy in conjunction with the Student Affairs Cabinet. IRHC meetings are held every week on Thursdays at 11 a.m. in the Student Center. Scheduled meetings are announced at the beginning of each semester. All students are welcome to attend IRHC meetings and/or serve as a member of one of its committees. The office of the Inter-Residence Hall Council is on the first floor of the Student Center.

Multicultural Student Coalition

Contact: Erica Chambers, President

The Multicultural Student Coalition is responsible for providing campus-wide programming to promote diversity awareness and appreciation. The group offers several events annually including Black History Month programming and the MSC Talent Show.

Programming Board

Contact: Valerie Woods, President

The Wilkes University Programming Board (WUPB) is responsible for providing quality entertainment for the campus. This organization is open to all students with an interest in contacting agents and performers, making campus arrangements for events, promoting and publicizing shows, providing hospitality for performers, setting up and breaking down event equipment, and providing and operating the necessary technical equipment for all events. Programming Board presents novelty and entertainment acts, such as comedians, hypnotists, and virtual reality, as well as major concerts. They also provide reduced-cost tickets for movies and major entertainment events in the area. As members of Programming Board, students develop organizational, marketing, public relations, and technical skills. Meetings are held every Thursday at 11:30 a.m. in the Student Center. The Programming Board office is located on the first floor of the Student Center.
EXPENSES & PAYMENT PROCEDURES

Contact: Anne Kotarski, Bursar

Student Expenses
A chart summarizing student expenses for the 2015–2016 academic year can be found on the University’s website.

Students are referred to the course descriptions in the Bulletin for laboratory and other fees associated with particular courses. Inquiries about particular charges should be addressed to the Bursar’s Office located on the first floor of 141 South Main or by calling 570-408-2000.

Residence Hall Fees
Resident students are required to contract for meals. Students with special dietary needs must present to the Director of Food Services a letter from their physician outlining their particular needs. Any consideration for exemption from the meal plan must follow the guidelines of the Office of Disabilities. Exemptions must be renewed each year before the start of the fall semester.

Day Division
A flat tuition fee of $32,356 per year will be charged to all students taking a course load of twelve to eighteen hours per semester. A student who elects to schedule more than eighteen hours each semester will be charged for each additional credit hour.

Evening and Summer Division
Students enrolled in day or evening courses on a part-time basis taking eleven or fewer hours will be charged $855 per credit hour. Students enrolled in the Summer Division will be charged $495 per credit hour. Part-time students may qualify for some forms of financial aid.

Audit
A full-time enrolled undergraduate student (taking 12 hours or more) may audit additional courses at no charge on a space available basis. Part-time students may audit a course for one-half the regular tuition fee. Determination of audit status for financial purposes will be made at the time of registration for the course or within the first week of classes. Students may change from credit to audit status for academic purposes.
without prejudice through the first week of the semester; however, after the first week of classes the full tuition cost of the course will be assessed.

Other Fees

A General University Fee of $782 per semester is charged to all full-time students. This fee is used to support certain ongoing needs of the University, particularly in the areas of services to students. Part-time students are charged this fee at $70 per credit.

The fee also provides for special programs, including plays, concerts, recitals, lectures, and home athletic events and upkeep of the Student Center as well as use of the YMCA and Marts fitness center for all full-time undergraduates.

All graduating seniors will be charged a graduation fee of $165. The fee is assessed regardless of participation in commencement exercises.

Laboratory and other course fees are charged where special supervision and/or use of certain equipment or supplies are required. These fees are listed in the Bulletin with the course description. After the first week of classes, none of the fees are refundable.

Payment of Charges

Cash or check payment – Payments may be made at the Student Services Center located at 141 South Main St. during regular business hours (Monday through Friday, 10 am – 4 pm) or payments may be mailed to:

Wilkes University Student
PO Box 824696
Philadelphia, PA 19182-4696

Credit card payments – No credit card payments will be processed in person or over the phone. To pay with a credit card, log on to the Website at mywilkes.wilkes.edu and select “Current Students.” Enter your user name and password. Select “Student Services” and follow the remaining prompts. A password should have been assigned by the time the bill is due; if, however, a password has not been issued, please call (570) 408-4357 or 1-800-WILKES-U, ext. 4357. Wilkes University accepts credit and debit cards with Mastercard, Discover, and American Express. A 2.75% processing fee will be added to your total credit card payment by the credit card processor.

Students who fail to pay all debts to the University shall not be permitted to receive any degree, certificate, or transcript of grades, nor shall they be permitted to participate in Commencement activities.

The unfunded cost of tuition and fees must be paid two weeks before the first day of the beginning of classes or financial clearance must be obtained from the Bursar. Unfunded costs are defined as the total of all appropriate charges for tuition, fees, room and board, etc., less the total of all approved financial aid awarded or credited to the student.
account for each semester or other instructional period. Financial clearance is defined as follows:

a. enrollment in the Installment Payment Plan (call the Office of the Bursar at (570) 408-4658 for more information);
b. participation in the Deferred Employer Reimbursement plan;
c. enrollment in one of the third-party sponsored tuition coverage plans (ROTC Scholarship, Bureau of Vocational Rehabilitation, Office of the Blind, etc.);
d. having been awarded financial aid to cover the semester balance.

If the payment in full or financial clearance is not obtained two weeks before the first day of class each semester, the registration for that semester may be cancelled and the student may not be allowed to attend classes. Also, a financial hold will be placed on any tuition account with an open balance. In order to be re-enrolled and re-registered, the student may be required to pay a late registration fee of $50 in cash before registering.

**Alternative Payment Options**

~~ Deferred (Employer Reimbursed) & Third-Party Payment Policy ~~

Deferred payments of employer reimbursement and third-party payer arrangements will be permitted provided the student makes application, receives approval, and delivers the completed documents to the Wilkes Student Services Center two full weeks before classes begin. Graduating seniors are not eligible for the deferred payment option.

~~ Installment Payment Plan ~~

Wilkes has adopted an interest-free, semester-based Installment Payment Plan to help ease the burden of financing an education. Installment Plan arrangements may be made to finance the total unfunded cost of tuition and fees.

Following are some of the financial institutions that provide education loans for parents and students:

- Key Education Resource Group (for information, call 1-800-key-lend)
- PNC Bank Resource Loan (for information, call 1-800-762-1001)
- First Union Bank of Delaware (for information, call 1-800-504-4097)

**Refunds**

Students who officially withdraw from courses may be eligible for a partial refund of tuition charges (see section in this bulletin on Official Withdrawal). Resident students who withdraw from the University may also qualify for a prorated refund of room and board charges. Refunds are based on the official date of withdrawal, as noted by Students Services and the Registrar.
Financial aid received by students who withdraw may also be adjusted. See the section in this bulletin on Financial Aid regarding Adjustment to financial aid based on withdrawals.

*Students suspended from the University for Disciplinary Reasons will forfeit all refunds.*

Students who withdraw from the University or from specific classes during the semester will be entitled to an adjustment of tuition, fees, and room and board charges according to the following refund schedule.*

**Refund Schedule**

<table>
<thead>
<tr>
<th>Circumstance &amp; Academic Year</th>
<th>Time of Withdrawal</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The University will cancel 100% of tuition charges, less a deposit of $300, if written notice of cancellation is received by Student Services and the Office of the Registrar on or before the first day of classes. Failure to submit proper written notification will result in the assessment of full charges. Policy guidelines for refunds processed after the first day of classes are as follows:</td>
<td></td>
</tr>
<tr>
<td>Total Withdrawal</td>
<td>Students who withdraw from Wilkes will be entitled to an adjustment of tuition, fees, and room and board charges according to the following refund schedule:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>First week</td>
<td>100%</td>
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<tr>
<td></td>
<td>Second week</td>
<td>75%</td>
</tr>
<tr>
<td></td>
<td>Third week</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>Fourth week</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>Fifth week</td>
<td>No Refund</td>
</tr>
<tr>
<td>Summer Sessions</td>
<td>First week of first or second day sessions and first two weeks of evening session</td>
<td>50%</td>
</tr>
<tr>
<td>Weekend College</td>
<td>Through second weekend</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>After second weekend</td>
<td>No refund</td>
</tr>
<tr>
<td>Change from Full-time to Part-time &amp; Reduction of Part-time Load</td>
<td>The refund schedule shown above applies to courses dropped</td>
<td>Charges based on the number of credits after the withdrawal</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room</td>
<td>The institution will refund housing rental charges, less a deposit of $100, so long as written notification of</td>
<td></td>
</tr>
</tbody>
</table>
cancellation is made to the Director, Residence Life Office, on or before the first day of classes each semester. After the first day of classes, charges will be adjusted in accordance with the schedule shown above.

| Board |
The institution will refund board charges in full if written notification of cancellation is made to the Director, Residence Life Office, on or before the first day of classes each semester. After the first day of classes, charges will be adjusted in accordance with the schedule shown above.

*Deposits are non-refundable. Refunds for special sessions (i.e., sessions that do not correspond to the calendar outlined above) will be calculated by the Office of the Controller upon student request.*

**Military Leave Refund Policy**

A student in the military reserves called into active status on an emergency basis who cannot complete course work for a given semester:

1. will receive an automatic late withdrawal in each course with full tuition and fee refund if call-up is within the first 12 weeks of the semester.

2. may elect to receive an incomplete in each course, or receive a W in each course with a full tuition and fee refund, if call-up is during the thirteenth or fourteenth week of the semester. Ordinarily, the incompletes are to be finished during the semester the student returns to classes.

Room and board charges will be adjusted according to the refund schedule. The student should present his or her orders to the Student Affairs Office. If the student does not yet have written orders, he or she will have 60 days in which to present the orders. A family member or friend may bring a copy of the orders in the student’s absence. If this deadline is not met, the student’s grades would revert to 0 and he or she will not be eligible to receive a refund.

**Financial Aid**

*Contact: Karen Taylor, Interim Director*

Wilkes University subscribes to the belief that the primary responsibility for financing the cost of higher education rests with the student and his or her family, and Wilkes is committed to providing resources to make that cost affordable. Toward that end, the University maintains an extensive program of need-based and merit-based financial assistance in the form of scholarships, grants, loans, and part-time employment to assist qualified students. This program is made possible by substantial annual gifts from generous friends and alumni of the University, which are combined with a variety of funding types provided by the federal and state governments.
Students with questions about financial aid or students seeking applications for financial aid should contact the Student Services Center or Admissions Office. More detailed information regarding the financial aid programs and requirements is included in the *Consumer's Guide to Financial Aid* available on the Wilkes University Web Site: [Guide to Financial Aid](#).
STUDENT RIGHTS & REGULATIONS

Student Life Policies
At Wilkes, we strive to cultivate an environment that encourages intellectual curiosity, critical thinking, and constructive actions. We wish to encourage students to make decisions in terms of the highest ethical principles and to foster a sense of individual and social responsibility that will lead to personal integrity and mutual trust.

The Family Education Rights and Privacy Act (FERPA)
Contact: Mark Allen, Ph.D., Dean of Students; Susan Hritzak, Registrar

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Students obtain these rights upon attendance at Wilkes University. Attendance at Wilkes University begins with either the first day of class or the date the student moves into student housing, whichever is earlier. Wilkes University has chosen to assume that all students have reached the age of legal majority (18) as stated in the document.

Consequently, bills and grades are sent, in the student’s name, directly to the permanent address listed for the student. Mid-term notices are sent directly to students at their on-campus, off-campus or permanent address. An exception is made for the mid-semester evaluations for first-year students and students who are on academic probation. Those mid-term records of satisfactory or unsatisfactory performance and attendance are sent to the students at their appropriate address and to the parents or legal guardians of these students.

Under FERPA, students have a right to see, inspect and request changes to their education records. To inspect education records, a student should submit a written request identifying the records to be inspected to the Office of Student Affairs, 2nd floor, Passan Hall. Written requests to access records will receive a response within a reasonable time, but not more than forty-five days after submission. A University official will arrange for access and will notify the student of the time and place where the records may be inspected. Records that are not subject to review are outlined below. If the records contain information on more than one student, the requesting student may inspect, review, or be informed on only the specific information about his or her own records. A student may obtain copies of his or her education records; however, will incur duplicating costs.

The contents of a student’s education records may be challenged by the student on the grounds that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student by submitting a written statement to the custodian of records. The student should clearly identify the part of the record he or she wants changed and specify why it should be changed. If Wilkes University decides not to amend the record
as requested, the University 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.

Typically, student records are maintained in the following University offices:

Academic Information ........................................................Student Services
Career, Placement Service Records ......................................Career Services Office
Financial Records ................................................................Student Services
Financial Aid Records ........................................................Student Services
Residence Life and Disciplinary Records ..................Residence Life or Student Affairs Office
Student Personnel/Transcript/Disciplinary Records/
Official Correspondence ..................................................Student Affairs Office

The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution. Typical educational records include: applications, transcripts, advising records, letters of evaluation, disciplinary records, and other records related to work-study and financial records.

A student does not have a right under FERPA to inspect information that is not an education record, such as:

- Medical Treatment records;
- Law enforcement records;
- Employment records (provided that employment is unrelated to student status);
- Records containing information about the individual that were created or received after he or she is no longer a student and that are not directly related to the student’s attendance at the University;
- Records of instructional, supervisory, and administrative personnel and educational personnel that are kept in the sole possession of the maker of the record and are not accessible or revealed to any other person except a temporary substitute for the maker of the record; and
- Peer-graded papers before they are collected and recorded by an instructor.

*Note: A student may have rights to inspect such records under other laws.*

In addition, a student does not have the right to access certain education records, such as:

- Confidential letters of recommendation, if the student has waived his or her right of access in writing;
- Financial records of the student's parents;
• Records connected with denied applications to attend the Wilkes University;
• Admissions records for a student who does not officially attend the program of admission. If the student completed a course at the University but never officially attended as a degree candidate in the program of admission, then the student has FERPA rights with respect to that course but does not have rights with respect to the admissions records for that program;
• Records of a student that contain information on other students. The student may inspect, review, or be informed of only the specific information about that student.

The Registrar releases directory information: the student’s name, address (including email address), telephone number, photograph, field of study, dates of attendance, degrees, awards, and the most recent educational agency or institution attended by the student. This information may be released without a student’s consent. A student may request such information not be released by the Registrar. This request must be made in writing to the Registrar by the end of the first week of classes of the semester. Such requests must be filed yearly.

Directory Information is not published for distribution to vendors, but is furnished to law enforcement agencies and within the University community.

Information contained in a student’s record may not be released without the student’s written consent with the following exceptions:

• Disclosure is authorized in writing by the student. When the University releases or discloses information to third parties pursuant to a student’s written authorization, it is done on the condition that the third party to whom the information or record is released or disclosed will not, in turn, release or disclose it to anyone else without the express written consent of the student.

• Disclosure is to University officials who need to know so as to accomplish legitimate purposes related to their functions. A University official is a person employed by the Wilkes in an administrative, supervisory, academic or research, or support staff position. A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the [school or university].

• Disclosure is to officials of other schools in which a student intends to enroll.

• Disclosure is to parents of dependent students. Dependency status, for the purpose of this policy statement, is defined by Internal Revenue Service guidelines. Documentation must be provided prior to release of information.

• Disclosure is to specified representatives of governmental agencies, educational organizations or other entities as described by federal regulations or otherwise required by state or federal law. Custodians of records should obtain interpretations whenever third parties request personally identifiable information.
• Disclosure is in connection with a student's application for, or receipt of, financial aid.

• Disclosure to accrediting organizations.

• Disclosure to organizations conducting studies on behalf of educational institutions.

• Disclosure is in compliance with a conduct order or subpoena. The staff member receiving such order, shall, if possible, immediately notify the student concerned in writing prior to compliance with such order or subpoena.

• Disclosure is to parents of students under the age of 21 who are found to be in violation of alcohol and/or drug policies.

• Disclosure of results of a disciplinary hearing to an alleged victim of a crime of violence.

• Under the Clery Act, disclosure to the accuser and accused of the outcome of a disciplinary proceeding related to an alleged sex offense.

• Disclosure of information received under a community notification program concerning a student who is required to register as a sex offender in the State.

• Information from University records may be released to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

Wilkes University’s guidelines for implementing FERPA are maintained by the Vice President for Student Affairs. Students should address questions, concerns, or problems to the Vice President for Student Affairs Office (mailto:paul.adams@wilkes.edu).

Students may file formal complaints regarding alleged failure of the University to comply with FERPA with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

The Registrar’s Office will maintain a record kept with the permanent educational record of each student which will indicate all parties other than those listed above and in 99:30 of the Act who have requested and obtained access to a student’s record which will indicate specifically the legitimate interest that each party has in obtaining this information.

During each academic year the Marketing Communications Office will, for various reasons, send releases containing student information to the media. Information may include items such as: name, address (including email address), telephone listing, date and place of birth, name and address of parent or guardian, major field, photograph, participation in officially recognized activities and sports, weight and height (if one is a member of an athletic team), dates of attendance, degrees and awards received; the Dean’s List; lists of graduates, and the most recent previous educational agency or institution attended by the student.
Under The Family Educational Rights and Privacy Act, students have the right to withhold disclosure of any or all of the items listed above. **Written notification to withhold this information from the media must be received each year by the Marketing Communication Office by the end of the first week of classes of the semester. Such requests must be filed yearly.**

A request to withhold any or all of the above data will not restrict internal use of the material by the University.

Student’s rights under FERPA include the following:

1. The right to inspect and review information contained in educational records.
2. The right to request amendment of educational records to ensure they are not inaccurate, misleading or otherwise in violation of privacy or other rights.
3. The right to consent to disclosure, with exceptions specified in the Act, of personally identifiable information from education records.
4. This copy of institutional policy.
5. The right to file complaints with the Department of Education concerning alleged failure of this institution to comply with the Act.

Students may waive any or all rights to review confidential letters and statements of recommendation.

The right of waiver is subject to the following conditions:

a. The institution may not require waivers.

b. No institutional service or benefit be denied students who fail to supply waivers.

c. Documents for which a student has waived the right to access are used only for the purposes for which the waiver was collected.

d. Waivers must be in writing and signed by the student.

**Voting and Citizenship Responsibilities**

The University encourages all students to take seriously their responsibility, as citizens, to vote. Voter registration information is available online at [www.voterreg.org/](http://www.voterreg.org/). It takes only minutes to register. Any questions about voter registration may be directed to the Office of Student Affairs.

**Student Conduct**

The primary concern of the University is the welfare of the student. All actions that may affect the future of the student are part of this concern.

The following behavior may precipitate disciplinary action:
1. Actions indicating a lack of concern for the welfare or safety of others or conduct which may discredit the University.

2. Actions or conduct that are intended to intimidate another person because of race, color, religious or national origin, gender, disability, or sexual orientation;

3. Involvement in difficulties with law enforcement bodies;

4. Abuse of property — public or private;

5. Irresponsible fiscal conduct;

6. Non-compliance with the University policies and commonwealth and federal laws relative to drugs, alcoholic beverages, and gambling;

7. Plagiarism, academic dishonesty, stealing, or cheating;

8. Behavior that results in blocking the administrative, educative process at Wilkes.

9. Furnishing false information to the University.

10. Fraud, forgery, alteration, or misuse of University documents, records, or identification cards.

11. Assault, obscene, lewd, vulgar conduct or public profanity.

12. Actions that demean, or debase a person’s sexual freedom, gender, sexual or affectional preference.

13. The display of sexually demeaning written, electronic or visual materials in living or work areas of the University.

14. The deliberate creation on the part of an individual student or a group of students of a hostile environment.

15. Hateful acts or utterances that are flagrantly abusive and intended to insult and/or stigmatize an individual.

16. Hostile conduct or behavior that might incite violence.

Students are responsible for maintaining standards of conduct that are not only in compliance with University regulations and the law, but for maintaining behavior that is not detrimental to the University. This obligation extends to the campus, the community, and University sponsored activities and events held at off-campus locations.

Students have the right to expect they can be free from being exposed to hateful acts or utterances while in the privacy of their residence hall rooms.

Students have a basic obligation to maintain conduct that supports the health, safety, and wellbeing of all members of the community.

The University holds students responsible for their behavior at all times.

Students are expected to comply with written or verbal directives given by University officials in the discharge of their duties and responsibilities for the University.
Because students participate in the development and adoption of programs, policies, and regulations, the University deems it undesirable to retain those students who are unwilling to support policies that have been adopted after consultation and deliberation among students, faculty, and administration. The University, therefore, may require the withdrawal of students whose influence and behavior are deemed detrimental to the best interests of the University.

Student leaders are expected to serve in an ethical manner in support of their organizations and the interest of the University.

Civil Authorities

Students should be aware that local, state and federal law enforcement officials have legal access to campus at all times. When these authorities have reason to believe the law is being violated on campus, or if their investigation requires a visit to campus, they may proceed to take appropriate action on their own initiative, without the prior request or approval of the University. In the course of such investigations, the University will cooperate with the authorities and strive to ensure that there will be minimal disruption to the learning and living environment.

Grievance Policy/Internal Complaint Procedure

The purpose of this policy is to serve as a guide for students who wish to file a complaint about any aspect of Wilkes University’s operations/policies/procedures or about the actions of any student, visitor, or employee of Wilkes University. This policy is to be implemented only when dealing with circumstances not covered by existing academic or student conduct procedures.

Procedures and Guidelines

1. Complaints, other than those being filed against persons, should be directed, in writing, to the appropriate Administrator (Director/Dean)/Department Chair/Faculty Member. It is the responsibility of that person to address the situation and, if possible, see that it is corrected. This must be done within a reasonable amount of time which will of course, depend upon what must be done to rectify the situation. The Administrator(Director/Dean)/Department Chair/Faculty Member should inform the student in writing of the measures that were taken or are being taken to address the issue. If a student does not receive a response from the Administrator, Department Chair, Faculty Member within two weeks from the date of originally filing the complaint, the student may then bring the complaint to the appropriate Vice President or the Provost.

2. Complaints being filed against a person, should be directed, in writing, to that person’s immediate supervisor. If it is a anti-harassment complaint the procedures, outlined in the Anti-Harassment Policy should be followed. If the complaint is not one of anti-harassment, then it is the responsibility of the supervisor to address the issue with the respondent. The supervisor must inform the student, in writing, of the
measures that were taken or are being taken to address the issue. If the student does not receive a response from the supervisor within two weeks from the date of originally filing the complaint, the student may then bring the complaint to the appropriate Vice President or Provost.

3. In all instances of a student filing a complaint, the student must be assured in writing that no adverse action will be taken against the student for filing a complaint.

4. All documentation regarding a complaint, as well as its disposition, must be securely stored in the office of the person who received the complaint and acted upon it. These records must be maintained for a period of six (6) years from the date final action was taken on said complaint.

5. If a student feels that a response to a complaint is unacceptable and/or unreasonable, the student may bring the complaint to the immediate supervisor of the person who initially acted in response to the matter: If a student does not receive a response from that supervisor within two weeks from the date of originally filing the complaint with that person, the student may then bring the complaint to the appropriate Vice President or Provost.

Anti-Harassment (including Sexual Harassment)

Wilkes University strives to provide an academic, work and living environment free from harassment where students, faculty, staff and all members of the University community can work and learn together without fear or intimidation. This policy prohibits any unlawful discrimination based on race, color, religion, gender, gender identification/ expression, sexual orientation, national origin, age, disability, marital status, domestic partnership status, veteran status or any other characteristic protected under applicable federal, state or local laws. While this policy provides examples, it does not cover all possible situations or circumstances related to harassment which include, but are not limited to:

- Offensive written or spoken words
- Offensive physical actions such as, obscene hand or finger gestures
- Offensive graphic communication such as, explicit or obscene drawings, illustrations, cartoons or posters
- Any unwelcome physical contact
- Situations involving a guarantee or implied promise of special treatment or negative consequences
- Any behavior that creates a threatening, hostile or offensive work or educational environment, or unreasonably interferes with a person’s academic or work performance
- Sexual harassment of any kind as described below

Sexual Harassment
Wilkes University reaffirms the principle that its students, faculty, and staff have a right to be free from sexual harassment by any other staff, faculty, student or contractor. Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Sexual harassment can generally be defined as unwelcome sexual advances, requests for sexual favors and/or any other visual, verbal or physical conduct of a sexual nature. Any unwelcome sexual advances (verbal or physical), requests for sexual favors or other verbal or physical conduct of a sexual nature are considered sexual harassment when: submitting to or participating in the conduct is either explicitly or implicitly a term or condition of an individual’s employment or educational achievement; or the conduct interferes with or is intended to interfere with academic or work performance; or if the conduct creates an intimidating, hostile or offensive educational or work environment. This definition includes many forms of offensive behavior including, but not limited to:

- Sexually suggestive physical contact
- Touching in any unwelcome fashion
- Requests for sexual favors
- Offers of employment or academic benefits in exchange for sexual favors
- Direct or indirect threats of retaliation for refusal to comply with a sexually oriented request
- Sexual gestures or indecent exposure
- Displaying, storing, or transmitting pornographic or sexually suggestive material on University equipment
- Displaying sexually suggestive objects, pictures, cartoons or posters
- Verbal or written sexual comments, suggestions or propositions
- Sexually degrading remarks or comments about another’s body
- Suggestive or obscene letters, notes, invitations, e mails and/or text messages
- Stalking or cyberbullying
- Any other verbal or physical conduct of a sexual nature

If you feel you are a victim of sexual harassment the following actions are suggested.

1. Say "no" to the offender. Make it perfectly clear that you do not approve.
2. Keep a record of the harassment, being certain to include the date, time and place.
3. Save any applicable evidence: “love notes,” messages, etc.
4. Be certain to note if there are any witnesses.
5. Report the incident and seek support.

Reporting Procedures

Students reporting or raising concerns about harassment can do so without fear of reprisal or retaliation. Retaliation against a person who files a complaint of discrimination, participates in an investigation, or opposes a discriminatory educational practice or policy is prohibited by University policy, and by state and federal law.
Individuals who believe they are victims of, or witnesses to harassment should report the incident to the Office of Student Affairs, Human Resources or a direct supervisor. The University has designated a Title IX Coordinator and Deputy Coordinators to serve as advocates on behalf of individuals wishing to make a claim of sexual harassment.

**General Concerns:**
- Justin Kraynack
  - Chief Risk and Compliance Officer
  - Title IX Coordinator
  - 148 South Main Street
  - Wilkes-Barre, PA 18766
  - Phone: (570) 408-4554

**For Employees:**
- Joe Housenick
  - Chief HR Officer
  - Deputy Title IX Coordinator
  - 141 S. Main St.
  - Wilkes-Barre, PA 18766
  - Phone (570) 408-4631

**For Students:**
- Philip J. Ruthkosky, Ph.D.
  - Associate Dean
  - Deputy Title IX Coordinator
  - 2nd Floor, Passan Hall
  - Wilkes-Barre, PA 18766
  - Phone: (570) 408-4108

All members of the campus community who suspect, are aware of and/or receive an employee report of alleged sexual or other harassment involving a student must immediately contact the Title IX Coordinator or Deputy Title IX Coordinator.

Confidential Counselors are available through Health and Wellness Services to discuss harassment issues on a confidential basis. Because of the confidential nature of the counselor/patient relationship, seeking advice from a confidential counselor does not constitute reporting an incident.

**Filing a Formal Complaint (For Students)**

To resolve alleged violations to any aspect of this policy promptly and equitably, Wilkes University has implemented the following internal complaint procedure:

- Formal complaints must be submitted to the Title IX Coordinator or Deputy IX Coordinator as soon as possible following the date the grievant is aware of an alleged discriminatory action.

- The formal complaint must be filed in writing and contain the complainant’s name, address and contact information.

- The formal complaint must clearly illustrate the alleged issue/discriminatory action and the remedy or relief sought.

- Upon receipt of the formal complaint, the University’s Title IX Coordinator or Title IX Deputy Coordinator will conduct an investigation. This investigation will provide all individuals involved with the opportunity to submit evidence relevant to the complaint.

- Upon request of the grievant, the University will make every effort to ensure the complainant’s confidentiality to the extent possible. If the University cannot ensure the complainant’s confidentiality, the grievant will be notified.

- Within thirty (30) calendar days of filing, the University's Title IX Coordinator or Deputy Title IX Coordinator will issue the complainant a written decision.
extenuating circumstances, the Coordinator or Deputy Coordinator has the right to extend this timeline and will so notify the parties involved.

- The complainant may appeal the decision by writing to the Vice-President for Student Affairs within seven (7) calendar days of receiving the Coordinator’s decision.

- The Vice President for Student Affairs will issue a final written decision on the appeal no later than thirty (30) calendar days after it is filed.

- At any point during the formal process, the complainant has the right to file a complaint with the appropriate state or federal agency. If requested, the Title IX Coordinator or Deputy Coordinator will direct the complainant to the appropriate agency.

**Sexual Misconduct**

*Contact: Associate Dean, Student Affairs*

Sexual misconduct in any form will not be tolerated at Wilkes. The University has in place: programs to educate the campus community regarding prevention and issues surrounding sexual misconduct; training programs for staff and faculty to provide student victims with direction for assistance; conduct policies and procedures to adjudicate cases involving sexual misconduct; and, most importantly, support systems for victims.

As a recipient of Federal funds, the university is required to comply with Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs or activities. Sexual misconduct, as defined in this policy, is a form of sexual discrimination prohibited by Title IX.

The complete Sexual Misconduct Policy can be found in Appendix C.

**Behavioral Threat Assessment Procedures**

*Contact: Paul Adams, Ph.D., Vice President for Student Affairs*

Wilkes University strives to maintain an environment that is safe from any kind of threats to the community. This requires a proactive community approach to behavioral threat assessment. If you feel that a member of the campus community (student, staff, or faculty) presents behavior or language that appears threatening to the health and safety of himself/herself or others you should do the following:

- If the threat is imminent call 911 followed up by a call to Public Safety (ext. 4999). (example – you see a campus community member walking on the campus with a weapon)
- If you are uncertain about the immediacy of the threat contact Public Safety. (example – a campus community member tells you that he saw another campus community member with a weapon)
- If the threat is viewed as less than imminent please contact Paul Adams, Vice-president for Student Affairs (570-408-4114), who serves as the University’s Point of Contact for the Behavioral Intervention Team. (example – a campus community member writes on his/her social media site that he/she would like to do harm to another community member)
- If you wish to report threatening behavior and want to remain anonymous, you can call the CARE line (570-408-2273).

Behavioral Threat Assessment Process

When a potential threat is reported to the Point of Contact (Vice-President for Student Affairs) he will determine the level of urgency and either refer the problem to the appropriate University professionals to resolve (non-urgent) or assemble the Behavioral Intervention Team (members include: Director of Public Safety; Campus Counselor; and one of the following based on the nature of the threat: Provost (faculty); functional Vice-President (staff); or Student Affairs representative (students). Other professionals may be included depending on the nature of the potential threat. The Behavioral Intervention Team will gather enough information to make an informed and timely decision to resolve the potential threat. Anyone who reports a potential threat will receive follow up information from the Point of Contact.

Once the potential threat has been assessed the appropriate action will be taken guided by University policy (i.e. – emergency action plan, student discipline process, involuntary suspension policy, etc.).

The Behavioral Threat Assessment Process is in place to proactively intervene before concerning behavior poses a real threat to the campus community. For it to be effective all campus community members should error on the side of caution and report concerns to the appropriate campus resources.

Sportsmanlike Conduct

Contact: Adelene Malatesta, Athletic Director

As a member of the Middle Atlantic Conference, Wilkes supports its statement on Sportsmanlike Conduct as is stated below:

Principles of Ethical Consideration

A. Principles of ethical conduct: The Corporation does not condone any unsportsmanlike conduct on the part of any student/athlete, coach, administrator, or any other individual associated with a member institution. All such persons will
conduct themselves in such a manner to represent the highest level of honor, dignity, and fair play.

B. The Director of Athletics is responsible for promoting and controlling sportsmanship at the contest site.

C. Unsportsmanlike conduct: the Corporation will not tolerate such conduct, violators shall be disciplined by the institutions with which they are associated, but may be referred to the Sport Committee and/or the Executive Director for action. The Operations Committee is authorized to take primary jurisdiction over any case referred to it by the Executive Director. The following acts are among those considered unsportsmanlike:

1. Verbal or physical abuse of an official, opposing coach or player, or Corporation representative.
2. Intentional incitement of participants or spectators to abusive or violent action.
3. Use of obscene gestures, profanity, or unduly provocative language (including racist, sexist, and bigoted remarks) towards officials, opponents, or spectators.
4. Excessive criticism of any official, Corporation official or personnel, another coach or team, or another institution and its personnel.
5. Use of artificial noisemakers, including air horns and electronic amplifiers. (Note: no music is permitted during competition). Violators will be warned after a first offense, and ejected upon a second violation at the same event.

D. Officials with direct connections to a host school should not be retained to referee contests with another MASCAC school.

E. The Executive Director will contact all MASCAC assigners to have them emphasize the importance of sportsmanship to their officials.

F. Notification: Member institutions shall promptly notify the Executive Director and the athletic directors of any institution involved of any action taken against any individual as a result of unsportsmanlike conduct. If a member institution believes that an individual from another institution should be disciplined for unsportsmanlike conduct, it shall notify the institution, identify the name(s) and the details of the complaint. The recipient athletic director shall investigate the matter and notify the former institution and the Executive Director of the results of the investigation, including actions taken to discipline the individuals or the reason(s) why no action was taken.

G. No information about Corporation teams may be shared with non-corporation teams. Unless specified in the sports code, MASCAC members may share information with each other about other Corporation teams.

H. At the end of each season, each head coach is to send the names of all teams who did not display appropriate sportsmanship to the Executive Director. This information remains anonymous, but the Executive Director will contact a Director of Athletics who has a team that has significant or persistent sportsmanship violations.
I. It is strongly recommended that the following statement become part of the job description of each institutional athletic coaching staff member.

*Spectator Conduct*

The MAC, NCAA and Wilkes University promote good sportsmanship by student-athletes, coaches and spectators. The Wilkes Athletic Department requests the cooperation of the students by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition.

Also, consumption or possession of alcoholic beverages and tobacco products is prohibited.

The Student Affairs staff endorses and supports the policies and statements of the Department of Athletics regarding athletics, athletic participation, and student-athletes.

*Animals at the Ralston Field Athletic Complex*

Wilkes University is concerned with providing a welcoming environment for everyone who visits the Ralston Field Athletic Complex. To protect the health and safety of our community members, animals not aiding individuals with disabilities are prohibited from the Ralston Field Athletic Complex (including Artillery Park). Individuals who bring animals to the Ralston Field Complex in violation of this policy, even when the animal is restrained, will be required to remove the animal from campus immediately.

Damage to property that is the direct result of a pet or animal will be the sole responsibility of the owner of the animal.

*Physical Violence*

Wilkes considers fighting as a very serious infraction of regulations as well as intolerable behavior. We exist as a component of society that is dedicated to the resolution of problems in an orderly, civil, and communicative manner.

Violence, threats of physical violence, physical intimidation or to cause injury to another are strictly prohibited and have no role in our community. To physically attack another with physical violence will not be tolerated in our community and will call for severe penalties often including, but not limited to, conditional suspension from the University.

*Anti-Hazing Policy*

Wilkes University does not condone hazing of any kind. Hazing, as defined by Pennsylvania State Law is as follows:
Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

This policy applies to all University organizations, groups and individuals and is equally applicable on and off campus.

Any alleged act of hazing brought to the attention of University officials will be fully investigated and those individuals and/or groups accused will be brought before the University’s Student Affairs Cabinet for adjudication.

Anyone found in violation of the Hazing Policy will be subject to disciplinary action.

The severity of the sanctions will depend on the circumstances surrounding the violation. Disciplinary action by the University will be in addition to any penalties impose by civil authorities for violations of state law.

**Protest and Dissent**

As an institution dedicated to the education of all peoples, Wilkes University recognizes and understands that conflicting points of view and differences of opinion are inevitable. We support the freedom of all to express their points of view and to disagree and dissent. It should be clearly understood, however, that such demonstrations can in no way interfere with the normal educative mission of the University. Freedom of entrance and egress to facilities and buildings must be maintained, and all members of the University community must be granted the opportunity to accomplish the purpose (1) for which they were hired by the University or (2) for which they enrolled at the University.
University Vehicles Policy

The use of University-owned vans and vehicles is subject to regulations as established by the Vice President for Finance and General Counsel. Specific regulations are kept at Public Safety, where reservations for the University vans may be made. Preference for use of the vans is given to Intercollegiate Athletic Teams. Student Government maintains four minivans for use by student organizations. Reservations are made through the Office of Student Development.

Students, staff and faculty must be approved drivers to operate any University vehicle (refer to regulations kept at Public Safety). A list of all passengers traveling in each van must be maintained in the log at the Office of Public Safety.

Use of Wilkes University shuttles must be approved by the Director of Public Safety. All shuttle drivers must have a CDL license. Any use of the shuttles without a CDL operator is prohibited.

Public Performances of Film and Electronic Media

Contact: Phil Ruthkosky, Ph.D., Associate Dean

Wilkes University proactively supports copyright protections and advises the campus community to become familiar with the salient provisions of the copyright laws.

According to the Federal Copyright Act (Title 17 of the United States Code), it is illegal to show any commercial film or television show in a public setting without a license, unless such works are public domain. A public setting is defined as “any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances are gathered” (section 101). This rule applies even if the showing is: a) educational in nature, b) free of admission, or c) limited to a certain group of students, such as members of a club, organization or residence hall.

The only exception would be a “performance or display of a work by a faculty member in the course of face-to-face teaching activities.... in a classroom or similar place devoted to instruction” (section 110). The faculty member may show the film outside of the normal class hours, however, it is only to be viewed by those registered for the course. In order to invite others, the public viewing rights must be secured.

Wilkes University regards any space outside of an individual student's residence hall room as a public place on campus. Prior to receiving permission to use any public place on campus to screen a film or television show, members of the campus community must present a copy of a public performance license (or other written permission from the copyright holder) to the Office of Student Affairs (2nd floor, Passan Hall) or the Office of Student Development (1st floor, Henry Student Center).

There are two major firms that handle public performance licenses on college campuses:
1. Criterion picture: [http://www.criterionpic.com](http://www.criterionpic.com)

2. Swank Motion Pictures Inc: [http://www.swank.com](http://www.swank.com)

The website for each organization provides the appropriate contact information.

For more information on Title 17, please visit the website of the US Copyright Office at [http://www.copyright.gov/title17/92chap1.html](http://www.copyright.gov/title17/92chap1.html)

If you have any questions regarding campus policy and copyright law and the public viewing of film/electronic media please call the Office of Student Development at 408-4108.

**Alcohol and Drug Issues**

*Contact: Mark Allen, Ph.D., Dean of Students*

*Drug-Free Schools and Communities Public Law 101-226*

University regulations have consistently supported and recognized the concerns expressed in recent legislation regarding Drug Free Campuses and workplaces. Alcohol abuse and the use of illicit substances and drugs constitute obvious hazards to health, safety, and well-being and destroy one’s ability to function in a productive and contributory fashion. Policies have been developed and adopted by the University that strictly prohibit the use, possession and/or supplying of illicit substances not only on our property, but in the larger community as well.

University regulations regarding alcohol stand to preserve the legal and responsible use of this substance on or off campus and at events sponsored by the University. Noncompliance with these regulations will most certainly result in disciplinary procedures being instituted in an effort to protect the health, safety, and well-being of all members of the community, as well as the violator of the regulations. The University is not a sanctuary from the law and will cooperate fully with law enforcement agencies in support of these regulations.

*Local Laws*

Any student found to be in violation of city, Commonwealth, or University regulations regarding alcohol may be required to participate in a program of Alcohol Education and will be subject to a monetary fine. Revenues from this source will be utilized to support alcohol and drug information/education and activities. Referrals may be made to local rehabilitation programs. Additional disciplinary sanctions will be imposed as appropriate.

Members of the University community are especially reminded that the laws of Pennsylvania pertaining to alcoholic beverages are applicable to the campus and, as
such, the responsibility for observance of the laws of Pennsylvania remains with each individual. The University will not serve as a sanctuary from the law.

The Pennsylvania Liquor and Penal Code states:

1. All persons, while in the Commonwealth of Pennsylvania, are subject to Pennsylvania Liquor and Penal Code.

2. It shall be unlawful for a person less than 21 years of age to attempt to purchase, consume, possess, or transport any alcohol or malt or brewed beverages within this Commonwealth.

3. It is unlawful to sell or furnish alcoholic beverages of any kind to persons under 21 years of age. No person under 21 years of age may pass assessments that will be used in whole or in part for the purchase of alcoholic beverages.

4. It is a misdemeanor to lawfully transfer a registration card for the purpose of falsifying age to secure alcoholic or malt beverages.

5. It is unlawful to misrepresent one’s age to obtain alcoholic beverages or to represent to a liquor dealer that a minor is of age.

The University expects that all members of the University community be aware of these laws and of their responsibility for compliance with them. Members of the Students Affairs staff will, as a matter of routine, notify parents of students whose health or safety is endangered.

This includes, but is not limited to situations involving substance abuse.

Students should be aware of the following Wilkes-Barre city ordinances:

Section 1: Purchase, consumption, and possession or transportation of intoxicating beverages

A. A person commits an offense if he or she attempts to purchase, purchases, consumes, possess, or transports any alcohol, liquor or malt or brewed beverages within the confines of the parks, recreation areas, or conservation areas within the limits of the City of Wilkes-Barre.

B. A person commits an offense if he or she openly consumes any alcohol, liquor, or malt or brewed beverages on any public thoroughfare within the limits of the City of Wilkes-Barre.

Section 2: Posted Park Rules and Regulations

A person commits an offense if he/she violates any of the rules and regulations, as the same are posted in each of the parks, recreation areas, or conservation areas within the limits of the City of Wilkes-Barre.

Section 3: Penalty for Violation

Any person violating any of the provision of this ordinance shall, upon summary conviction thereof in a summary proceeding before a magistrate, be sentenced to pay a fine of not less than $25 and not more than $300, and costs. In default of the payment
of such fines and costs, such person shall be imprisoned in the county jail for a period
not exceeding 90 days. Each and every day upon which any person violates or continues
to violate the provisions of this ordinance shall constitute a separate offense.

1. Anyone under the age of 21 who attempts to purchase, purchases, transports, or
possess alcoholic beverages faces a fine of $25 to $300. Additionally, there is a
mandatory suspension of a driver’s license for a period of 90 days on the first
offense, one year for a second offense, and two years for every offense thereafter.

2. It is a misdemeanor of the third degree and calls for a mandatory $1000 fine for
anyone who knowingly and intentionally sells or furnishes alcohol to someone under
21 years of age.

Assistance With Alcohol/Drug Abuse Problems

The University supports the efforts of rehabilitation programs and will refer members of
the community to appropriate rehabilitation programs. Such referrals may be part of
disciplinary sanctions imposed.

Sources of drug and alcohol counseling are readily available on campus through the
University Health and Wellness Services Office. Resources for assistance are designed to
provide counseling, treatment, and rehabilitation that will assist a return to full health.

Referrals made to rehabilitation facilities must be kept confidential in the interest of the
person seeking rehabilitation for problems with drug and alcohol abuse. Sources for
referrals include the aforementioned offices, as well as the Residence Life Office and the
Student Affairs Office. Community agencies knowledgeable in the area of substance
abuse are located near the University campus. Meetings of Alcoholics Anonymous are
held daily at locations within easy walking distance of the campus.

Alcoholic Beverage Policy

The goals of the Wilkes University Alcohol Policy include protection of health and safety
of students, the preservation of an environment conducive to scholarship, as well as
positive social interaction, the protection of personal and University property, and the
prevention of abusive behaviors related to alcohol consumption.

Wilkes University does not encourage the use of alcoholic beverages by students. The
University respects the rights of individuals who are 21 years old who decide to use
alcoholic beverages, but is greatly concerned about the misuse and abuse of alcohol.
Students of legal age who choose to drink must drink responsibly. Those under 21 years
of age are not permitted to consume, possess or be in the presence of alcohol under any
circumstances on University property or at any University event.*

* At university events where the participants are of mixed age, those of legal drinking
age are visibly identified (i.e. by bracelets). The event must be approved by the Office of
Student Affairs.
University Regulations Regarding Alcohol

Alcoholic beverages are prohibited outdoors on University property, including, but not limited to, Ralston Field and all campus playing fields and parking lots. They are prohibited also in all academic and administrative buildings, the Marts Center, Munson Field House and the Student Center. Exceptions to the above may only be made by the Office of Student Affairs.

Students who are under 21 must have permission from the Dean to participate in such events (i.e. senior events). They must be identifiable by bracelet or some other means. Students of legal age are permitted the use of alcohol within the confines of their room or the rooms of other students of legal age. Within the residence halls, alcohol use is not permitted by anyone in common areas (i.e. lounges, hallways, studies, kitchens, etc.). The University prohibits common supplies of alcoholic beverages. This includes any size keg or beer ball (full, partially full, or empty), open punch bowls, or any common source from which alcoholic beverages may be served. The possession or consumption of grain alcohol is prohibited.

Those students of legal age may possess only reasonable quantities of alcohol for their own personal use. Students 21 years of age or older may bring a maximum of one case of beer (not to exceed a case of 12 oz. or 16 oz. containers), or one gallon of wine, or one case of wine coolers, or one fifth of distilled alcohol into college-owned housing. However, a room or living unit (i.e. apartment) may not have a quantity of alcohol in excess of the limit listed above. An excess of the established limit would be considered a large quantity and reason for disciplinary action. Decisions of this nature will be the judgment of the Residence Life Judicial Board. High content alcohol/caffeine (combined) beverages are prohibited from the residence halls.

The University recognizes the legal ability of those who are 21 years of age and over to consume alcohol. However, possessing alcoholic beverages in one's room allows underage roommates and guests access to a substance that is illegal for them to have. This also places legal-age students in the role of providing alcohol to a minor, which is a more serious offense. Residents will be held responsible for any violations of this nature that occur in their room.

Students who maintain residence off campus are reminded of their responsibilities regarding the laws of the Commonwealth. Parties sponsored by independently maintained apartments off campus must comply with Commonwealth laws and local ordinances. If an incident is reported to the University that occurred off campus, it will be dealt with through the Office of Student Affairs.

When official University social functions are held off campus, the price for admission may not include the costs of any alcoholic beverages. The single exception to this regulation is the President’s Dinner Dance for Graduates. The University, as a matter of routine, writes to the management of hotels where off-campus events are held, reminding them of their legal responsibilities regarding the serving of alcoholic beverages. Similarly, the University supports hotel management regulations regarding compliance with the law and will fully cooperate with the hotel management staff in the discharge of responsibilities. No club or organization may enter into an agreement with
an establishment serving alcohol to receive donations from that establishment as a means of promoting business.

**Alcohol and Guests**

Residents are responsible for their guests at all times. This includes the use of alcohol. If guests to Wilkes University are found in violation of the alcohol policy, their hosts are responsible for the sanctions resulting from the violation. Students who have guests on campus or in University buildings are responsible for advising them of the Pennsylvania laws and University policies pertaining to alcoholic beverages.

**Amnesty**

A member of the Wilkes University community who fears direct or immediate threat to the health or safety of an alcohol or drug-impaired individual should alert the Student Affairs on-call person, a Resident Assistant, Public Safety or professional medical assistance. For his or her part in aiding the impaired individual, he or she will not be subject to formal University discipline for the occasion on which he or she gave assistance. This refers to isolated incidents only and does not excuse or protect those who flagrantly or repeatedly violate this policy.

Those who receive medical attention in these circumstances due to abuse of alcohol or illegal drugs will be immune from University disciplinary action concerning abuse for the initial offense. They will, however, be referred to the Counseling Center. The counselor will determine if further treatment is necessary. Failure to comply with the evaluation or treatment recommendations will result in full disciplinary action for the original violation.

**Intoxication**

Intoxication is not an excuse for irresponsible behavior and students will be held accountable for their behavior at all times. Students who demonstrate inappropriate, irresponsible behavior as a result of drinking will be subject to disciplinary action. These behaviors may include, but are not limited to, slurred speech, erratic behavior, or difficulty with physical coordination.

The sanctions imposed may range from an official reprimand to dismissal from the University.

It should be clearly understood that students who demonstrate a lack of responsibility and maturity in the use of alcohol will be required to participate in programs pertaining to alcohol education and/or abuse.

Any behavior resulting from the use of alcoholic beverages that infringes upon the rights or privacy of others will be considered a conduct violation and is subject to sanctioning.
**Off-Campus Events**

No student who is under 21 years of age, may consume alcohol while representing the University on a University-sponsored trip. This includes, but is not limited to, sporting events, educational trips, and student-sponsored trips. Those of legal drinking age should exercise control when representing the University.

**Tailgating**

In an effort to promote a healthy environment surrounding athletic activities, the University does not condone tailgating of any kind.

**University Sanctions for Alcohol Violations**

Refer to Chart in Governance Section

**MyStudentBody**

*Contact: Melissa Gaudio, Campus Counselor*

MyStudentBody is a comprehensive approach to reducing the risk of drug and alcohol abuse and sexual violence among college students. MyStudentBody engages students and parents in effective, evidence-based prevention and gives administrators the data to target, evaluate, and strengthen prevention initiatives. College students make choices every day that affect their academic success and ultimately their success in life. The choices they make about alcohol, drugs, and sexual violence can be among the toughest—and can have the most serious consequences. MyStudentBody is a comprehensive, evidence-based, online prevention program that gives students the tools to choose behavior that helps them successfully navigate the social pressures of the campus environment and achieve academic success. MyStudentBody is the only online college prevention program that continues to provide students with health education, self-assessment, tools, and strategies to cope with behavioral risks, available 24/7 throughout the school year. MyStudentBody is also the only online college drug and alcohol program that boosts the University’s prevention message with follow-up assessment at 30, 60, or 90 days. The follow-up assessment reinforces the prevention message and gathers data to track the effects of your program on student drinking, drug use, and sexual victimization.

Every incoming, first year student is required to complete the MyStudentBody program within the allotted timeframe. An email is sent to each student at the beginning of the school year with directions to participate. Failure to successfully complete the program will result in a $100 penalty charge and required participation in a Choices alcohol education class.
**Drugs**

The University is opposed to the use of any illicit substances. Additionally, any misuse and/or abuse of prescription or over-the-counter medications will not be tolerated. Any drugs, or drug combination (legal or illegal), deemed by the University to be detrimental to the health and safety of community members are not allowed on campus. This would include, but is not limited to: synthetic cannaboids (synthetic marijuana), mephedrone (street name “bath salts”), and party powders. Possession of drug paraphernalia is also illegal, particularly when there is evidence of drug use. Students who are charged with possession, use, transfer, or sale of these substances will be subject to disciplinary action that may result in penalty charges, suspension, or dismissal from the University independent of any external legal action.

Wilkes is cognizant of the growing problem of drug abuse and is concerned with the complex and serious nature of this problem. For this reason, students found to be involved in supplying drugs for others will be subject to serious disciplinary action. We define “supplying drugs” as meaning procuring and providing substances in any amount, under any conditions.

Although the University respects a student’s right to privacy, the University reserves the right to inspect individual rooms at any time, especially for reasons of maintenance, health and safety. Such searches can only be conducted by the Dean of Students or delegates.

Any illegal substances that are confiscated will be turned in to the local police. The University will cooperate fully with law enforcement officers as they continue their efforts to halt the use of illicit substances.

**University Sanctions for Drug Violations**

Refer to Chart in Governance Section

**Parental/Guardian Notification**

If a student is determined to be in violation of the drug or alcohol policy and is under the age of twenty-one a letter will be sent home to the parent/guardian(s) regarding the incident. Any student who receives medical attention due to excessive alcohol or drug use, i.e. is seen by University Health Services, requires a paramedic to respond to the campus, or is transported to the hospital, will also have his/her parent/guardian(s) notified. If hospitalization is necessary, the parents will be contacted.

**Tobacco Use/Smoking Policy**

Use of tobacco, in any form, is prohibited in all University owned, managed or leased buildings, vehicles, shuttles and vans. The University reserves the right, in its sole
discretion, to designate certain areas where smoking is permitted on campus.

Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes, and oral tobacco (e.g., spit and spitless, smokeless, chew, snus) and nasal tobacco (e.g. snuff). It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine other than for the purpose of cessation (patch, gum, or inhaler are acceptable).

Anyone smoking tobacco-derived products in outdoor locations on campus must be at least twenty feet from any building door, window, or ventilating system.

Failure to comply with this policy will be considered a conduct violation and violators can be reported to the appropriate personnel (i.e. – an employee’s supervisor, Student Affairs).

Those wishing to participate in a smoking cessation program may contact University Health Services or the Human Resources Office for further information.

**Security of University Facilities**

Any student who enters a building after the building has been closed; or who remains in a building after hours without authorization; or who fails to leave a building when directed to do so by a University Official will be subject to serious disciplinary action.

The safety and security of all University buildings and the contents of those buildings are the concern of all members of the University community. The unauthorized possession of any key to any University building or office is considered a serious offense and will be subject to disciplinary action.

Wilkes University is considered private property and access to the building and facilities is restricted to those who have justifiable cause for being present.

**Trespassing and University Facilities**

The University frequently sponsors programs and events that are open to the community. The Director of Public Safety, as well as any University official acting in the discharge of their duties, is authorized to request identification from people present on campus and to determine the nature of their purpose for being on campus. If it is determined that a person should not be on campus and refuses to leave University property when requested to do so, the local police will be contacted to deal with the situation.

Visitors who violate University regulations, whether they are students or non-students, are subject to restrictions from University-owned buildings.
Parking

Contact: Phil Miller, Public Safety

Wilkes University maintains parking areas on and off-campus, and use of these facilities is by permit only. Invitees, permit holders, and visitors use all parking facilities on or off-campus “at their own risk.”

Permits are issued on a varied schedule based on the applicant’s relationship with the University and the availability of parking spaces. Resident and Commuter students must fill out an application prior to the beginning of each semester for all on-Campus parking permit. Upon approval from the Residence Life Office or Commuter Council, the Office of Public Safety will issue a permit to the student. Ralston Field parking lot permits are available to both students and employees on a first-come first-served basis by registering the vehicle at the beginning of each semester. A limited number of handicapped spaces are available in the on and off-campus parking lots. Arrangements for a disabled permit can be made through the Office of Public Safety.

All permit parking on campus for qualified students, staff and faculty is available at a nominal fee. Limited spaces are available for each group and the University Parking Committee determines assignment of parking lot spaces for each respective group on an annual basis.

All parking lots (except “Resident Only”) are made accessible Monday — Friday from 4:30 p.m. to 7:30 a.m. (the following day) and on the weekend beginning on Friday at 4:30 p.m. thru Monday 7:30 a.m. with a valid Wilkes ID.

Ticketing and towing will be enforced year round (24 hours a day, 7 days a week). All parking tickets are $25.00, payable at the Student Services at 141 S. Main St. by check, credit card or cash during normal business hours. Wilkes University reserves the right to tow any unauthorized vehicle parked in a University owned or leased lot.

Those with on-campus parking permits are entitled to look for a space in their designated lot; however, it does not mean that a parking space is guaranteed.

Restricted Areas:

Vehicles will be towed immediately if parked in any of the following locations:

• Driveways and Sidewalks
• Loading Zones and No Parking Zones
• Fire Lanes
• Grass and Fenner Quadrangle Areas
• Handicapped Areas without Handicapped Permit or license plate
Parking for Disabled

Students with disabilities, permanent or temporary, are to consult with Public Safety at 148 S. Main St. for information on disabled parking. Permits will be issued by the Office of Public Safety and access to disabled parking spaces on campus is on a first-come, first-served basis. You must have a PennDOT-approved license plate or placard to get a permanent disability permit. Students with a temporary disability will be issued a disability parking permit pending verification by the Director of Health Services of their need for this permit.

Off-Campus Parking

Some parking areas and privately owned lots adjacent to the University are available at varying rates. Students wishing to use these spaces should make individual arrangements to do so.

Students who utilize on-street parking should be cognizant of metered areas, no-parking zones, limited parking areas, street-cleaning days, private driveways and fire hydrants.

Traffic Council

The Traffic Council serves as the appeals board for students, staff and faculty regarding parking policy violations on campus and in University controlled parking lots. It has the responsibility to hear and adjudicate cases involving ticketing and towing initiated by the Office of Public Safety.

Appeals are to be made in writing and emailed to parking@wilkes.edu, within 120 hours after the citation is issued. Once the written statement is received, it will be reviewed and issued a hearing date. Any fines that are upheld will be due within 7 days after the hearing date.

Applying for On-Campus Parking

Applications for on-campus parking (commuter and resident) may be found on the Wilkes website. Application must be made every semester and will be accepted beginning mid-November for the spring semester and mid-April for the fall semester. Announcement of the exact date will be on Wilkes Today and signs on campus. Receiving a pass in one semester does not guarantee that one will be received in any other semester.

Decisions regarding who gets an on-campus pass are made based upon a combination of criteria: date of application, distance traveled, seniority, clinicals and internships, employment, on-campus involvement, etc. All students will receive email notification from the Commuter Council or Residence Life Office about the decision.

Passes must be picked up by 3:30 pm on the first Friday of any semester. Any unclaimed passes will be forfeited and given to the next applicant meeting the criteria.
Students who receive passes after the start of the semester will be notified by email. The process will continue, each Friday, until all of the permits are gone and/or the spaces have been filled.

Receiving a parking pass does not guarantee a specific parking place. Students (and faculty and staff) have the opportunity to look for a spot in any of the specified University lots, even if it is not a spot which the student does not consider convenient.

Passes must be displayed on the windshield. Those without will be ticketed. Passes may not be loaned to anyone else. Loaning a pass may lead to loss of parking privileges. The cost of a pass ($120.00/semester) will be added to the student’s bill. Cash payment is not accepted. Ticketing will begin on the first day of the semester.

If a student does not receive a parking pass there are other alternatives. Passes for Ralston Field do not require application and may be obtained at Public Safety one week prior to the start of a given semester. Cars are in a fenced area with Public Safety in attendance. There is shelter and restroom facilities. The shuttle bus arrives every 20 minutes and has two central drop-off points on campus. Payment is added to a student’s bill ($40.00/semester).

All University lots are open from 4:30 pm to 7:30 am, Monday through Friday, and all day Saturday and Sunday. Students with evening classes or labs may park on campus during those hours.

There are two City lots within walking distance of the campus. Parking meters are an option, but have a four-hour maximum. Some private homes and businesses have parking available for students. Watch for signs or phone the businesses.

*It is the responsibility of the student to make timely application for on-campus parking and/or secure other parking accommodations.*

**Off-Campus Students and Community Relations**

*Contact: Ms. Gretchen Yeninas, Associate Dean of Student Affairs*

Some students of junior or senior class standing at the University will elect to move off campus. In doing so, they assume a particular set of responsibilities as they enter the larger community of Wilkes-Barre and its surrounding area.

In a city community the lifestyle of neighbors will vary considerably. Wilkes is located in a residential area and respect for the property, privacy, and lifestyle of all the University’s neighbors is expected.

It is suggested that all students living in non-university housing should be sure to sign a lease with the landlord. Renter’s insurance is highly recommended and may sometimes be available through a family’s homeowners policy. Immediately prior to moving in to an apartment or house, take photographs of each room and any problems that are visible. Make a list of those things that need repair and present it to the landlord before you move in. Keep a copy. This procedure is recommended for the protection of the renter.
The University will not be responsible for the condition of non-university buildings or the actions of a landlord. Students are encouraged to see the Associate Dean of Student Affairs if serious problems arise or if the City of Wilkes-Barre needs to be involved.

The University has established regulations for those living on campus based on safety and respect for others. It is essential, therefore, for students living off campus to create a positive climate of mutual respect for their neighbors. Certainly the foremost of these regulations is that students residing off campus must live in conformity with the laws of the Commonwealth of Pennsylvania and the City of Wilkes-Barre. Similarly, conduct by off-campus students or guests visiting their apartments cannot interfere with the reasonable expectations of neighbors.

Off-campus students will, therefore, be expected to behave in such a manner that will afford their neighbors their rights as citizens and will promote positive neighbor/community/University relationships. Noise, littering, or other complaints referred to University Public Safety or the Associate Dean of Student Affairs or a delegate will be referred to the city police for disposition under the laws governing the City of Wilkes-Barre. Just as the University campus cannot be regarded as a sanctuary from the law, students who elect to live off campus cannot expect immunity from reasonable expectations of their neighbors and/or city ordinances.

Disciplinary action will be taken by the University regarding such complaints independent of criminal or civil action. Second offenses will be considered as very serious violations of University policy.

Students residing in off-campus apartments need to be aware that city and state police may enter a dwelling without a search warrant if they have reason to suspect a crime is being committed.

This can pertain to the underage consumption of alcohol. Conduct and noise interfering with the lifestyle of off-campus students’ neighbors are unacceptable and will result in sanctions imposed through the usual University disciplinary channels.

Students who elect to live off campus and who become involved in disciplinary matters need to be aware of the limitations of the range of sanctions available to the Student Affairs Cabinet. Sanctions may typically include, but are not limited to, Conditional Suspension (which precludes representing the University in any official capacity) and the loss of Wilkes University grants or University-generated aid. By electing to live in a more independent setting, students living off campus also accept the obligation to live by increased variances in lifestyle and awareness of those residing around them.

Varying circumstances often require that students return to, or move about, the campus in the late evening or early morning hours. Students and their guests are expected to do so in a quiet manner so as not to disturb the University community or the neighbors in the area surrounding the campus. Excessive noise, violation of personal or private property, and littering of public areas constitute behavior that is unacceptable. Conduct of this type will not be tolerated, and students who behave in such a manner will be reported by Public Safety and will be subject to disciplinary action through routine disciplinary channels of the University or through criminal or civil procedures.
Identification Card

Wilkes University provides a photo identification card (University ID card) to all of its eligible employees and students; additionally, University approved contracted personnel will be issued a temporary University ID card. The University ID card will be used to identify all persons affiliated and employed by the University in order to facilitate safety and security; allow the cardholder access to specific areas, services and resources; and provide other privileges as designated by the University and/or its departments. All persons affiliated and employed by the University are required to carry their University ID card at all times. The University ID card is intended to serve as proof of an individual’s status with the University. Depending on one’s status with the University, access and privileges are restricted based on specific requirements. All eligible employees, students and University approved contracted personnel who have been issued a University ID card or temporary University ID card are required to provide the card when properly requested by an agent of the University. If the person refuses to furnish the University ID card he/she will be removed from the building/ premises and/or subject to disciplinary action. Each University ID card is the property of the University, anyone who alters or intentionally mutilates the University ID card; who uses the University ID card of another; or who allows his/her University ID card to be used by another is subject to disciplinary action.

If a card is lost or stolen it can be replaced. The individual must pay a fee at the University Service Center between 8:00 a.m. and 8:00 p.m. Monday — Friday. An ID card will then be created and issued at that time.

Wilkes University’s ID Card Center is located at the University Service Center, ground floor, 148 S. Main St.. The ID Card Center’s operating hours are Monday – Friday 8:00 a.m. to 8:00 p.m. and on the first weekend of each semester for the “Weekender Program” under designated hours established by the Office of Public Safety.

Jury Duty

Persons over 18 years of age may be called to serve on a jury. The University encourages students to accept their responsibility as a citizen and to serve when called. Upon the presentation of proper documentation the Office of Student Affairs will notify a student’s faculty members that the student has been summoned for jury duty.

Firearms and Dangerous Weapons

The possession or use of firearms, deadly weapons, or explosives or explosive substances on University property by unauthorized persons is strictly forbidden. CO2 and spring-propelled guns are also prohibited.

Those who have a permit to carry a concealed firearm may not bring the firearm on campus or to University-sponsored events held off campus. Only authorized law enforcement personnel may possess a firearm while on University property.
Gambling

Gambling on University property is not permitted. Any individual or campus organization wishing to hold an event requiring clarification on the definition of gambling should consult the Office of Student Development or the Office of Student Affairs.

Raffles

Campus organizations may not hold raffles on or off campus. Any exception to this policy should be made to the Office of Student Affairs.

Solicitation

Because of the support given to the University by community business firms in the annual campaign, students and student groups are not permitted to solicit contributions from off campus organizations. Only those campus publications that are authorized to do so may seek advertising for the respective publications. Any exception to this policy must be made by the Office of Advancement.

Off-campus individuals and organizations are not allowed to solicit on the campus. Exceptions to this stated policy must be approved by the Office of Student Affairs.

Use of University Identity

The University name, seal and logotype must not be used in any announcement, advertising matter, publication, correspondence or report in connection with personal or unofficial activities of faculty member, staff or students if such use could in any way be construed as implying endorsement of any project product or service. Any external use of the University identity must be approved through the Marketing Communications Office.

Campus Attire

Dress standards on the campus, in the classroom, in the library, in the dining facilities, in campus offices and at social events should at all times be acceptable and appropriate for the occasion and location.

Concern for one another indicates the necessity for clothing that is neat and clean.

Shoes and shirts must be worn in all administrative and academic areas and where food is being prepared, handled or served.

Any club, organization, athletic team or teams gathered for special events who wish to have apparel with a design or logo imprinted on the material must obtain permission for the logo or design. Such approval will be granted through the Office of Student Affairs.
Development. Designs and logos must conform to commonly established standards of
good taste. Lewd, obscene, vulgar, intimidating, ridiculing, threatening or demeaning
symbols and/or statements are not acceptable on apparel that represents the University
or University-sponsored events. Every aspect of University life is to be free from
discrimination on the basis of race, religion, gender, ethnic or national origin, age,
disability or sexual orientation or preference. Discrimination cannot occur in our
community through word, action or visual presentation.

**Change of Address or Name**

Students are to submit any change of address or name to the Student Services Desk at
141 S. Main St.. This information is extremely important in case of family emergencies
and ensures that University correspondence is directed to the correct address.

**Safety Precautions**

Students are never permitted on the roof of any University building. This regulation is a
matter of students’ safety and is further regulated by the Commonwealth of
Pennsylvania safety regulations and the University’s insurance carrier.

If it is necessary to retrieve a lost item from the roof of any building, maintenance
should be called for assistance.

The removal of window screens is prohibited. Dropping or throwing objects, solid or
liquid, from windows of any University building is prohibited.

Alteration, tampering with, or tapping into TV cable, telephone lines, or computer lines
is prohibited. Tampering with elevators is prohibited.

Safety concerns and insurance regulations do not allow rollerblades to be used in any
academic, administrative or residence hall facilities of the University. Similarly, bicycles
may not be taken into classroom or administrative buildings.

**Fire Alarm Systems**

All University buildings are equipped with local “in-house” fire alarm systems. These
systems alert the Public Safety Office.

If an alarm is sounded in a building, people in that building should vacate the building
using the closest available exit. It is imperative that every person respond to a fire alarm
and vacate a building in which an alarm is sounded. This procedure reflects both the law
and common sense. Students who fail to vacate a building when a fire alarm is sounded
will be subject to disciplinary action.

The following charges and penalties will automatically be invoked for students who fail
to vacate a residence hall when an alarm is sounded:

First Offense – $50 penalty charge and referral to the Residence Life Office
Second Offense – $75 penalty charge and possible dismissal from campus residence

If a fire is present, the Wilkes-Barre Fire Department (911) must be notified of the location of the fire, the name of the campus building, and the street address of the fire. If an alarm is sounded in the library or Stark Learning Center, the fire department is automatically notified by an alarm company.

Tampering with fire extinguishers and other fire equipment or the sounding of false alarms is a serious threat to the safety of all and is strictly prohibited. Violations of this policy will result in serious disciplinary action by the University.

The following system of charges and penalties is automatically invoked against students who tamper with fire extinguishers.

First Offense – If an individual is deemed responsible:
$100 penalty and referral to Student Affairs Council
If a residence hall is deemed responsible:
$5 penalty charge per resident — minimum charge $25

Second Offense – If an individual is deemed responsible:
$100 penalty and dismissal from campus residence; notification forwarded to the Fire Chief
If a residence hall is deemed responsible:
$5 penalty charge per resident; residence hall probation

**Bulletin Boards**

Campus bulletin boards are under the jurisdiction of various academic departments, the Marketing Communications Office, and the Coordinator of Student Development. Students are encouraged to use bulletin boards in the Student Center.

Placement of signs on departmental bulletin boards is prohibited. Also, any notice or flyer that is placed on walls or glass or doors will be removed immediately. The single exception to this regulation applies to the posting of Emergency Notifications which are placed on the doors of buildings to ensure adequate information reaches the members of the University community relative to safety and security concerns.

Because of limited space, priority for postings will be given to the following groups and individuals: any recognized campus organization that is promoting an event, fundraiser, or meeting; special University functions; individuals who wish to advertise books or other merchandise for sale; individuals looking for rides home or to area colleges; individuals looking for a roommate or to rent an apartment, etc. Area businesses such as pizza parlors, restaurants, stores, or nightclubs must contact the Office of Student Development before posting anything on campus or in campus mailboxes. Failure to do so will result in the immediate removal of any or all posted materials.
Social Events and Facilities

Contact: Melissa Howells, Coordinator

All social events must be registered with and approved by the Office of Student Development. All requests for use of residence hall facilities must be initiated and cleared through the Residence Life Office.

Any campus organization planning to enter into a contractual relationship with an off-campus agency or group (bands, concerts, rentals, services, etc.) must have the contract reviewed first by the Office of Student Development and the Office of Finance and Support Operations.

Contracted groups who use University facilities must supply the University with a “Certificate of Insurance” indicating coverage for liability and property damage.
ACADEMIC SERVICES

Academic Advisors

Contact: Tom Thomas, Executive Director

All first year students at the University are assigned to faculty advisors from their chosen academic department. Undeclared students are assigned advisors from University College. Prior to each registration period, and at any other time during the year when there is some concern regarding course progression or departmental procedure, a conference with your advisor should be arranged. Students bear the ultimate responsibility for ensuring that they meet the requirements for the degree.

Before registering for their last semester, seniors should obtain their Diploma Order, Senior Clearance Papers, and an unofficial copy of their transcript to review the graduation requirements with their academic advisor. All three forms must be returned to the Student Services Desk according to the deadlines for each commencement.

Academic advising is the principal means for Wilkes to help students develop a coherent, comprehensive understanding of their educational experiences. Beyond fulfilling requirements and accumulating credits, students should have a grasp of what their Wilkes education means — from its core in the arts and sciences to the essential characteristics of the major.

Academic advisors are crucial to helping students develop a holistic comprehension of what their baccalaureate degrees will symbolize.

Cooperative Education and Internship Program

Contact: Sharon Castano, Director

Cooperative education is a process that formally integrates a student’s academic studies with productive work experiences in professional settings. The word “cooperative” is used to mean a mutual relationship between the employer and the University.

Students may combine full-time co-op positions or part-time internships into their academic course load. Most students opt for a three- or six-credit internship in addition to course work that maintains their full-time student status. Students in specialized, full-time co-op employment programs such as engineering should speak to their advisors regarding academic credit for their experiences. Students should ascertain the number of cooperative education credits applicable to the graduation requirements in their discipline. Cooperative education positions held by students often lead to full-time employment and excellent career development opportunities.

Cooperative education credit will appear on the student’s transcript as Cooperative Education 399. Students may also gain departmental credits for a full-time or part-time, professionally appropriate, and academically challenging position, if their department chairperson approves. Cooperative education experiences offering fewer
than three credits are an option for some students’ course loads. If some of the credit is taken in a participating department, a special department course number will appear on the transcript. Since cooperative education is a credit-granting program, normal tuition policies are followed during the fall and spring semesters. Tuition costs for the summer sessions will be one-half of the current tuition rates.

The program is open to students of the University who meet the following requirements:

1. Undergraduate student
2. Sophomore class standing or above
3. Minimum 2.00 to 2.25 grade point average, depending upon major; Employers may have higher GPA requirements
4. Signed permission of the student’s advisor and department chairperson’s approval of the internship prior to placement

Modifications of any internship requirements for credit must be previously approved in writing by the student’s department chairperson and the Cooperative Education Office. All interested students should contact the Cooperative Education Office at the Henry Student Center (84 W. South Street, Ext. 2950) as early as possible to facilitate the internship application process.

**Washington Semester Program**

*Contact: Phil Ruthkosky, Ph.D., Associate Dean*

As part of an Inter-institutional Agreement with American University, Wilkes students can spend a semester in Washington, D.C. in a full credit program consisting of supervised seminars, a highly competitive internship and a final research project or elective. Upon successful completion of the Washington Semester Program, students earn 12-16 American University credits (depending on program choice) that can be transferred to Wilkes. Students can choose among 13 distinct semester programs including American Politics, Economic Policy, Foreign Policy, Int’l Business and Trade, Int’l Environment and Development, Journalism, Justice, Peace and Conflict Resolution, Public Law and Transforming Communities. Students participating in the program will be billed at the Wilkes tuition rate and may be eligible for a scholarship from American University. Wilkes institutional aid will not apply.

Requirements:

1. Must be second semester sophomore - senior
2. Minimum of a 3.0 GPA
3. Approval from academic advisor

For more information please contact 408-4018 or visit [http://www.washingtonsemester.com/](http://www.washingtonsemester.com/)
Library Services

Contact: John Stachacz, Dean of the Library and Information Technology

Eugene S. Farley Library

The Eugene S. Farley Library, named in honor of the first president of Wilkes University, is located on the corner of South Franklin and West South Streets. It is one of the largest resource libraries in the region, with more than 200,000 volumes of books and bound journals, 7,000 electronic books, over 430 journals and newspaper subscriptions, 45,000 full text online journals, microforms, instructional audio-video materials, and a growing collection of classic films on DVD. The library has fine collections in English and American literature, history, the sciences, and mathematics, and sizable collections in other academic disciplines reflected in the University curriculum.

Also housed in the library are the University Archives, four special collections, rooms, and a SMART classroom. Students have access to 68 desktop computers, fourteen wireless laptops and forty iPads that can be used anywhere within the libraries wireless environment. Farley Library is home to the newly constructed Alden Learning Commons, a technology rich learning environment that has four enclosed group study rooms, twenty open group study areas that can accommodate groups of one to six students, the University Writing Center, the University Teaching Commons, and the Information Technology Computer Clinic and Help Desk. The library also offers limited private office study space for graduate students.

Library hours during the academic year are from 8:00 am to 12:00 midnight, Monday through Thursday, 8:00 am to 5:00 pm on Friday, 11:00 am – 6:00 pm on Saturday, and 11:00 am to 12:00 midnight on Sunday. The Alden Learning Commons is opened on a 24/7 basis and is accessible to faculty and students via an University ID swipe card system. Patrons can get research help via SMS text message from any mobile phone via the library’s Text A Librarian reference service. Summer sessions and holiday hours, as well as any changes to the regular library schedule, are posted at the library entrance and on the library Web site. Library services are available online 24/7 at www.wilkes.edu/library.

Telephone: (570) 408-4250.

Farley Library Regulations

1. Use your valid Wilkes University I.D. card to obtain library privileges.
2. You are responsible for all materials charged out on your identification card. A valid Wilkes I.D. enables Wilkes University students to borrow books year-round at Misericordia University, Keystone College, King’s College, Luzerne County Community College, Marywood University, and the University of Scranton.
3. Books circulate for one month. Renewals may be made in person, by telephone, or online from the patron access area of the Farley Library catalog – ENCORE. A book
may be renewed once. DVDs circulate for three days (no renewal). Charges are levied for all overdue and damaged materials. Failure to pay fines or to return borrowed materials will result in denial of transcripts until fines are paid and materials returned.

4. Periodicals, journals, reference materials, and microform materials do not circulate. Reference materials, periodicals, and journal articles in print and microfilm format may be photocopied in accordance with the provisions of the U.S. copyright law.

5. To provide an optimum environment for study, all cellular phones and pagers must be kept on silent alert (vibration or visible flash) while in the library.

6. The University reserves the right to refer for disciplinary action patrons who have violated Library policy.

Farley Library Services

1. Reference Assistance: Professional staff is available for assisting students in their research endeavors.

2. Library Orientation: Group library orientation can be arranged for students upon request.

3. Bibliographic Instruction: Specific instruction in the use of library collections and reference tools is available for students upon request of the instructor.

4. Interlibrary Loan: This service is provided for students, faculty, and staff to supplement research needs. Inquire at the Reference Department for details.

5. Media Services: Media staff will have audiovisual equipment needed for classroom usage delivered to sites on campus. At least a 24-hour notice is required. Videos and DVDs may be reserved one week in advance of the expected need. The Library Media Room (Room 002) is also available, on a first-come, first-served basis, for classes or events.

6. Reserve Materials: Collateral course reading materials placed on reserve by faculty are maintained at the Circulation Desk.

7. Photocopying facilities for printed materials and micro materials are available in the library. A color copier is located on the first floor. Users are reminded to observe the restrictions placed on photocopying by the U.S. copyright law. The law and interpretive documents are available at the Circulation Desk.

8. Online searching of auxiliary databases is available by appointment through the Reference Department to support faculty research.

Music Collection

Darte Hall, on the corner of South River and West South Streets, houses a separate collection of music scores and recordings. For information about accessing materials housed in the music collection, call (570) 408-4420.
The Pharmacy Information Center (PIC) provides resources and services for student and faculty of the Nesbitt School of Pharmacy. It houses an up-to-date collection of drug information materials in print and electronic forms and provides a means for pharmacy students to become more proficient in the selection, evaluation, and use of drug information. The collection in the PIC is non-circulating; however, many additional books that support the pharmacy curriculum are housed in the Farley Library and non-reference titles may be borrowed from there. All School of Pharmacy journals are housed in the PIC. In addition to these print sources, students have access to a number of computerized resources, both on and off campus.

The PIC is generally open Monday – Thursday from 8:00 am to 5:30 pm and Friday from 8:00 am – 4:00 pm. The PIC follows the University holiday schedule. The librarian is available only until 4:00 pm.

Telephone: (570) 408-4286.

PIC Regulations

1. Books, periodicals, and reserve materials may not be taken from the center.
2. Smoking and food and beverages other than water are prohibited in the PIC.
3. Students will respect others’ need for quiet and refrain from behavior that can be regarded as disruptive or a detriment to a positive learning environment.
4. Cell phones must be turned off or set to vibrate while in the PIC. Calls must be answered outside.

PIC Services

1. Reference Assistance: The librarian will assist students in locating materials and using library resources.
2. Bibliographic Instruction: The librarian will give individual or group instruction in the use of specific reference tools.
3. Interlibrary Loan: Needed books or journal articles that are not owned by Wilkes University may be obtained through Interlibrary Loan at no charge. Most article requests are filled within a few days.
4. Photocopying: A card-operated photocopier is available in the PIC. Please see the librarian to purchase or add money to a debit card.

Computer Facilities

Wilkes University has numerous microcomputer and internet access facilities available for student use. Students also have the option of accessing the Internet via the campus-wide data network from network jacks in many campus residence hall rooms and a
number of wireless areas throughout campus. (Students must provide their own microcomputer and software for this type of access.)

**Music Practice Rooms**

*Contact: Maryellen Sloat, Office Assistant*

A limited number of music practice rooms are available in Darte Hall. These rooms are generally reserved for those students participating in ensembles or taking private music instruction from University or conservatory faculty. Because of the heavy enrollment in these courses the University is unable to make these rooms available to students who are not enrolled in these curricular offerings.

Other students should contact the secretary for the Division of Performing Arts Department.

Students eligible to use these rooms are assigned a key for the practice room through the Division of Performing Arts. Since more than one student is assigned to a practice room it is expected that students will cooperate and work out compatible practice times. Failure to return the key to the practice room at the conclusion of the semester will result in the assessment of a fine and an account hold being placed that precludes the release of the official transcript of the work done at the University.

**Pre-Law Advising**

*Contact: Kyle Kreider, Ph.D., Associate Professor*

There is no pre-law major at Wilkes because law schools do not require (or even recommend) any particular major. What law schools do recommend is a strong liberal arts curriculum including courses that require writing and analytical skills. Many of the types of courses that law schools look for are already required as part of the general education curriculum at Wilkes, courses such as English composition, philosophy, political science, and other social sciences.

In order to be well prepared for law school, we recommend that you go beyond the requirements of the general education curriculum and take additional courses that will help you develop writing and analytical skills. In addition, we recommend that you take at least one course in logic and/or rhetoric by the end of your junior year. Your academic advisor, in conjunction with your pre-law advisor, will be able to help you select an appropriate curriculum.

You should make an appointment to see a University pre-law advisor at Wilkes some time during your freshman year and stay in touch with the him/her periodically throughout your years at Wilkes. The pre-law advisor is a good source of information and advice about law school. Staying in touch with your pre-law advisor and joining the pre-law club will help you stay informed about pre-law events at Wilkes, including visits by law school Admissions Officers, visits to law schools and other law-related activities. Dr. Kyle L. Kreider is the University’s Coordinating Pre-Law Advisor and can be reached at 408-4473 and kyle.kreider@wilkes.edu.
**Stark Learning Center**

Students may utilize Stark Learning Center as a quiet place to study. They are welcome to do so but are expected to observe the following regulations governing usage of the building:

1. When the building is secured, entrance to and exit from the building are permitted only at the doors by the Schaeffer Lecture Hall and the courtyard door located at the southern end of SLC.

2. Classrooms 270, 380, 403, 405, 411, and 424 are designated as study rooms. After 9:30 p.m., all other classrooms will be locked. Students wishing to utilize the study rooms are reminded they must refrain from eating and smoking in the study rooms. The various club rooms in Stark are available and there students may eat and have non-alcoholic beverages. A student may not reserve a room for his/her sole use; neither may a group of students.

3. Hours of accessibility for computer rooms may vary but will be posted.

4. Laboratories will be locked and students may have access only with an instructor or if they have received permission on a standard form.

Any student who is found in violation of these regulations will be reported to the Provost and the Dean of Students.

**Testing Services**

*Contact: Katy Betnar, Director of the Learning Center*

The University provides limited testing services that are available to all students to assist them in course and program planning, educational and occupational interest evaluation, assessment of learning potential and educational achievement levels, and career development planning.

Direction is also offered through personal and educational counseling.

Assessment related to career exploration and development is administered by the staff of the Career Services Office. Educational testing is administered by the Learning Center. Both services are located in Conyngham Hall.

All other testing is coordinated through the Office of Campus Counseling located in Passan Hall.

**Learning Center**

*Contact: Katy Betnar, Director of the Learning Center*

The University College Learning Center provides free tutorial services to all students at Wilkes University. Services include tutoring in a wide range of subjects, group study,
and review sessions for selected courses. These services are provided by professional and peer tutors.

Assistance is available to students with a variety of needs. Individual study skills, task management assistance, and group workshops are available for test-taking and note-taking skills.

The Center is open throughout the year with limited services available during summer sessions.

**Writing Center**

*Contact: Chad Stanley, PhD., Assistant Professor*

The Writing Center, located in the Farley Library’s Alden Learning Commons, is a resource for all members of the Wilkes community. Students, faculty, and staff may use the Writing Center free of charge on a drop-in, referral, or appointment basis. The Center’s staff is composed of experienced undergraduate writers, majoring in various disciplines, who assist writers working on projects from content areas across the curriculum. Our consultants do not accept papers dropped off for copy editing but instead engage in one-to-one dialog with clients about their writing. They can offer strategies for generating ideas, establishing a focus, finding an authorial voice, revising, and final editing for mechanics and grammar. Clients may also take advantage of handouts from the Writer’s Wall and the Writing Center’s library of print resources, including a variety of readers, reference materials, handbooks, and style sheets. Much of this material, as well as links to recommended internet sites, can be found on the Center’s web page: [www.wilkes.edu/pages/765.asp](http://www.wilkes.edu/pages/765.asp)

The Writing Center is open weekdays during the hours posted on the web site. Appointments may be made by calling extension x2753 or by dropping by the Center. In addition, writers who cannot physically come to the Center may submit texts online at [http://www.wilkes.edu/pages/766.asp](http://www.wilkes.edu/pages/766.asp)

Clients can expect a response within forty-eight hours of the time of submission. For additional information, please contact the Director of the Writing Center at x4514.
ACADEMIC REGULATIONS

Contact: Anne Skleder, Ph.D., Provost

Students are expected to be fully familiar with the current academic regulations as published in the Wilkes University Undergraduate Bulletin and the Student Handbook. They are responsible for ensuring that they are meeting the degree requirements for their particular major and the general degree requirements of the University. Students may elect to follow the requirements for their degree from the Bulletin published when they entered the University or any subsequent Bulletin.

University guidelines are based on the assumption that it is the responsibility and prerogative of faculty members to assign grades for academic work submitted to them by students under their supervision and that faculty members grade student work using their best judgment about the quality and propriety of that work.

Statement on Intellectual Responsibility and Plagiarism

At Wilkes the faculty and the entire University community share a deep commitment to academic honesty and integrity. The following are considered to be serious violations and will not be tolerated:

1. Plagiarism: the use of another’s ideas, programs, or words without proper acknowledgment

2. Collusion: improper collaboration with another in preparing assignments, computer programs, or in taking examinations

3. Cheating: giving improper aid to another, or receiving such aid from another, or from some other source.

4. Falsifying: the fabrication, misrepresentation, or alteration of citations, experimental data, laboratory data, or data derived from other empirical methods.

Instructors are expected to report violations to both the Dean of Students and the Provost. Penalties for violations may range from failure in the particular assignment, program, or test, to failure for the course. The instructor may also refer the case for disposition to the Student Affairs Cabinet. The academic sanctions imposed are the purview of the Faculty; the Student Affairs Cabinet determines disciplinary sanctions. The appeal of a failing grade for academic dishonesty will follow the academic grievance policy. The appeal of a disciplinary sanction will follow the disciplinary action policy.

Students assume the responsibility for providing original work in their courses without plagiarizing.

According to the seventh edition of the Little, Brown Handbook, plagiarism “is the presentation of someone else’s ideas or words as your own” (578). Similarly, the seventh edition of the MLA Handbook for Writers of Research Papers states, “using another person’s ideas, information, or expressions without acknowledgement of that person’s work constitutes intellectual theft. Passing off another person’s ideas, information, or
expressions as your own to gain an advantage constitutes fraud” (26). Academic writing assignments that require the use of outside sources generally are not intended to teach students to assemble a collection of ideas and quotes, but rather to synthesize the ideas they find elsewhere in order to construct new knowledge for themselves. This process requires a higher level of thinking than some students may have been trained to engage in, and inexperienced writers may be sorely tempted to copy wording they feel inadequate to improve or even restate. Plagiarism is a serious issue that violates most people’s sense of property rights, honest representation, and fairness.

The University considers the following as three separate forms of plagiarism:

**Deliberate plagiarism** centers on the issue of intent. If students deliberately claim another’s language, ideas, or other intellectual or creative work as their own, they are engaged in a form of intellectual theft. This is not tolerated in academic, business, and professional communities, and confirmed instances of plagiarism usually result in serious consequences. Similarly, submitting the work of another person or submitting a paper purchased from another person or agency is a clear case of intentional plagiarism for which students will be subject to the severest penalties.

**Unintentional plagiarism** often results from misunderstanding conventional documentation, oversight, or inattentive scholarship. Unintentional plagiarism can include forgetting to give authors credit for their ideas, transcribing from poor notes, and even omitting relevant punctuation marks.

**Self-plagiarism** occurs when students submit papers presented for another course, whether for the English department or another department or school. Students may submit papers for more than one course only if all instructors involved grant permission for such simultaneous or recycled submissions.

Penalties for plagiarism may range from failure for the particular assignment to failure for the course. In accordance with the academic grievance procedures of Wilkes University, cases of plagiarism will be addressed first by the instructor. Any appeal by the student should be directed to the department chairperson. Students can avoid plagiarizing by carefully organizing and documenting materials gathered during the research process. Notes attached to these materials, whether in the form of informal notes, photocopied articles, or printouts of electronic sources, should carefully identify the origin of the information. Such attention to detail at every stage of the process will ensure an accurate bibliography that documents all the outside sources consulted and used. Students should follow these general principles when incorporating the ideas and words of others into their writing:

1. The exact language of another person (whether a single distinctive word, phrase, sentence, or paragraph) must be identified as a direct quotation and must be provided with a specific acknowledgment of the source of the quoted matter.

2. Paraphrases and summaries of the language and ideas of another person must be clearly restated in the author’s own words, not those of the original source, and must be provided with a specific acknowledgment of the source of the paraphrased or summarized matter.
3. All visual media, including graphs, tables, illustrations, raw data, audio and digital material, are covered by the notion of intellectual property and, like print sources, must be provided with a specific acknowledgment of the source.

4. Sources must be acknowledged using the systematic documentation method required by the instructor for specific assignments and courses.

5. As a general rule, when in doubt, provide acknowledgment for all borrowed material. Different disciplines use different documentation methods; therefore, students should consult instructors about the correct use of the appropriate documentation style. Style manuals detailing correct forms for acknowledging sources are available in the Farley Library, at the Writing Center, and at the college bookstore. Additional resources and guidance in the correct use of sources can be obtained at the Writing Center and from individual instructors.

University Information Technology Services

Contact: John Stachacz, Dean for the Library and IT

Technology facilitates creative, collaborative learning. It is a tool for seeking innovative solutions, creating opportunities, and continually developing knowledge. To provide these essential tools to Wilkes University students, Information Technology Services are integrated into nearly every aspect of student life at the University. Online courses and blended learning environments are possible through Wilkes’ learning management system, LIVE! – Learning is Virtually Everywhere.

More than 1,200 Apple Macintosh and Dell Windows computers are found on campus in classrooms, computing labs, and residence halls. Most classrooms are technology enhanced to enhance the learning experience. A wide variety of academic software is installed on campus computers and is specially geared to specific academic departments and disciplines. High speed, networked printers are placed strategically throughout campus for student use, subject to the campus Green Print Printing Policy.

High-speed Internet access is available through wired connections and wireless access across campus in academic buildings and residence halls. In most rooms in the residence halls, there is one wired connection per student in each room as well as wi-fi access throughout.

Technology Policies and Regulations

All students receive a Wilkes user name and password, which are necessary to use the wide range of available services, both on campus and off. University technology resources are available to all students, who are required to use them in accordance with the University’s Acceptable Use Policy,
Email Policy - http://www.wilkes.edu/PDFFiles/ITS/Approved_Email_Policy.pdf


It is the responsibility of students to read and familiarize themselves with these University policies.

A student’s account and technology privileges may be suspended immediately upon the discovery of a possible violation of these policies. Suspected violations among students will be reported to the Dean of Students and addressed in the same manner as all student actions.

Technology Help and Support

For telephone support dial xHELP (4357) from any campus extension or 1-866-264-1462.

In-person assistance is available Monday through Friday from 8:30am to 5:00pm at the Help Desk located in the lower level of the Farley Library. The Student Run Computer Clinic, staffed by students, provides assistance with student-owned laptops or other devices, and can also be visited at the Help Desk in the Farley Library. For more information visit: http://www.wilkes.edu/about-wilkes/offices-and-administration/information-technology-services/index.aspx

Academic Record

Contact: Susan Hritzak, Registrar

1. It is the student’s responsibility to make an appointment with his or her academic advisor to plan his/her program and to complete the appropriate forms. Generally, students are responsible for registering each semester for those courses indicated in the Bulletin as required by their department. (Refer to the current University Bulletin for information pertaining to late registration fees.)

2. Students should expect a grade in any course for which they register unless they have filed a withdrawal form with the Registrar by the end of the tenth week of the semester. Students cannot expect a grade unless they have officially registered for, or officially added, a course.

An “X” means that the student received an incomplete grade. Incompletes will be granted to students who, because of illness or reasons beyond their control, have been unable to satisfy all course requirements including the final examination. When such a grade is reported, the incomplete work must be made up by or before the end of the fourth week following the last day of the examination period. If the incomplete is not removed within this time, or an extension of time granted by the instructor who gave the grade (or by some other authorized person), and the Registrar so notified, the grade will be changed to a zero on the student’s record.
If students change their schedule or transfer sections after the start of the semester, they must ensure that the change is recorded officially by completing the necessary forms with the Registrar and making the necessary arrangements with the professors involved.

3. Students should refer to the Undergraduate Bulletin to familiarize themselves with required grade point averages as established by the faculty for class standing and graduation requirements.

**Academic Standards Committee**

*Contact: Harvey Jacobs, Ph.D., Assistant Dean*

At the conclusion of each grading period, the Academic Standards Committee reviews the record of any student whose grade point average does not meet the requirements established by the faculty. Failure to meet the required average may result in a student being placed on academic probation by the Committee or being dismissed from the University for academic deficiency.

Decisions made by the Committee regarding ineligibility and restrictions on activities may be appealed. A student may petition the Committee by completing the appropriate form from the Registrar’s Office and submitting it to the chairperson of the Committee. Students petitioning the Academic Standards Committee for special consideration regarding academic standards must adhere to the following procedure:

1. All requests for action must be submitted in writing to the chairperson of the Academic Standards Committee.

2. Student requests may be supported by a letter of recommendation from a faculty member, advisor, department chairperson, or the Dean(s) of Student Affairs.

3. In the event of a negative decision by the Committee, a personal hearing for reconsideration may be requested.

Decisions of the Committee are final.

**Attendance at Class**

Attendance at all classes is expected. Repeated absence is deemed a sufficient cause for failure. Instructors are expected to (1) inform students in writing of their attendance policy at the beginning of the semester, (2) take attendance and report excessive absences to the Dean of Students, and (3) discourage absence from classes prior to the beginning of a holiday period.

After five consecutive instructional hours of unexcused absences from a class, students may be readmitted to the class only by action of the Office of Student Affairs and the department chairperson concerned.
Any absence beyond that permitted in the course is a matter between the student and the instructor. Absences due to illness, religious holidays, or participation in athletic or University sponsored activities are usually considered to be acceptable reasons for absences, but notification of such absences and arrangements to make up missed work should be made with the instructor by the student.

In the unfortunate event of a death in the family, students are asked to contact the Office of Student Affairs so that notification can be sent to faculty members and arrangements can be made with them to assist students with make-up work.

If students are ill and will be missing a test, examination, or presentation, it is their responsibility to contact the instructor by phone the day of the test.

When students are going to be absent for a period of two days or more, if they notify the Office of Student Affairs, written notification of their absence will be sent to the students’ instructors.

It should be understood, however, that the Office of Student Affairs is not responsible for granting excuses for class absence.

**Cell Phone and Electronic Device Policy**

To provide an optimum environment for learning, all cellular phones and other electronic devices must be kept on silent alert (vibration or visible flash) while in the classroom, laboratory, or studio. Any calls must be answered outside the classroom. Students are not allowed to record (audio and/or video) lectures or labs without the written permission of the instructor.

**Standards of Classroom Behavior**

The primary responsibility for managing the classroom environment rests with the course instructor. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class, or dismissal on disciplinary grounds, must be proceeded by a disciplinary conference hearing.

**Tests and Final Examinations**

Giving and proctoring examinations is an important duty of every instructor. It is not an acceptable practice to have examinations proctored by undergraduate students. Each instructor is expected to be physically present when examinations are given or to have arranged for a faculty colleague to be present. Deviations from this policy must have the approval of the department chairperson and the appropriate dean.

Students shall not be allowed to leave the final examination room prior to completion of the examination unless given permission to do so by the proctor.
The times of final examinations are set by the Registrar. Under no circumstances may a faculty member change the time of a final examination without the agreement of the Registrar; arrangement by the student to take a final examination at other than the scheduled time will not justify violating this policy.

Students with conflicting final examinations are to see the faculty member of the course which has the smaller enrollment so another time may be arranged for the examination.

Students are not required to take three finals in one day. If a student has three examinations scheduled on one day, he or she is to see the faculty member of the course which has the smaller enrollment so another time may be scheduled for that examination.

Students unable to take final examinations due to illness or emergency should (1) notify the instructor and (2) request a make-up examination at the earliest possible time.

**Registration**

Registration takes place eight weeks after the beginning of the semester, by class year. Preregistration with academic advisors should be scheduled in advance of the scheduled registration period. The master schedule is available online and in different areas on campus before the preregistration date.

**Adding a Class**

Students may add a course with the permission of the instructor of the course and of their faculty advisor. Written permission, indicating approval, must be submitted to the Student Services Center.

**Credit Overload**

Only students with a grade point average of 3.000 or students demonstrating special need will be allowed to register for a credit overload. A credit overload shall be interpreted as credits carried in excess of those required by the student’s particular curriculum. Approval must be granted by the student’s advisor and one of the Dean(s) of Student Affairs.

**GPA Adjustment Policy**

The GPA Adjustment Policy is a policy and procedure for a student to request removal of substandard grades in majors/programs for which they are clearly not suited. Removing grades of less than 2.0 may help the student gain confidence in his/her academic ability, choose another academic career path, increase their GPA to be removed from Academic Probation or Ineligibility, and, possibly, reinstate financial aid. This action will only be permitted if the student agrees to the specific conditions detailed below. The complete
policy and procedure and the form are available from the Registrar in the Student Services Center. The student MUST change majors/programs. This can include changing between declared majors/programs, changing from declared majors/programs to “undeclared”, or changing from “undeclared” to declared majors/programs. The student MUST receive permission from the Department Chair of the new major to invoke this policy or the Executive Director of University College if switching to undeclared. The Chairperson of the Department into which the student desires to transfer has the decision-making authority to accept the new change of major. If the Chairperson of the Department refuses to accept the student, or if the student decides upon “undeclared,” the student may contact University College personnel and request a change to “undeclared” status. The student may initiate the GPA Adjustment Policy anytime during his/her current academic career. A returning student may apply the Policy to previously completed courses with no time limit. The student may only apply a maximum of 18 credit hours of courses to the GPA Adjustment Policy during his/her academic career at Wilkes. The student must follow the Director of Financial Aid’s Federal Guidelines regarding the maximum number of acceptable credits earned each academic year and minimum GPA. This implies that the Policy may be applied more than once during his/her academic career at Wilkes as long as the student follows the Federal Guidelines and change majors/programs a second time.

Withdrawal From Courses

It is presumed that a student will complete the courses for which he or she has registered. Any student who wishes to withdraw from a course should first discuss the matter with the instructor. Students must pay careful attention to the official withdrawal policy approved by the faculty. A grade of “W” is given for approved withdrawal from a course; failing to withdrawal by stated policy will result in a grade of “0.00.”

Fall and Spring Semesters:

Withdrawal Period 1: During the first week of the semester, the student may withdraw from a course by informing his or her advisor, securing all required signatures on the withdrawal form, and then returning the completed withdrawal form to the Student Services Center. Any withdrawal made during Period 1 is deleted from the student’s record and will not appear on the transcript.

Withdrawal Period 2: After the first week of the semester, withdrawal is allowed through the tenth week of the semester (66% of semester completed) and requires the approval of both the course instructor and the student’s academic advisor. Any withdrawal made after Period 1 will result in a “W” on the student’s transcript.

Withdrawal Period 3: After the 10th week of the semester, the student may withdraw only for medical reasons or other extremely serious circumstances. Withdrawal requests based upon medical circumstances must be supported by a written excuse from a health care provider.
Poor academic progress, in and of itself, will not be considered sufficient reason for granting permission to withdraw from a course following the allowed withdrawal period. Withdrawals after the tenth week must be approved by both the course instructor and the Dean of the school or college in which the course is being taught. The Dean of Students will provide consultation regarding this decision, as deemed appropriate by the course instructor, the Dean of school or college in which the course is being taught, or both.

It is the student’s responsibility to initiate withdrawal from a course by obtaining the withdrawal form from the Student Services Center, gathering all required signatures, and returning the completed form to the Registrar. A grade of “0.00” is assigned by the instructor and recorded for all courses in which no official withdrawal, as specified above, has been completed by the student. Any withdrawal made after Period 1 will result in a “W” on the student’s transcript.

Students who are considering withdrawal from a course should be reminded that state and federal regulations for financial aid mandate that a student must earn the appropriate credits within the period of August to August or January to January and maintain the appropriate grade point average for his or her class standing. For more details, please refer to the Academic Progress Requirements area in the Financial Aid Award Guide under the Student Services tab on the portal. Students should also be mindful of the University Refund Schedule, which allows for adjustments to tuition through the fourth week of the semester. Fees are not refundable.

**Summer, Pre, and Intersession Semesters**

Summer, Pre, and Intersessions represent full curriculum content in a compressed format. The table below reflects the policy for required signatures needed for withdrawal during Period 1, 2, and 3 for these sessions, as described for the Fall and Spring semesters.

<table>
<thead>
<tr>
<th>Period</th>
<th>Deadline for Withdrawal Period 1</th>
<th>Deadline for Withdrawal Period 2</th>
<th>Deadline for Withdrawal Period 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Signatures: Advisor</td>
<td>Signatures: Course Instructor and Advisor</td>
<td>Signatures: Course Instructor and Dean of College in which courses is taken</td>
</tr>
<tr>
<td>Fall or Spring semester (15 week duration)</td>
<td>End of Week 1 (6.6% of course completed)</td>
<td>End of 10th week of semester (66% of course completed)</td>
<td>After 10th week (greater than 66% of course completed)</td>
</tr>
<tr>
<td>First and Second Summer session (20 class-day)</td>
<td>End of second day of class</td>
<td>End of 14th day of class</td>
<td>After 14th day of class</td>
</tr>
<tr>
<td>Duration</td>
<td>End of the first day of class</td>
<td>End of the 10th day of class</td>
<td>Determined by Registrar</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------------------------</td>
<td>-------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>9 week evening Summer session (18 class-day duration)</td>
<td>End of the second day of class</td>
<td>End of the 12th day of class</td>
<td>After the 12th day of class</td>
</tr>
<tr>
<td>Pre-session (15 class-day duration)</td>
<td>End of the first day of class</td>
<td>End of the 10th day of class</td>
<td>After the 10th day of class</td>
</tr>
<tr>
<td>Intersession (variable class-day duration)</td>
<td>End of the first day of class</td>
<td>Determined by Registrar</td>
<td>Determined by Registrar</td>
</tr>
</tbody>
</table>

**Guidelines for Implementation**

1. If a student is permitted to withdraw from a course after the ten-week period (Period 3), the signatures and approval of the Unit Dean in which the course is being taught and the course instructor are required. It is the student’s responsibility to initiate withdrawal by obtaining the official form designed for this purpose from the Student Services Center, having it signed by the instructor, and submitting it to the Unit Dean in which the course is being taught. A student may seek assistance from the Dean of Students in facilitating this process, including such cases in which the instructor cannot be reached. Written notification of the signed form designed for this purpose will be sent by the Unit Dean to the Registrar for processing, who will, in turn, notify the student, the course instructor, the student’s advisor, and the Unit Dean immediately. If both the course instructor and the Unit Dean agree with the withdrawal, a grade of “W” will be assigned by the instructor and posted by the Registrar. If the course instructor and the Unit Dean disagree with the withdrawal, then the student will be assigned a grade as determined by the course instructor.

2. Disagreements between course instructor and the Unit Dean on course withdrawal cases will be automatically forwarded by the Registrar to the Academic Standards Committee of the University. A subcommittee consisting of at least two faculty and one member from the Office of Student Affairs will review the withdrawal and reasons for disagreement within one academic week. The decision of this subcommittee will be recorded by the Registrar and forwarded to the student, the course instructor, and the Unit Dean.

3. If an official withdrawal, including proper paperwork, has not been initiated and completed by the student, the instructor will assign and record the grade of “0.00” for the course.

4. It should be noted that from the second through the tenth week of the semester a student must request and receive permission from the course instructor and the advisor in order to withdraw from a course.

5. Appeals will follow the Academic Grievance Procedure (for information about this procedure, see the Wilkes University Student Handbook).
Auditing Courses

Auditing courses is a practice designed primarily for the purpose of allowing students to expand their educational opportunities beyond the limitations imposed by courses taken in fulfillment of normal graduation requirements.

Courses may be taken on an audit basis only if formal registration is completed prior to the end of the first week of the semester. Permission of the course instructor will be required.

Students withdrawing from a course who wish to attend additional classes in that course may do so with the permission of the instructor. In all cases these students will receive a grade of “W.”

Students auditing courses will comply with all stated course policies and meet all stated course standards and requirements, including attendance. Students who fail to comply with course standards, requirements, and policies will not be awarded "Audit" recognition.

A full-time student enrolled at Wilkes University is permitted to audit a course free of charge with the permission of the instructor. Part-time or special students may apply for admission into a course on an audit basis. The charge will be one-half the normal tuition rate with admission subject to the approval of the instructor.

Change of Major

Students who wish to transfer from one undergraduate program to another must complete a form titled “Change of Major.” The form can be obtained from the University College or the Student Services Center. This form must be signed and approval granted by the student’s advisor and the chairperson of the department in which the student is currently enrolled as a major and of the chairperson of the department that the student wishes to enter. The same procedure applies for the declaration of a second degree, second major, and a minor.

Final Grades

Wilkes University students obtain their final grades each semester via the University’s secure website:  http://interact.wilkes.edu . With the exception of graduate students, final grades are not mailed to students in paper form at the end of the semester. The advantage of on-line grades is that students have immediate and 24-hour a day access to their final semester grades and unofficial transcripts as soon as the Registrar posts them.
**Transcripts**

Students who wish to have a transcript issued on their behalf must complete a form titled “Request for Transcript.” This form can be obtained from the Student Services Center or via the University’s website (www.wilkes.edu).

A fee is charged for each transcript requested.

**Grading System**

Eight numerical grades are given for academic work:

*Grade Interpretation:*

- 4.000 Academic achievement of outstanding quality
- 3.500 Academic achievement above high quality
- 3.000 Academic achievement of high quality
- 2.500 Academic achievement above acceptable quality in meeting requirements for graduation
- 2.000 Academic achievement of acceptable quality in meeting requirements for graduation
- 1.500 Academic achievement above the minimum quality required for credit
- 1.000 Academic achievement of minimum quality required for credit
- 0.000 Academic achievement below the minimum required for course credit
- P Passing, no credit
- F Failing, no credit
- W Withdrawal
- A Audit, no credit
- X Incomplete

**Class Standing**

Grades and averages at the end of each semester of the four academic years indicate a student’s progress. Unless the following averages are met, a student’s record is automatically reviewed by the Academic Standards Committee.

Overall Grade Point Average and Major Field Point Average
Freshman Year 1.700  
Sophomore Year 2.000  
Junior Year 2.000  
Senior Year 2.000  

If these minimum averages are not attained during each semester of the year indicated, the Academic Standards Committee will review the student’s record and take action resulting in academic probation or academic ineligibility.

1. Students who earn a grade less than 2.000 in any course may repeat that course.
2. When a course is repeated, the higher grade earned will be used to calculate the cumulative grade point average (GPA) appearing on the transcript.
3. The lower grade will remain on the transcript but will be identified to show that it is not included in the student’s GPA.
4. The GPA will be marked to indicate that it has been adjusted.
5. Students who are transferring to another major may appeal with regard to grades of less than 2.000 earned in courses required in the previous major. Students may request that these grades be deleted. The course in which they were earned will not be counted toward satisfaction of the requirements for any degree.
6. These courses and the adjusted GPA will be identified as provided for in steps 3 and 4.
7. The procedure is not automatic. Students must initiate a “Grade Adjustment” by completing the required form obtained in the Student Services Center. The student’s signature is required to authorize the change on the transcript.

Dean’s List

Students who earn twelve credits or more in a single semester with a semester grade point average of 3.400 or better will be placed on the Dean’s List.

Degree Honors

Beginning fall, 1994, the granting of honors at commencement was adopted by the faculty of the University. The granting of honors at commencement is based upon the entire academic record achieved by the student at Wilkes University. Transfer students must have completed a minimum of 60 credits at Wilkes to be eligible to be considered for honors.

Requirements for Degree Honors are:

- Summa Cum Laude 3.800
- Magna Cum Laude 3.600
Cum Laude 3.400
For degree honors, grade point averages are not rounded.

**Academic Standing, Probation, and Ineligibility**

It is expected that students at Wilkes University will work to their full capacity and potential in all courses. Academic standing reflects progress toward degree completion and is determined according to minimum semester grade point averages achieved.

For the purposes of determining academic standing, *freshmen* are defined as students who have attempted up to 36 credits; *freshmen* must maintain a minimum cumulative grade point average of 1.70 in order to be considered “in good standing” at the University. *Sophomores, juniors, and seniors* must maintain a minimum cumulative grade point average of 2.00 overall and a minimum grade point average in their major coursework to be considered "in good standing" at the University.

- Sophomores are defined as students who have completed 36 – 59 credits
- Juniors as students who have completed 60 – 89 credits
- Seniors as students who have completed 90 credits or more

A student who fails to achieve the required minimum grade point average(s) will automatically be placed on academic probation or declared "academically ineligible." Academic probation serves as a warning to the student that he or she is not making satisfactory progress toward a degree. Students placed on academic probation may, based upon the recommendation of the student's academic advisor and action by the Academic Standards Committee, be restricted in the number of credits that they are permitted to attempt in the following semester. The Academic Standards Committee may impose additional restrictions and requirements in individual cases, if it is determined that such restrictions and requirements are in the best interest of the student. Such restrictions may affect the student's participation in extra-curricular and co-curricular activities.

Students who remain on academic probation for two consecutive semesters are subject to declaration as "academically ineligible" to continue at the University. Students who are declared academically ineligible are not allowed to enroll in any coursework at Wilkes for a period of one semester and must, following the semester of mandated leave, apply in writing to the Academic Standards Committee for readmission to the University. The application for readmission must include evidence of the student's prospects for academic success in subsequent semesters. If readmission to the University is approved by the Academic Standards Committee, the student will be readmitted on a probationary status.

An “academically ineligible” decision of the Academic Standards Committee may be appealed by the student at the designated meeting for appeals at the conclusion of the fall and spring semesters. Appeals must be presented to the Committee, either in person or by letter, at the appropriate appeals meeting and should include good and sufficient reasons for the appeal.
Transfer Students

Contact: Tom Thomas, Executive Director

Transfer students from junior colleges, community colleges, and other two-year institutions must complete a minimum of 60 credits at baccalaureate degree-granting institutions; 30 of these credits must be earned at Wilkes University.

All transfer students must complete at least one-half of their major field credits at Wilkes University. University policy prohibits the Admissions Office from admitting any students who have been dismissed for academic or disciplinary reasons from any college or university until a period of one year has elapsed from the time of dismissal. Students who have been placed on probation by a college or university will be considered for admission on a case-by-case basis.

Transfer Credit

Courses taken by students enrolled at Wilkes University and completed for credit at another institution may be applied to a student’s Wilkes academic record, provided approval is given by the Registrar’s Office. Students must receive prior approval for the transfer credits by completing the Transfer Credit Request form which is available in the Student Services Center. The form must be submitted in triplicate to the Registrar after the appropriate departmental signature has been obtained. Before credit is granted, departments may require a competency examination after the course has been completed. Grades earned in transfer are not computed with the cumulative average of the student. Students who wish to repeat a course in order to replace a grade of lower than a 2.0 with a higher final grade must repeat that course at Wilkes University. While credit for the courses completed at another institution may transfer to Wilkes, grades earned in such courses do not transfer and will not affect the student’s grade point average. Only grades of “2.0” or better are transferable.

Academic Credit for Demonstrated Competency

Please refer to the current University Bulletin.

Appeal of Grade

Students who have a clear and justifiable grievance with reference to a grade should first seek resolution with the instructor and, subsequently, with the department chairperson. It is expected that the chairperson will consult with the faculty member in an effort to resolve the dispute. The chairperson may also exercise the option to involve the appropriate school dean in the discussion with the faculty member.

If satisfaction cannot be obtained, the student has the right to appeal to the Provost. Such appeal must be made by the end of the fourth week of the subsequent fall or spring semester.
The Provost will consult with the appropriate dean and department chairperson and will establish an Appeal Committee of three faculty members at least two of whom shall be from the department of the faculty member involved, if this is possible. A committee chairperson will be appointed by the Provost. The committee chairperson will notify the faculty member of the appeal and the composition of the committee.

The Appeal Committee will hear the student’s complaint, interview the faculty member, and study the evidence presented by both parties. If necessary, the Committee may interview other students or faculty in its efforts to determine the facts.

The Committee will make a report to the Provost in which will include a review of the issues and a recommended solution. In most cases, this will be a recommendation to uphold the grade awarded by the instructor or to alter the grade that the student received. In some cases, the recommendation may be to present the student with other alternatives such as the completion of additional work before a final grade is determined.

The Provost will review the committee’s recommendation and inform the faculty member and student of his/her decision.

**Academic Grievances**

Students having academic grievances should first confer with the instructor involved. The route of appeal is the department chairperson, the dean of the school, and the Provost.

**Withdrawal from the University**

*Contact: Mark Allen, Ph.D., Dean of Students*

The procedure for withdrawal from the University for any reason, prior to graduation, is to obtain a withdrawal form from the Office of the Deans of Student Affairs and follow the instructions listed on that form.

This withdrawal procedure is designed to:

1. protect students from receipt of inaccurate grades,
2. protect their chance of re-matriculation, and
3. aid in the record-keeping procedures of the University.

The University reserves the right to recommend the withdrawal of a student whose mental health or well-being is in a precarious state and who may, therefore, present appreciable risk to him or herself or to others. Such action will be taken only after a thorough evaluation and recommendation by professional medical or psychological personnel and the Dean of Students.
Such requested withdrawal must be reviewed with the student and his or her parents. This type of withdrawal is without prejudice and is executed in such a way as to protect the student’s academic record.

Readmission to the University may be granted by the above listed personnel after an evaluation that such a return to the University is in the best interest of the student.

Any student who has excessive unexcused absences in all courses during the semester, and in the opinion of faculty cannot pass those courses, will be withdrawn from the University.

**Returning Students**

*Contact: Mark Allen, Ph.D., Dean of Students*

Readmission to the University is processed by the Office of the Deans of Student Affairs. Appointments with personnel in the Student Affairs Office are necessary to plan the next semester’s course registration and to complete appropriate forms.

Any applicant for readmission whose studies were terminated by the Faculty Committee on Academic Standards must receive clearance through that Committee before a decision on readmission can be made. Arrangements for this clearance will be made through the Student Affairs Office during the processing of the application. The Student Affairs Office is located on the second floor of Passan Hall (telephone: (570) 408-4100).

**Study Abroad**

*Contact: Erica Acosta, Associate Director of Diversity Initiatives*

Study Abroad is an experience that will change your world view and enhance your professional profile, as well as being lots of fun. Wilkes offers a variety of study abroad opportunities. See programs listed at: [http://www.wilkes.edu/about-wilkes/centers-and-institutes/center-for-global-education-and-diversity/study-abroad/](http://www.wilkes.edu/about-wilkes/centers-and-institutes/center-for-global-education-and-diversity/study-abroad/). Send your questions to erica.acosta@wilkes.edu, or make an appointment to talk about the possibilities or plan.

Steps to prepare to study abroad:

- Discuss your study abroad course options with your academic advisor to ensure they will count toward graduation
- Contact the Director of Financial Aid to find out how to apply financial Aid to study abroad costs
- Pick up, fill out and have your advisor sign a Consortium Agreement Form. Forms may be picked up from the Study Abroad Office or the Registrar’s Office. This ensures your credits will transfer to Wilkes.
- Allow yourself 3 to 6 months for the application process
RESIDENCE HALLS

Contacts: Elizabeth Swantek, Director; Jamie Miller, Assistant Director

The Office of Residence Life’s goal is to foster a residential environment supportive of individual student growth and development through programming, training, and the room selection process. The collaboration between students in our residence halls and dedicated University staff helps to create a community in which the students can experience feelings of identity, security, and intellectual stimulation. Our mission is to encourage student success by creating a quality living environment which provides opportunities for socializing and learning outside of the classroom. Rules and regulations exist in a group living setting so that a constructive living environment can be created and common goals achieved. Residence hall rules at Wilkes University are based on safety and respect for residents and the University. In any type of community living it is imperative that students hold respect and have regard for one another’s property. Resident students share common areas as well as communal facilities. We reiterate, in this section of the Handbook, the need for all students to respect one another’s property, especially in residential settings. Any student involved in the theft of another’s property violates a basic tenet of community life and will be subject to disciplinary sanctions.

The University’s residence halls are the responsibility of the Dean of Students and are directly supervised by the Office of Residence Life. The Resident Assistant (RA) is a full-time undergraduate student who receives a scholarship and is a member of the Office of Residence Life. RAs are chosen on the basis of character, leadership, and their ability to interact with students. All RAs have undergone extensive training so that they may readily meet the needs of all resident students. The RA’s role is to create an atmosphere in the residence hall that is conducive to cooperation and academic achievement.

All full-time undergraduate students of freshman and sophomore standing who do not commute from the home of their parent or legal guardian must reside on campus. Students achieving junior class standing may reside off campus.

Students must be of full-time status (12 credit hours) in order to live in the residence halls. Students dropping below the credit limit need to notify the Office of Residence Life and may be required to move out of the campus residence halls.

Graduate students are housed on a space-available basis. There are no separate accommodations for graduate students.

The University has no accommodations for married couples or families.

Housing Contract

When students submit a housing contract they accept the conditions and terms set forth in the agreement. Failure of students to abide by the conditions of the housing contract will result in disciplinary action, which can include termination of the housing contract.
Housing contracts are binding for the entire academic year unless a student withdraws or is dismissed from the University. Students wishing to terminate their contract during the course of the academic year must submit a written request to the Dean of Students. If students are given permission by the Vice President to terminate their housing contract, the contract will not be officially terminated until the Office of Residence Life has received the residence hall keys. Resident students must be aware that the University reserves the right to terminate housing contracts if conduct is disruptive to the community.

**Furnishings**

Residence hall students are provided with a bed, desk, chair, bureau, and closet space. Students should provide their own bed linens, pillow, desk lamp, bedspread, etc., according to individual taste. Such items are often purchased after making a decision with one’s roommate as to color scheme and style. All furniture that is provided in student rooms must stay in those assigned rooms. Beds are able to be bunked with proper bunking pins by contacting the facilities department, x2349 or 2fix@wilkes.edu. The Office of Residence Life does not provide storage of any kind.

**Opening and Closing of Residence Halls**

Students may return to the residence halls on the dates specified by the Office of Residence Life prior to the start of each semester. Those students who need to return to residence earlier than the designated dates must secure permission from the Director or Assistant Director of Residence Life.

During a scheduled break, all halls will be locked and secured. If you need to stay during a break, you must make arrangements to stay in Evans Hall or University Towers. Students must vacate the residence halls for vacation periods according to the schedule published by the Office of Residence Life. Exceptions to these closing hours must be approved by the Office of Residence Life. Residence halls will reopen at noon on the day prior to the resumption of classes. Students not adhering to shutdown procedures will be subject to disciplinary sanctions.

<table>
<thead>
<tr>
<th>Break</th>
<th>Move Out @ 12 noon</th>
<th>Move In @ 12 noon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Recess</td>
<td>Thursday, October 15, 2015</td>
<td>Sunday, October 18, 2015</td>
</tr>
<tr>
<td>Thanksgiving Recess</td>
<td>Wednesday, November 25, 2015</td>
<td>Sunday, November 29, 2015</td>
</tr>
<tr>
<td>Winter Recess</td>
<td>Within 24 hours of last final exam</td>
<td>Sunday, January 17, 2016</td>
</tr>
<tr>
<td>Spring Recess</td>
<td>Saturday, March 5, 2016</td>
<td>Sunday, March 13, 2016</td>
</tr>
<tr>
<td>Summer Recess</td>
<td>24 Hours after your last final</td>
<td>TBD</td>
</tr>
</tbody>
</table>

Students must leave the residence hall no later than 24 hours after their last final examination at the end of the semester. Students requesting an exception from this
regulation must secure permission from the Office of Residence Life. All residence halls will close at noon on the day following Spring Commencement.

**Assuming Occupancy**

On the second day of classes of each semester, all unclaimed room assignments will be canceled and reassigned to other students. Students unable to meet this deadline must notify the Office of Residence Life.

**Temporary Assignment**

In order to accommodate all students applying for housing, it may be necessary to assign students to temporary accommodations. Withdrawals and cancellations will permit these students to be transferred to a permanent space. Students must vacate temporary space upon the request of the staff when vacancies occur in permanent rooms.

**Vacation Periods**

Students wishing to remain on campus during vacation periods must first inform their Resident Assistant at the hall meeting held prior to the break. They must also obtain permission from the Director or Assistant Director of Residence Life only for University sponsored commitments. A vacation period request form is to be filled out at the beginning of the academic year. The Office of Residence Life requires that a faculty or staff member e-mails the Director, or Assistant Director, confirming that the student is required to stay in fulfillment of a University sponsored commitment. Students will not be permitted to remain on campus to fulfill off-campus employment obligations. You must secure permission from a resident of Evans Hall or University Towers (opened during breaks) to reside in their room over the vacation. For those who are permitted to stay over break, you will be required to pick up an approved for housing sign prior to the start of the break.

The University reserves the right to relocate students to other residence halls during vacation periods for reasons of safety and security.

The University does not provide food service during official University vacation periods.

During the vacation periods students are not permitted to enter their Residence Hall unless they have received prior authorization from the Office of Residence Life.

**Periods of Low Occupancy**

During vacations and other low occupancy periods from mid-August to mid-May, most residence halls are vacated by residents and are locked and secured. During these low occupancy periods, entrance to the occupied residence halls is restricted via the card
access system to only those students approved to stay on campus. Students are not permitted to have guests over at this time. Failure to comply will result in disciplinary action and/or removal of privileges.

Absences
Students should notify their Resident Assistant and the Office of Student Affairs if they plan to be absent from their residence hall for an extended period of time.

Property Damage/Vandalism
Rental of a residence hall room does not imply ownership of that room; nor does it give the student license to alter or destroy. Therefore, room occupants will be assessed for damages such as defaced plaster or woodwork, burns on woodwork, broken windows, missing or broken furniture, lost door keys, or the deterioration of property resulting from misuse on the part of the occupant. No student has permission to paint his/her room. Any property damage to hallways, lounges, bathrooms (common areas) will be charged to the residents of the living unit in the event that the guilty party cannot be identified. In the case of intentional damage, a $25 vandalism charge will be added to the total cost of repair(s).

Right of Entry
Although the University respects a student’s right to privacy, the University reserves the right to inspect individual rooms at any time, especially for reasons of maintenance, health, and safety. At no time may Resident Assistants give or lend master keys to students or non-students. Unless there is an obvious emergency, RAs will knock before entering students’ rooms using a master key.

Resident Assistants do not have permission to search students’ rooms. Such searches can be conducted only by the Vice President of Student Affairs or his designates. There will always be sufficient cause for a search to take place, and every effort will be made to have the occupants present when a search occurs.

Wilkes University cannot interfere with sworn law enforcement officials when they conduct room searches if such a search is legal under Commonwealth law and is within the authorized performance of the official’s duty.

Room Selection
Room selection for returning residence hall students will take place after Spring Break. These dates are posted early in the spring semester. Residents must have completed the online housing and dining contract along with a $100 deposit for the upcoming year in order to participate in the housing selection process.
For more specific details regarding the selection of rooms, students should refer to notices published by the Office of Residence Life prior to the room selection process.

**Room Reassignment and Relocation**

The University reserves the right to refuse application for any particular room or to require one or more of the occupants to move when the best interests of the University or the students appear to warrant such action. If relocation is mandated as a part of a disciplinary sanction, the relocation is not subject to appeal through the appellate body. Normally, judgments involving relocation are made by the Student Affairs Cabinet. If this judgment is made by the Office of Residence Life the student involved in relocation may ask for a review of the decision by the Dean of Students. On direction of the Residence Life professional staff, and with the consent of the Dean of Students, students may be restricted from visiting residence halls when their behavior has been problematic in a particular area of the residence life program.

**Room Changes**

Students considering a room change should begin by discussing the situation with their roommate. Consultation with the RA or other University personnel may be helpful when problems exist between roommates. If, after discussion, a room change still seems desirable, contact the Office of Residence Life. The Office of Residence Life may grant approval based on circumstances and space availability. Once a room change is approved, the necessary room condition form and roommate contract will have to be completed. Students who transfer rooms without the consent of the Office of Residence Life will receive a $50 fine, their request may be denied and students may be required to return to their original assignments.

**Lounge Furniture**

Furniture in lounge areas is provided for the use of all residents of the facility and must remain in the lounge. Residents found in violation of this policy will be subject to disciplinary action. The minimum penalty in such cases will be a $25 charge.

**Keys**

All students are given the privilege of self-determined hours. Accepting this privilege requires acceptance of the responsibilities that this involves. Since the Office of Residence Life provides keys to all resident students, entry doors should not be propped open at any time.

1. All entrance doors to residence halls will be locked at all times.
2. Keys or other access building devices are not to be shared with anyone else.
3. Residents are responsible for the safekeeping and proper use of their keys.
4. Students are never permitted to duplicate their keys.
5. Residents will be held responsible for not returning keys promptly when the room is vacated.
6. Loss of a key will result in a replacement charge of $200.

Quiet Hours

The Office of Residence Life requires students to be considerate of others at all times. Conduct and noise interfering with the study and sleep of residents is unacceptable. Accordingly, students will be held accountable for behavior deemed noisy or disruptive. It is expected that after 10 p.m. from Sunday through Thursday general quiet hours will be in effect. On weekends, quiet will prevail in all residence halls after midnight.

During final-exam week, 24-hour quiet is required. During quiet hours, students should be able to study or sleep in their room without disturbance from their neighbors.

Other Residence Life Regulations

The following rules must be observed by all students:

1. No furniture may be removed from lounges or student rooms.
2. Students may not possess a key to any other residence facility other than the one to which they are assigned.
3. Under no circumstances may students duplicate any residence hall keys.
4. Under no circumstances may students possess or use a University master key to any Wilkes University residence facility without the written permission of the Dean of Students or the Office of Residence Life.
5. Room changes may not take place unless authorized by the Office of Residence Life.
6. Students may not coerce, intimidate, deny or deter occupancy to another student assigned to that residence hall space.
7. Under no circumstances should students prop open residence hall entrance/exit doors.
8. Assigned space in residence halls is for the exclusive use of Wilkes students.
9. Signs or banners may not be hung outside of residence facilities unless they have been approved in advance by the Office of Residence Life.
10. Lighted signs of any type may not be displayed in any residence hall window.
11. Air conditioners may not be installed in any student room.
12. Exercise equipment (barbells, treadmills, etc.) is not permitted in any student room or common areas.

13. Stereo speakers are never to be directed out of windows.

14. Property belonging to a student may be temporarily confiscated if the use of such property is judged to be problematic for the orderly governance and lifestyle of the University community.

15. The University will not tolerate situations involving “fights” with substances: e.g., water fights, shaving cream fights, Nerf gun fights, etc. Such actions cause considerable damage and endanger the safety of students and essential safety equipment. The minimum penalty in such cases will be a $25 charge.

16. Under no circumstances should objects be thrown out of residence hall windows.

17. No student may operate a business out of his/her room.

18. Under no circumstance should objects, liquid or solid, be thrown out of windows or over balconies. The minimum sanction is a $300 fine and conditional suspension from the residence halls.

19. Fire Escapes. Resident students are never to be on hall fire escapes except in times of emergency. In addition, clothing and signs are not allowed to be hung from fire escapes.

Failure to comply with these rules will result in fines, confiscation of prohibited items, or other disciplinary action by the Office of Residence Life.

The following items are prohibited items and activities in/around the halls. Any of these items found in a residence hall may be confiscated by appropriate University personnel.

1. Firearms and other weapons, chemicals, fireworks and explosives, CO2, air-propelled weapons, tasers, or high-powered water guns

2. Gasoline, benzine, and other flammable fluids

3. Resistance coil appliances

4. Extension cords over six feet in length or electric wiring that is “homemade”

5. Burning candles and/or incense, wax warmers, and scented plug-in devices. Decorative candles may not have previously burned wicks.

6. Liquid-filled beds

7. Traffic or public signs

8. Electric blankets

9. Refrigerators over five cubic feet in capacity

10. Amplified musical instruments

11. Halogen lamps
12. Paint ball guns
13. Slingshots
14. Kegs (of any type)
15. Dart boards
16. Air conditioning units
17. Beirut/Pong tables, beer bongs/funnels, or any other binge drinking apparatus
18. Hukas or other smoking devices
19. Alcohol paraphernalia if under 21 years of age (includes empty alcohol containers and shot glasses)
20. Smoking. Smoking is prohibited inside all University residences. This policy includes areas in or around the doors.
21. Decorations near or covering lights on light fixtures as well as any holiday lighting that cannot be documented to be less than 3 years old.
22. Fragrance plug-ins (i.e. Glade)
23. Electrical wires through or underneath door frames or carpets

Small decorations that are not flame resistant can cover no more than 10% of the wall space. Decorations or furniture must not be placed in locations that block, obstruct, or reduce exit and entrance routes. For example: beads, paper or plastic strips, etc.

Facilities, Residence Life and Public Safety will disconnect unattended electrical decorations, remove any apparent unsafe or flammable decorations, and report any potential problem areas to the Director of Public Safety for necessary guidance and action.

**Electrical Appliances in Student Rooms**

Wilkes University will permit the use of some small electrical appliances as long as the circumstances are consistent with good safety and health considerations. In order that safety standards are met, all appliances containing a heating-type element must have that element fully enclosed. Both the appliance and electrical cord must have Underwriter Laboratory approval.

During inspections, a Residence Life staff member will be ensuring the room is left in a safe and clean state – free of all fire hazards and items that may spoil and/or compromise the sanitation of the room. Any inappropriate or prohibited appliances/items found while conducting routine inspections will be confiscated.

Appliances should be unplugged when not in use and no more than one appliance should be plugged into any receptacle. When using an appliance such as a coffee pot, a protective pad should be placed under the appliance. Property and safety considerations prevent the authorization of the use of toaster ovens, electric skillets, hot plates, or appliances other than those previously mentioned in the publication.
Students are responsible for meeting the expense of any damage that may result from the use of appliances or equipment. The University expects, and residents must understand, that possession and use of such equipment may not interfere with the assigned roommate’s welfare. Because of the high potential for damage and fire, electric blankets, halogen lamps, and sunlamps may not be used in student rooms.

Students who consistently play stereos, radios, amplifiers, etc. at excessive levels of volume may be required to remove this equipment from their residence hall.

**Cleanliness**

Wilkes University is concerned about the health and well-being of its students along with the condition of its residence halls; therefore, students are expected to maintain their rooms in a reasonably clean condition. If the Office of Residence Life determines that a room is in unacceptable condition, the student will be expected to clean the room to the Office of Residence Life’s satisfaction. Non-compliance will jeopardize a student’s residence status at the University. Furthermore, the common areas, i.e. lounges and bathrooms, are expected to remain in an acceptable condition. Excessive messes that require extra cleaning by housekeeping staff will result in a cleaning charge for that hall’s residents. Failure to comply with a directive from the Office of Residence Life will result in a $25 fine. Unclean dishes left in the common area will be removed after 48 hours.

Upon moving out of the residence halls, it is the expectation of the Office of Residence Life that rooms are vacuumed, surfaces cleaned (dressers, desks, drawers, wardrobes/closets, window sills), all items are removed, garbage is disposed of, and common areas are cleaned (living areas, bathrooms, kitchens, and lounges). Failure to do all of the above may result in a cleanliness fee.

**Pets**

For health and maintenance reasons, pets are not permitted in the residence halls. Fish in an aquarium (10 gallons or less) are the only exception to this rule. Students found in violation of this policy will be subject to disciplinary sanctions and a minimum penalty charge of $50.

**Residence Hall Deliveries**

In order to maintain security and limit inconvenience to fellow residents, students ordering food (pizza, subs, etc.) are required to meet delivery persons in the residence hall lobby. Delivery persons are prohibited from going to student rooms. All deliveries through FedEx/ UPS should be directed to the student’s on campus mailbox which is located on the second floor of the Henry Student Center.
**Resident Hall Visitations**

The University residence halls are open for invited guests of residents. Visitors should extend courtesy to those living in the facility at all times. Under no circumstances should any resident be inconvenienced by a visitor or guest. Resident Assistants must be notified in advance of overnight guests. A student may have guests over for a maximum of two nights. Students must receive approval from the Office of Residence Life if a guest stays more than two nights. Visitation to individual rooms should be decided upon by those residents living in that room. In order to minimize disruption to roommates, the University supplies each residence hall with an area to study with others, entertain guests, and watch television.

All visitors (student or non-student) to Evans Hall and University Towers are required to check in with the lobby desk attendant and are required to show proper I.D. to the attendant/security officer in order to sign in at the desk. They must indicate the person they are visiting, room number, and time of entry. Proper identification shall include college/university picture I.D., driver’s license, social security card, or employee photo I.D. card. Any guest who does not have identification will not be permitted to enter the building.

Residents should be reminded that they are responsible for their visitors and that an environment conducive to study should be maintained at all times. All visitors to the residence halls are responsible for abiding by University policies. Residence hall members should escort from the hall any unidentified persons not accompanied by a fellow hall member. The RA on call should be contacted if a visitor will not leave in order for Security to be called for assistance.

All visitors to other University-owned residence halls are to utilize the phones located on the outside of the individual buildings or personal cell phone. Visitors are to call the room/apartment or personal cell phone of the Wilkes resident whose responsibility it is to come to the front door of the facility to grant entrance to his/her visitor.

**Security**

The University cannot be responsible for loss of or damage to the student’s personal property, either while the University is in session or during vacation periods. Therefore, each individual is advised to take valuable possessions home during vacations and to carry personal property insurance. Security officers provided by the University patrol the campus each night throughout the week. Officers are equipped with a two-way communication set and are readily available by calling the base station at 408-4999 for an emergency; 408-2FIX for a non-emergency. The base station is located in on the ground floor of the parking garage on S. Main St.. There are emergency call boxes located at the entrance of the house-style residence halls and at various locations around campus (Fenner Quadrangle, parking lots, etc) allowing all students the opportunity to contact security from anywhere on campus in an emergency situation. Also, students are encouraged to sign up for our e2campus text messaging system, this can be found on the MyWilkes portal under the home tab.
**Missing Persons Policy**

If any member of the Wilkes community believes that a student is missing, the Department of Public Safety (WUPS) should be contacted immediately at 570-408-4999. WUPS will generate a missing person incident report, and initiate a joint investigation with Student Affairs and Residence Life.

In accordance with the Higher Education Act of 2008, and in addition to registering a general emergency contact, all resident students have the opportunity to confidentially register an individual to be contacted in the event the student is determined missing for more than 24 hours. If the student has identified such an individual, the University will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so at the beginning of each year. This contact information will be accessible only by authorized campus officials in the offices of Residence Life, Student Affairs, and Public Safety.

After investigating a missing person report, should WUPS determine that the student has been missing for 24 hours, the University will notify the Wilkes-Barre City Police and the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the University will notify the student’s parent or legal guardian immediately after WUPS has determined that the student has been missing for 24 hours.

**Services and Suggestions**

*Custodial Services*

The University provides cleaning services in campus buildings. Custodial personnel are responsible for cleaning common areas, i.e., lounge areas, hallways, and bathrooms. Custodial personnel are not responsible for cleaning debris resulting from irresponsible student conduct. Should custodians be instructed to clean such debris from a common area, the residents will be charged for these services unless the responsible individuals are identified.

Private bathrooms in the houses and apartment style facilities are the responsibility of the residents to clean.

*Laundry Facilities*

The University provides washers and dryers in each residence hall for the use of residence hall students only. These machines are used heavily and do, at times, require maintenance attention.

If a machine is in need of repair, students should notify the Resident Assistant or ext. 2FIX. The University will make every effort to repair the machines as quickly as possible.
The University will not be responsible for the loss of or damage done to clothing through the laundering or drying processes. Students should carefully read washing instructions on garments. Commercial laundromats are located near the campus for comforters and larger items. Students not living on campus will receive a $50 penalty charge if found using University laundry facilities.

If a student leaves their laundry in the laundry room for more than 24 hours, the Office of Residence Life will confiscate the items. Students are not permitted to remove other students laundry.

**Work Order Requests**

All work order requests should be called into ext. 2FIX (2349) or emailed to 2FIX@wilkes.edu.

**Resident Assistant On Call**

From 7 p.m. each weeknight until 7 a.m. the next morning and throughout the entire weekend there will be Resident Assistants (RAs) on call. If students are in need of assistance and their RA is not available, they can contact the RA on call for assistance (The on call schedule is located on the RA’s door).

**Student Mail**

All students’ mail is received and distributed at the University mailroom in the Student Center. When having mail sent to you please use the following format: Name, Box #, 84 West South Street, Wilkes University, Wilkes-Barre, PA 18766. Mailbox numbers will be assigned at the beginning of the semester and these numbers should be used in the resident’s return address. There is one mail delivery daily, Monday through Friday between the hours of 10 a.m. and 4:30 p.m. Students should check their mailbox regularly.

**Protecting Your Property**

To protect their belongings from theft and damage, students should exercise common sense. Wilkes University is not and cannot be responsible for the loss of personal property; therefore, the following are recommended:

1. When leaving your room, lock doors and secure windows at all times.
2. When you will be gone for a long period of time, notify your friends and have them check your door periodically.
3. Do not leave notes on your door indicating your absence from your residence hall.
4. Do not allow salesmen or solicitors into your room. These people should be reported to your RA, the Office of Residence Life, or Public Safety.

5. Money or valuables should not be left in your room. Transfer large amounts of cash into checking accounts. Guard credit cards carefully.

6. Report suspicious persons to Public Safety (ext. 4999). Do not take unknown overnight guests into your room. Residence halls are not a good environment for persons not associated with the University.

7. Bicycles should be carefully secured.

8. Do not hide your key over your door.

9. Have your parents extend their homeowners insurance to cover your belongings at Wilkes.

10. When laundering your clothing, it is suggested that you are present in the laundry room.

**Roommate Survival Checklist**

Listed below are a few common sources of roommate problems. Roommates should discuss these issues at the beginning of the semester, thereby avoiding communication breakdowns during the school year. Roommates must remember that compromise is essential and only by communicating with each other will roommates solve any problems.

1. Daily schedule — sleeping times, quiet hours, TV viewing, mealtime, study conditions
2. Housekeeping — making beds, vacuuming, picking up clothes, interior decoration
3. Locks and keys — getting locked out, leaving the door open
4. Visitation — friends in the room, parties, privacy, overnight guests
5. Personal habits — exercising, watching TV while studying, etc.
6. Sharing — territorial imperatives, saying “please,” respect for other’s property
7. Moods — grouchiness, silliness, depression, taking things out on your roommate, early morning person
8. Values — prejudice, religion, philosophy, politics

The relationship you develop with your roommate will have a significant effect on your experience of residence hall living. Each residence hall student has the right to expect the following from his or her roommate:

1. The right to read and study in one’s room without unreasonable noise and other distractions
2. The right to sleep without undue disturbance from guests of roommates, noise, etc.
3. The right to expect that a roommate will respect one’s personal possessions
4. The right to live in a clean environment
5. The right to free access to one’s room without pressure from one’s roommate
6. The right to entertain guests with the expectation that guests will respect the rights of the host’s roommate and other hall residents
7. The right to be free from intimidation and harm
8. The right to discuss grievances. A resident student must accept the responsibility for confronting other residents when those residents have violated his/her rights. If a student has difficulty in doing so, the Residence Life Staff will gladly assist in such matters.

Residential Dining Services

Contact: Aramark, Manager

The University dining hall, in the Student Center, is open to members of the Wilkes community. Resident students are required to be on a meal plan. Prior to vacation periods, the final meal will be the evening meal served prior to the closing of the residence halls.

Regulations:

1. All participants in the meal plan program are required to present their student I.D. card to obtain a meal. I.D. cards are not transferable.
2. It is expected that eating in the University dining hall should be a pleasant experience for all. Therefore, any individual whose conduct interferes with this atmosphere may be subject to disciplinary action.
3. All silverware, dishes, glasses, and trays must remain in the dining hall. Exceptions to this policy may be made only by the Director of Food Services.
4. Proper attire must be worn in the University dining hall at all times. Please note the regulation that shoes and shirts must always be worn in an area where food is being prepared or served.
5. Students are expected to assist in maintaining order and cleanliness in the dining hall. They are expected to return their trays to the tray slide. The violation of any of these regulations may result in disciplinary action.

Available Services:

1. Students who are required to be off campus during the hours the noon or evening meals are served because of a University commitment (e.g., student teaching) may request a box meal from the Director of Food Services at least one day in advance.
Students are expected to pick up the box meals they have signed for and not to eat that particular meal in the dining hall that day.

2. Sick trays: Sick trays will be provided for students who are unable to leave their residence hall because of illness. Arrangements for such trays will gladly be made by the University Health Service staff or the Office of Residence Life personnel.

3. Guests are welcome at the University dining hall and may make cash purchases.

4. Meal plans are available for commuter and off-campus students. Those wishing to participate in a meal plan may do so at: Wilkes Dining.

Students on all meal plans have the option of eating at the Rifkin Café, Stark, or Gambini’s at UCOM using dining or flex dollars.
GOVERNANCE

Governance at Wilkes is a shared process. Wilkes University believes that it is important for students to share in the decision-making process as well as participate in groups that have input into the governance of the University.

This section of the Handbook identifies governing bodies and discusses their specific roles. Students are to utilize the in-house lines of communication to the appropriate committees or councils to express any concerns or grievances.

Board of Trustees

The Board of Trustees has the ultimate legal responsibility for the University. The Board has responsibility for overseeing and evaluating the operation of Wilkes and is especially responsible for the fiscal affairs, the quality of academic programs, and the physical plant. So that the Board of Trustees might have a closer involvement with the functioning of the University and, specifically student life, a committee of the Board (Academic and Student Environment Committee) meets quarterly with students and administrative officials. At such meetings, students have a voice, but no vote.

Organization of the University

The Chief Executive Officer of Wilkes University is the President. Reporting to the President are the Provost, Vice President for Advancement, Vice President for Finance and General Counsel, Vice President of Student Affairs, Vice President for Strategic Initiatives, Vice President of Enrollment Management and members of his senior staff. Deans head the College of Arts, Humanities and Social Sciences; College of Science and Engineering; Education; Nursing, Jay S. Sidhu School of Business and Leadership; and Nesbitt College of Pharmacy.

Student Affairs Cabinet

Contact: Mark Allen, Ph.D., Dean of Students

The Student Affairs Cabinet is appointed and chaired by the Dean of Students. The Cabinet is made up of selected administrators and student leaders and meets in the Office of Student Affairs. Typically, the following areas are considered:

a. interpretation of existing policies relating to student affairs;

b. the discussion of on-going student affairs problems and situations as they affect both academic and non-academic issues and policies;

c. issues that emanate from student organizations;
d. student events and all-University programs;
e. the consideration of policy and policy changes in areas affecting students that might be recommended to the President, the President’s Cabinet, or other appropriate officials.

Faculty Committees
In 1974, the Board of Trustees formally adopted the policy that gives appointed students full membership on the following faculty committees: Academic Standards, Admissions and Financial Aid, Student Life, Athletics and Media, Curriculum, Library, Teacher Recognition and Effectiveness, and selected program advisory committees.

Student Life, Athletics and Media Committee
Contact: TBD, Committee Chair
The Student Life, Athletics and Media Committee is responsible for the discussion of issues that affect campus and student life. In this capacity it is advisory to the Dean of Students. It may recommend policies to the Student Affairs Cabinet.

Code of Conduct
Contact: Gretchen Yeninas, Associate Dean
Members of a University enjoy unique privileges and also incur responsibilities to that community. The cornerstone of any academic community must be honesty in all matters, academic and non-academic alike. A mutual commitment to uphold certain common values needs to exist. The successful operation of our community demands full participation of all components to ensure that the rights, privileges, and responsibilities of all are protected.

In general, a student is any individual who has been admitted, matriculated, enrolled or registered in any academic program or other educational activity provided by the Trustees of Wilkes University. Students, by their matriculation and acceptance of registration, accept the responsibility to act in conformity with University regulations. Infractions of University regulations are subject to disciplinary action. Faculty, staff, and students are expected to:

1. uphold University-adopted regulations,
2. report infractions of those regulations,
3. serve as witnesses when asked to do so.

This mutual cooperation will lead to the perpetuation of a community and a system that is fair and respectful of individual and community rights.

Discipline includes the responsibility of acceptance of authority and conformity to rules;
just as significant, it includes the responsibility for oneself and the community in which one studies and lives.

Action is taken (sanctions) with the hope of educating students to become responsible members of the University community. Our judicial system is not a court of law and hearings are conducted in the presence of the hearing board (an individual or group), the students involved, and witnesses. Attorneys representing the student or the University are not allowed to be present. Generally, family members are not allowed at hearings, although individual hearing boards may make an exception to this regulation. Students will be notified in writing of the time and place of conduct violation hearings and charges being reviewed by the initiating adjudicating body. Such notification may be 1) sent to the student’s permanent address; 2) sent to the student’s off-campus apartment address; 3) sent to the student’s on-campus mailbox; 4) placed under a student’s residence hall room door; 5) sent via campus email.

If a student fails to appear at a scheduled hearing the adjudicating body has the right to adjudicate the case despite the student’s absence.

Hearings conducted by the Student Affairs Council will be recorded. No copies of the recording may be made and recording is destroyed following the final adjudication of the case. The student who has been sanctioned may, with his or her advisor for the appeal of the case, review the recording of the original proceedings in the presence of the Associate Dean of Students, or her delegate, in order to prepare for his or her appeal request to the University Judicial Council. While the recording is not in use it will be secured by the Office of Student Affairs.

Students will be notified, in writing, of the results of conduct violation hearings. Copies of such letters are kept in the student’s file in the Student Affairs Office for the duration of the student’s enrollment at the University or completion of his/her studies. Conduct infractions and sanctions (exceptions: indefinite suspension and disciplinary dismissal) are not part of a student’s permanent file nor are they indicated on the official transcript (exception: academic dishonesty).

Sanctions are revealed only to the student being sanctioned and may not be shared with others with the following exceptions:

1. Victims of violent crimes as defined by the UCR will be informed of sanctions imposed as is consistent with federal legislation.

2. Sanctions invoked in cases involving academic fraud will be shared with the faculty member who has brought the charges of academic dishonesty.

3. Sanctions levied in conjunction with offenses relative to the Middle States Collegiate Athletic Conference’s Statement on Sportsmanlike Conduct will be shared with those stated in that policy.

4. Sanctions levied in cases involved in suspension or dismissal of international students will be shared with the Embassy involved.

5. Sanctions involving arson or attempted arson will be shared with the Fire Chief.
Conduct violation proceedings may be initiated against a student independently of civil or criminal action. University proceedings may occur prior to, simultaneously with, or following proceedings held by civil or criminal authorities. Students are held accountable for behavior occurring off campus when such behavior adversely affects the interests of the University or its objectives as an educational institution. In all student conduct hearings, regardless of the adjudicating body, the standard of proof is by a “preponderance of the evidence,” which means the evidence is sufficient to determine that the proposition is “more likely to be true than not.”

Response to Conduct Violations

Students who come to Wilkes join the academic community of the University as well as the community of Wilkes-Barre. We all share the obligation to be cognizant of our responsibilities as members of these communities. Any behavior that is contrary to the regulations of these two communities — or the Commonwealth of Pennsylvania — may result in sanctions. Sanctions are imposed in an attempt to help members of these communities recognize that their actions must reflect acceptable norms that have been established and recognized.

The authority to investigate and adjudicate alleged conduct violations rests primarily with the Office of Student Affairs. Other agents of the University also have jurisdiction to hear and decide on actions that are counter to the guidelines set forth in the Student Handbook.

Meetings concerned with conduct violations will be held as soon as possible after an offense is reported and investigated. An educational conference will be held with the accused student no later than 10 days following notification of an infraction unless special circumstances require a delay in the process. A delay of a hearing beyond 10 days must be approved by the Vice President of Student Affairs. In most cases, students will have a preliminary discussion with a member of the Student Affairs staff to review the charges and procedures. If an accused student accepts responsibilities for the pending charges and agrees with the sanction(s) imposed then the process concludes. If an accused student does not take responsibility for the pending charges and/or does not agree with the appropriateness of the sanction(s), a hearing will be arranged with the Associate Dean, Office of Residence Life, or the Student Affairs Council to determine the outcome relative to guilt and sanctioning. Pending a hearing, a student’s status will not ordinarily be altered and his/her right to be a full member of the University community will be intact.

Cases involving sexual misconduct, as determined by the Associate Dean of Student Affairs, will follow a different process (see APPENDIX C)

When a student’s continued presence on the campus is deemed a disruption to the University community the Dean of Students may request interim suspension from a member of the President’s Cabinet of the University. During the period of interim suspension the student is not permitted on campus until the date of the Student Affairs
Council hearing. This meeting will occur as quickly as reasonably possible following the invoking of the interim suspension.

At least four members of the Student Affairs Council will be present when cases are presented. The Student Affairs Council consists of the Associate Dean of Student Affairs, four members of the Student Affairs staff, and four students. The council will not convene with less than four members which would include at least one student and one Student Affairs staff member. The Presidents of Student Government, Inter-Residence Hall Council, Commuter Council, and the Off-Campus Council each select a voting member to serve on the Student Affairs Council. Final approval of student voting members rests with the Student Affairs Cabinet. Students serving on the Student Affairs Council cannot be under any sanction and must be in good academic standing. A student accused of a conduct violation will always have a complete opportunity to be heard. The student will be notified in writing of any action taken by the Student Affairs Council. Pending civil or criminal proceedings does not deter the University from proceeding with its own internal hearings.

Prior conduct records are considered in administering sanctions following a determination of guilt for violating a University policy. The administration of sanctions may also originate through the Office of Residence Life, or other offices of the University, following a full and thorough discussion of any incident that is reported. The appropriate University official will meet with the student and written notification of any action taken will be given to the student. It is the responsibility of the University official to inform the Dean of Students of any policy violations and resulting sanctions.

Professional staff members of the Office of Residence Life may request that cases normally adjudicated at the Residence Life level be adjudicated through the Office of Student Affairs because of the sensitivity or degree of severity of the case.

An accused student may request an appeal of any action taken by an adjudicating body to the University Judicial Council. (See the Judicial Council procedures that follow.)

Students wishing to be considered for an appeal must make the request to the Dean of Students within five academic days of being notified orally of the original decision.

Appeals of sanctions must be based on one or more of the following:

1. new evidence
2. procedural error that had a detrimental effect on the outcome of the hearing
3. inappropriate sanction relative to the charges

Other Conduct Procedures

The Dean of Students, in consultation with the Vice President of Student Affairs, retains the right and responsibility to separate a student from the University when the health, safety, or well-being of members of the University community are threatened, or, when behavior is such that it causes a significant disruption to the educational environment.
This may include, but is not limited to, situations in which a student is a danger to others or engages in any behavior that threatens or could cause bodily harm to others and situations in which a student poses an imminent threat of disruption to, or interference with, the normal operation of the University. A separated student’s eligibility for the continuation of his/her status and residency will be dependent upon his/her subsequent behavior and the presence of any renewed threat of harm or disruption.

During periods of low occupancy, conduct cases will be heard by the Associate Dean of Student Affairs and/or her designees. Students involved in incidents during final exams will be dealt with as swiftly as possible and sanctions will be increased for violations that occur during this time period. As a result of the shortened time period available during the final examination period, written notification of the hearing time, place, and charges may be waived by the Student Affairs Hearing Officer.

Traffic Council

Contact: Phil Miller, Public Safety

The Traffic Council serves as the appeals board for individuals regarding parking policy violations on campus and in University controlled parking lots. It has the responsibility to hear and adjudicate cases involving ticketing and towing initiated by the Public Safety Office.

Membership: The Executive Director of Campus Support Services, or designated representative, chairs the Traffic Council as a non-voting member and acts only as an administrator for this group. The voting membership of the Traffic Council includes:

1. a representative from the Inter-Resident Hall Council
2. a representative from the Commuter Council
3. a member of the student body who is appointed by the President of Student Government
4. a Student Affairs Cabinet member appointed by the Dean of Students
5. an administrator outside of the Office of Public Safety, appointed by the Vice President for Finance and Support Operations

The Traffic Council will schedule meetings on a monthly basis as necessary. All fines are considered suspended until such time as a hearing is held.

In no instances does the Traffic Council have jurisdiction over complaints with regard to:

1. meter parking
2. city ordinances governing parking
3. special off-campus parking arrangements
Sanctions

1. **Official Reprimand**: In instances of less serious deviation from the University norms of conduct the student is formally warned regarding the misconduct. The student is also notified that the consequences of such continued behavior could result in more serious disciplinary action.

2. **Disciplinary Probation**: This action is a formal admonition on behalf of the University and is intended to clearly document to a student that his/her behavior has been deemed unacceptable. This action requires that students demonstrate, during a stipulated period of time, they are capable of functioning in such a way so as not to be in conflict with standards of behavior expected of students at Wilkes. Disciplinary probation alerts the students involved, and all concerned, that further conduct may result in curtailment of activities or suspension of residential and academic privileges.

3. **Denial of Privileges**: This penalty precludes the student’s participation in specified activities (e.g., student offices, student activities, use of University facilities or access to University facilities) for a period of time.

4. **Restitution/Penalty Charges**: Charges will be assessed where restitution is due for damage to University or student property or property of an agent outside of the University. The charges assessed will be equal to the value of the property and any incurred labor charges. Charges will be paid to Student Services.

5. **Residential Suspension and Expulsion**: The first status indicates that a student is on final notice from the University that any further violation of regulations will lead to the student’s suspension from University-owned residence halls. Further difficulties will lead to expulsion from the residence halls. Any student who has been suspended/expelled from the residence halls may not enter any University-owned residence halls without the express permission of the Dean of Students.

6. **Conditional Suspension**: This action is invoked in severe cases that might generally call for suspension, but consideration of mitigating circumstances warrants the student not be suspended at this time. If this sanction is invoked, it is understood that any further violation of University policy, even of a minor nature, could call for suspension from the University. A student who has been conditionally suspended from the University may, at the discretion of the Student Affairs Council, be restricted from representing the University in any official capacity.

7. **Interim Suspension**: The Dean of Students, with the advice and consent of the Vice President of Student Affairs may call for an interim suspension of a student while a judicial case is pending. In such cases, the interim suspension is based on the determination of the health, safety, welfare, and well-being of the University community is at risk. During this period of interim suspension, the student is not permitted on campus until the date of the Student Affairs Council hearing. This hearing will occur as quickly as reasonably possible following the invoking of the interim suspension.
8. **Disciplinary Suspension**: This penalty involves the involuntary separation of the student from the University for a specified period of time. It is invoked when a student, as a result of his/her actions, has forfeited the privilege of attending the University. Suspension from the University may range for a period of time up to 2 years, including summer sessions and inter-sessions. Students who have been suspended may be required to meet certain conditions during the period of their suspension and must submit a letter to the Dean of Students requesting readmission to the University. Students who have been suspended may not attend classes, be on University property, or participate in University-sponsored functions on or off campus during the period of suspension. Any exceptions require the explicit approval of the Dean of Students.

9. **Indefinite Suspension**: This sanction suspends the student from the University for a period of more than two years.

10. **Disciplinary Dismissal**: This action is one of involuntary separation of the student from the University and is permanent. It is the most severe disciplinary sanction imposed by the University.

11. **Group Action**: Disciplinary action may be invoked against groups as the situation warrants.

12. **Off-Campus Offenses**: The University may implement disciplinary action when a Wilkes University student violates rules and regulations at another college or university or in the community.

13. **Aid**: University-generated and supplied financial aid funds may be denied to students who are involved in disciplinary action.

14. **Counseling Intervention**: Counseling may be recommended, and in some cases required, when behavior indicates it may be beneficial to the student. Specific circumstances will determine an appropriate mental health service referral, which may include drug, alcohol and other educational services.

15. **Involuntary Leaves and Withdrawals**: The Health and Wellness Services Director and/or a campus counselor, with the Office of Student Affairs, may determine that a leave of absence, withdrawal, or exception to the academic or residential regulation based on behavioral factors is warranted if it would be in the best interest of the University. This action may be taken if, in the opinion of either a counselor or the Director, a student exhibits behavior that creates a significant disruption or clear and present danger to the physical or mental health of students or others in the community. This mandatory leave or withdrawal will be processed through the Office of Student Affairs and is subject to administrative appeal to the Vice President of Student Affairs. The Health and Wellness Services Director and a campus counselor will typically also be involved in the readmission of any student who is granted or placed on an involuntary leave or withdrawal.

These sanctions are not the only sanctions that may be levied, but are the most commonly invoked. All sanctions are communicated in writing to the student. Copies of disciplinary letters are maintained by the Student Affairs Office. If a student withdraws
or is suspended or dismissed for disciplinary reasons, the disciplinary letters are maintained for an indefinite period of time depending on the circumstances.

Sanctions are not noted on official or unofficial transcripts. An exception is made to this only in cases involving severe infractions of an academic nature such as, but not limited to, academic fraud.

**Typical Sanctions for Conduct Infractions**

**First Alcohol Offense**

<table>
<thead>
<tr>
<th>Level</th>
<th>Violation</th>
<th>Fine</th>
<th>Probation</th>
<th>Educational Course</th>
<th>Parent Notification</th>
<th>Meets With:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Under 21 – Alcohol paraphernalia</td>
<td>$50</td>
<td>6 months</td>
<td>Choices</td>
<td>Yes</td>
<td>Res Life Staff</td>
</tr>
<tr>
<td>1</td>
<td>Under 21 – Possession or presence of alcohol (no sign of alcohol consumption)</td>
<td>$100</td>
<td>6 months</td>
<td>Choices</td>
<td>Yes</td>
<td>On-campus - Res Life Staff Off-campus-Assoc. Dean</td>
</tr>
<tr>
<td>1</td>
<td>Over 21 – Consumption of alcohol in room of resident under 21</td>
<td>$100</td>
<td>6 months</td>
<td>Choices</td>
<td>Yes</td>
<td>Res Life Staff</td>
</tr>
<tr>
<td>1</td>
<td>Over 21 – Possession of alcohol beyond permitted limit (defined on p. 54)</td>
<td>$100</td>
<td>6 months</td>
<td>Choices</td>
<td>Yes</td>
<td>On-campus - Res Life Staff Off-campus-Assoc. Dean</td>
</tr>
<tr>
<td>1</td>
<td>Under 21 – Consumption of alcohol</td>
<td>$150</td>
<td>1 year</td>
<td>Choices</td>
<td>Yes</td>
<td>On-campus - Res Life Staff Off-campus-Assoc. Dean</td>
</tr>
<tr>
<td>2</td>
<td>Over 21 – Heavy intoxication, requires medical/Student Affairs assistance</td>
<td>$150</td>
<td>1 year</td>
<td>Wyoming Valley Drug and Alcohol Group Session</td>
<td>Yes</td>
<td>On-campus - Res Life Staff Off-campus-Assoc. Dean</td>
</tr>
<tr>
<td>2</td>
<td>Under 21 - Heavy intoxication, requires medical/Student Affairs assistance</td>
<td>$200</td>
<td>1 year</td>
<td>Wyoming Valley Drug and Alcohol Group Session</td>
<td>Yes</td>
<td>On-campus - Res Life Staff Off-campus-Assoc. Dean</td>
</tr>
<tr>
<td>2</td>
<td>Public Drunkenness – cited by PSO or WBPD</td>
<td>$200</td>
<td>1 year</td>
<td>Wyoming Valley Drug and Alcohol Group Session</td>
<td>Yes</td>
<td>On-campus - Res Life Staff Off-campus-Assoc. Dean</td>
</tr>
<tr>
<td>2</td>
<td>Hosting an on- or off-campus gathering with alcohol and minors present (10 or less guests)</td>
<td>$250</td>
<td>1 year</td>
<td>Wyoming Valley Drug and Alcohol Group Session</td>
<td>Yes</td>
<td>On-campus - Res Life Staff Off-campus-Assoc. Dean</td>
</tr>
<tr>
<td>2</td>
<td>Hosting an on- or off-campus gathering with alcohol and minors present (more than 10 guests)</td>
<td>$300</td>
<td>1 year</td>
<td>Individual Meeting</td>
<td>Yes</td>
<td>On-campus - Res Life Staff Off-campus-Assoc. Dean</td>
</tr>
</tbody>
</table>
### Second Alcohol Offense*

<table>
<thead>
<tr>
<th>Both Level 1 Offenses</th>
<th>Level 1 and Level 2 Offenses</th>
<th>Both Level 2 Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>$200 Fine</td>
<td>$250 Fine</td>
<td>$300 Fine</td>
</tr>
<tr>
<td>1 Year Conditional Suspension</td>
<td>1 Year Conditional Suspension</td>
<td>Min – 1 Year Conditional Suspension</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Max – Removal from Residence Halls</td>
</tr>
<tr>
<td>Parental Notification</td>
<td>Parental Notification</td>
<td>Parental Notification</td>
</tr>
<tr>
<td>Meeting with Associate Dean of Student Affairs</td>
<td>Meeting with Associate Dean of Student Affairs</td>
<td>Meeting with Student Affairs Council</td>
</tr>
<tr>
<td>Wyoming Valley Drug and Alcohol Group Session</td>
<td>Wyoming Valley Drug and Alcohol Group Session or individual off-campus assessment with Wyoming Valley Drug and Alcohol**</td>
<td>2, Individual off-campus assessment meetings with Wyoming Valley Drug and Alcohol**</td>
</tr>
<tr>
<td></td>
<td>Goal setting meeting with Area Coordinator</td>
<td>Goal setting meeting with Area Coordinator</td>
</tr>
</tbody>
</table>

*If the first offense did not require a group session with WVDA, a group session will be part of the sanctions for the second offense. If the individual already attended a group session as a result of his/her first offense, an individual meeting will implemented. Additional costs will be incurred by the violator.

### First Drug Offense*

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
<th>Probation/ Suspension</th>
<th>Education Course</th>
<th>Parental Notification</th>
<th>Meets With</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drug Paraphernalia (grinders, pipes, bongs, hookahs)</td>
<td>$150</td>
<td>1 Year Disciplinary Probation</td>
<td>Minimum – Choices</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Maximum - Wyoming Valley Drug and Alcohol Group Session</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>On-campus: Res Life Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Off- Campus: Assoc. Dean</td>
</tr>
<tr>
<td>Drug Paraphernalia with suspicion of illegal substance use</td>
<td>$200</td>
<td>1 Year Disciplinary Probation</td>
<td>Wyoming Valley Drug and Alcohol Group Session</td>
<td>Yes</td>
<td>On-campus: Res Life Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Off- Campus: Assoc. Dean</td>
</tr>
<tr>
<td>Possession of a controlled substance</td>
<td>$250</td>
<td>1 Year Conditional Suspension</td>
<td>Group session with Wyoming Valley Drug and Alcohol</td>
<td>Yes</td>
<td>On-campus: Res Life Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Off- Campus: Assoc. Dean</td>
</tr>
<tr>
<td>Possession of a controlled substance with drug</td>
<td>$300</td>
<td>1 Year Conditional Suspension</td>
<td>Group session with Wyoming Valley Drug and</td>
<td>Yes</td>
<td>On-campus: Res Life Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Off- Campus: Assoc. Dean</td>
</tr>
</tbody>
</table>
paraphernalia and/or suspicion of illegal substance use

<table>
<thead>
<tr>
<th>Selling or providing of a controlled or illegal substance to others</th>
<th>$350</th>
<th>Min – removal from Residence Hall</th>
<th>Indefinite Suspension</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max – Suspension/Expulsion from University</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Second drug offenses, and third alcohol offenses will result in a meeting with the Student Affairs Council who will levy sanctions appropriately.

**Other Offenses***

<table>
<thead>
<tr>
<th>Offense</th>
<th>Minimum Penalty</th>
<th>Maximum Penalty</th>
<th>Original Jurisdiction*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic dishonesty^</td>
<td>Disciplinary probation</td>
<td>Disciplinary dismissal</td>
<td>Student Affairs</td>
</tr>
<tr>
<td>Physical/verbal violence</td>
<td>Anger management, disciplinary probation</td>
<td>Anger management, conditional suspension</td>
<td>Residence Life/Student Affairs</td>
</tr>
<tr>
<td>Residence hall vandalism</td>
<td>$25 fine</td>
<td>Full cost to repair/replace defaced items/removal from residence hall</td>
<td>Residence Life</td>
</tr>
<tr>
<td>Lounge furniture removal/vandalism</td>
<td>$25 fine</td>
<td>Cost to replace item, removal from residence hall</td>
<td>Residence Life</td>
</tr>
<tr>
<td>Pets</td>
<td>$50 penalty charge and removal of animal</td>
<td>Removal from residence hall</td>
<td>Residence Life</td>
</tr>
<tr>
<td>Violation of Visitor Policy</td>
<td>Official reprimand</td>
<td>Removal of visitation privileges</td>
<td>Residence Life</td>
</tr>
<tr>
<td>Theft</td>
<td>Restitution</td>
<td>Restitution, removal from the University</td>
<td>Residence Life/Student Affairs</td>
</tr>
<tr>
<td>Off campus arrest – student does not live in residence hall</td>
<td>Disciplinary Probation</td>
<td>Removal from the University</td>
<td>Student Affairs</td>
</tr>
<tr>
<td>Tampering with fire systems – individual responsible</td>
<td>$100 penalty charge, referral to Student Affairs Cabinet</td>
<td>$100 penalty charge, dismissal from residence hall, notification sent to Fire Chief</td>
<td>Residence Life/Student Affairs</td>
</tr>
<tr>
<td>Tampering with fire systems – residence hall responsible</td>
<td>$5 penalty charge per resident, minimum charge $25</td>
<td>$5 penalty charge, residence hall probation, notification sent to Fire Chief</td>
<td>Residence Life</td>
</tr>
</tbody>
</table>

*All of the above are minimum sanctions. Violator may be subject to additional sanctions at the discretion of the Associate Dean of Student Affairs or the Student Affairs Council.*
- More severe penalties may be applied based on a student’s previous behavior or severity of the incident.
- Residence Life has the right to refer disciplinary cases to Student Affairs for adjudication.
- In cases of academic dishonesty faculty have the responsibility of administering academic consequences.

**Judicial Council**

*Contact: Mark Allen, Ph.D., Dean of Students*

In order to establish an internal review at the university level that provides an opportunity for students charged with violations of University policies, as set forth in guidelines for student conduct, the University Judicial Council (UJC) was established.

**Jurisdiction**

Where sanctions have been administered by an agent of the institution having original jurisdiction to hear and decide questions of student conduct that run counter to the guidelines set forth in the *Student Handbook*, it is the responsibility of the Judicial Council to review cases upon appeal if it meets one of the following criteria:
- new evidence relative to the original outcome
- procedural error by the original adjudicating agent (or group) that had a detrimental effect on the outcome of the hearing
- inappropriate sanction based on the policy violation

If an appeal is successful the UJC will require a new hearing of the case by the original adjudicating body, or a new adjudicating body, and that outcome is final. The University President shall have final appellate jurisdiction in all cases of indefinite suspension or disciplinary dismissal. Final appeal of decisions of indefinite suspension or disciplinary dismissal will be filed within three academic days following notification of the sanction with the Office of the President of the University and shall be adjudicated by the President as promptly as possible.

**Procedure**

A student must request a review of his/her case within five academic days of oral notification to the student of the initial adjudicating body’s decision (appeal request form). The Dean of Students and another member of the UJC will review the student’s reason(s) to request an appeal along with any relevant documentation involving the original decision. An appeal will be granted only if there appears to be: new evidence of significance relative to the original outcome; procedural error in the original hearing that was detrimental to the outcome; or an inappropriate sanction relative to the policy violation. The alleged violator will be notified within ten academic days of the request of a decision to grant an appeal.
If an appeal is granted, the UJC must give written notice to all parties concerned of the nature of the appeal and the date and time of the appeals session. All appeals sessions will be held within ten academic days of the approval to grant an appeal.

The UJC will ask the alleged violator to provide a detailed, written statement, describing his/her position relative to the case. The charging party will provide rationale for making the initial decision. Upon request from the UJC, the charging party will provide any documentation relevant to the case. The alleged violator will have the opportunity to review the charging party’s rationale, along with supporting documentation, prior to submitting his/her statement.

The Council will not hold any regular or special sessions without at least four members present of which there shall be at least one member of the faculty, Student Affairs staff, and the student body. Notification of the decision of the Judicial Council is sent to the Dean of Students and to the alleged violator.

All sessions of the Council, in its discretion, are closed. The Council has the power to govern its own internal proceedings and establish its procedures. Decisions of the Council are final.

Membership

The University Judicial Council (UJC) consists of seven judges and a council clerk. The judges of the UJC are appointed by the President of the University (or designee) in the following manner:

1. Faculty members: Two members of the faculty are appointed from a panel of nominees recommended by the faculty.
2. Student Affairs staff members: Two members of Student Affairs staff (one being the Dean of Students) are appointed by the Vice-President of Student Affairs.
3. Student members: Three members of the student body are appointed from a panel recommended by the Student Government President.
4. The council clerk is appointed from a panel of nominees recommended by the Student Government President. The clerk serves as the official recorder for the Council.

Terms of original appointment for all UJC judges and the clerk are for one academic year, but are eligible for reappointment.

All student judges and the clerk must meet the following requirements:

1. Be a full-time student (as defined in the University Bulletin) who has achieved a minimum cumulative grade point average of 2.00.
2. Achieved a class standing of at least a junior (sophomore standing for the clerk) for the year in which he/she is to serve.
3. No student judge, or clerk, can be an active member of the Student Affairs Council or a member of the Resident Assistant staff.
The following reasons are grounds for immediate removal by the Council (UJC) of one of its members:

1. Dismissal from the University
2. Academic or disciplinary probation
3. Failure to perform Council (UJC) responsibilities as determined by a majority of the Council.

A member who wishes to resign from the UJC will submit a letter of resignation to the chairperson of the UJC and the President of the University. In the event of a removal or resignation of any member from the UJC, the President of the University will fill the vacancy by appointment from the relevant panel previously submitted.

Judicial Council Calendar

The Council convenes during the first month of the academic year and thereafter as required in accordance with its procedures. At its initial meeting the Council elects a chairperson. The Council does not convene beyond the traditional academic year (fall and spring semesters). During the summer, all discipline cases may be appealed to the Dean of Students.
University Judicial Council determines:
- procedural error or;
- new evidence or;
- inappropriate sanction

Conference held with alleged violator
Disagreement on charges and sanctions

Investigation identifies policy violation and alleged violator

Conference held with alleged violator
Charges and sanctions agreed upon
(process ends)

Report submitted to Student Affairs or Residence Life for investigation

No policy violation found or no suspect identified
(process ends)

Administrative Hearing
Conducted by Associate Dean or Office of Residence Life where outcome would not likely be removal from residence or suspension

Student Affairs Council Hearing
Conducted where outcome could result in removal from residence or suspension from University

Student found not in violation of policy
(process ends)

Student found responsible for policy violation and sanctions imposed

Request for an appeal to the University Judicial Council submitted to Dean of Students

Appeal request denied
(process ends)

Appeal request approved
University Judicial Council reviews case

University Judicial Council upholds original adjudicating body decision
(process ends)

University Judicial Council determines: procedural error or; new evidence or; inappropriate sanction

Original adjudicating body rehears the case (discretion of the University Judicial Council based on findings)

Student accepts hearing outcome and sanctions
(process ends)
Policy on Inclement Weather

For the most reliable postponement, closing and reopening information, members of the Wilkes community and visitors should rely on the only three official sources of information:

- Wilkes’ homepage (www.wilkes.edu) under the "Latest News" section.
- MyWilkes Web Portal
- Inclement Weather Hotline: (570) 408-SNOW (7669)

The University's goal is to keep the campus open whenever possible. In the event of inclement weather, University officials will make every attempt to render a prompt decision regarding curtailment of classes and activities. Decisions will be based on weather forecasts, campus conditions and the conditions surrounding the University. The University will continue operation of essential and emergency services during inclement weather closings.

Once a decision to curtail operations has been made, the information will be disseminated on campus and to the media and will indicate whether classes are canceled or if we are moving to a compressed schedule. Every effort will be made to make morning announcements by 6:00 AM and decisions regarding evening classes by 3:30 PM. Announcements regarding delays or cancellations will be made on local radio and television stations and the emergency texting system. Students, faculty and staff may also call the Inclement Weather Hotline (570-408-SNOW – 570-408-7669) to learn if class and work schedules have been altered. Callers will hear a recorded message announcing any change in schedule. Information on class cancellations or work-schedule changes will be placed on the line as soon as it becomes official.

The University recognizes that our commuting students come from a wide geographic area and that road conditions can vary greatly throughout Northeastern Pennsylvania. Common sense and good judgment should act as a guide as to whether or not students can get to the University, or if a departure from campus earlier than closing time is required. We anticipate that the faculty will respect student judgment in these matters. In such situations students should make every effort to notify an instructor in advance regarding their inability to travel to campus. If advance contact cannot be made, then students should speak to their instructors about their absence upon their return to campus.

If classes are not canceled, but an individual faculty member is unable to conduct class, then the faculty member should contact the department chair and/or department office to arrange for student notification. Faculty are encouraged to arrange a system for communicating to their students should it be necessary to cancel class.

In cases when the University closes, full time and part time employees who are scheduled to work during declared times of closing will be granted time off from work with pay. Employees who are not scheduled to work will not be paid for the closing. When the decision has been made not to curtail operations, but travelling conditions are
unsafe along an employee's route to work, staff members are encouraged to use their 
judgment and take vacation leave or a personal day if necessary. Staff members who 
have not accrued vacation or personal leave will not be compensated when they miss 
work because of inclement weather. Staff who are on sick leave, vacation, family and 
medical leave or taking a personal day when a closing occurs must report the leave as 
originally scheduled.

**Compressed Schedule**

**Monday, Wednesday, Friday**

<table>
<thead>
<tr>
<th>Normal</th>
<th>Compressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 8:50 AM</td>
<td>10:00 - 10:40 AM</td>
</tr>
<tr>
<td>9:00 - 9:50 AM</td>
<td>10:45 - 11:25 AM</td>
</tr>
<tr>
<td>10:00 - 10:50 AM</td>
<td>11:30 AM - 12:10 PM</td>
</tr>
<tr>
<td>11:00 - 11:50 AM</td>
<td>12:15 - 12:55 PM</td>
</tr>
<tr>
<td>12:00 - 12:50 PM</td>
<td>1:00 - 1:40 PM</td>
</tr>
<tr>
<td>1:00 - 1:50 PM</td>
<td>1:45 - 2:25 PM</td>
</tr>
<tr>
<td>2:00 - 2:50 PM</td>
<td>2:30 - 3:10 PM</td>
</tr>
<tr>
<td>3:00 - 3:50 PM</td>
<td>3:15 - 3:55 PM</td>
</tr>
<tr>
<td>4:00 - 4:50 PM</td>
<td>4:00 - 4:50 PM</td>
</tr>
</tbody>
</table>

Regular Night Class Schedule

**Tuesday and Thursday**

<table>
<thead>
<tr>
<th>Normal</th>
<th>Compressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 – 8:45 AM</td>
<td>10:00 – 10:50 AM</td>
</tr>
<tr>
<td>8:00 - 8:50 AM</td>
<td>10:00 - 10:50 AM</td>
</tr>
<tr>
<td>8:00 - 9:15 AM</td>
<td>10:00 - 10:50 AM</td>
</tr>
<tr>
<td>9:00 - 9:50 AM</td>
<td>11:00 - 11:50 AM</td>
</tr>
<tr>
<td>9:30 - 10:45 AM</td>
<td>11:00 - 11:50 AM</td>
</tr>
<tr>
<td>10:00 - 10:50 AM</td>
<td>12:00 - 12:50 PM</td>
</tr>
<tr>
<td>1:00 PM - Resume regular class schedule</td>
<td></td>
</tr>
</tbody>
</table>
Saturday and Sunday

<table>
<thead>
<tr>
<th>Normal</th>
<th>Compressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 – 12:30 PM</td>
<td>10:00 AM – 1:30 PM</td>
</tr>
<tr>
<td>1:30 - 5:30 PM</td>
<td>2:00 – 5:30 PM</td>
</tr>
</tbody>
</table>

**Afternoon/Evening Schedule Only**

During inclement weather, as an alternative to the compressed schedule, the University may choose to open at noon, remaining on a regular class schedule. This option will preserve the afternoon and evening schedule, and allow an extra two hours for road and weather conditions to improve. The notice given to the media will read: *University opens at noon, maintain regular class schedule.*

**Off Campus Sites/Bartonville Location**

Off campus classes in the Graduate Teacher Education program follow the host site. Because there can be variation in the weather patterns between the Wyoming Valley and the Bartonville location, separate decisions may be made about each campus location.

**Shuttle Operation**

On days when the University moves to a Compressed Schedule the shuttle will begin running at 9:00 AM. If the University closes early, the Shuttle will run for one hour following the announced closing time.
The academic year consists of two fifteen-week semesters, each of which includes a final examination period. The fall semester normally begins in late August and concludes with final examinations in December. The spring semester begins in mid-January and closes with a final examination period in May. An optional Intersession is offered in January.

The University also provides a broad range of courses, workshops, mini-courses, and programs with outdoor activities during the summer months. The summer schedule includes a three-week pre-session, two five-week day sessions, and a nine-week evening session, plus special mini-sessions. The first regular summer session begins in early June and concludes in mid-July; the second regular summer session begins in mid-July and ends in late August. The nine-week evening session, which begins in early June and ends in early August, complements these two day-school summer sessions.

Commencement exercises are held at the close of the spring semester as well as at the close of the summer sessions.

(for detailed calendar see Registrar’s page at
http://wilkes.edu/academics/office-of-the-registrar-recorder/calendar)
APPENDIX A

Student Fundraising Policy

Fundraising is an integral facet of student life, and the University recognizes and supports the meaningful contributions that student organizations make both on campus and within the local and global communities. The ensuing guidelines and approval procedures have been adopted to foster a student fundraising environment that is fair, fiscally accountable, and consistent with the values of Wilkes University.

A. Definition
For University purposes, student fundraising shall be defined as any on-campus or off-campus student-run activities designed to generate revenue or materials through donations or the direct sale of merchandise or service.

B. Fundraising Eligibility
1. Student fundraising is permitted by:
   - University sanctioned clubs and organizations in good standing
   - University athletic teams
   - Students in University sponsored leadership programs or service initiatives
   - Students involved in projects associated with a specific academic course or program at the University

2. Student fundraising is restricted to activities where the purpose is to:
   - Raise proceeds to support activities or purchase materials that are consistent with the purpose of the student organization/group (e.g., conferences, field trips, uniforms, supplies, socials)
   - Or-

   - Raise proceeds that will be directed towards a charitable organization or altruistic cause.

C. General Guidelines
The following guidelines are applicable to all student fundraising activities.

1. Prior to beginning any fundraising activity, students must complete a fundraiser application and submit it to the Office of Student Development, 1st Floor Henry Student Center. Applications are available at the Henry Student Center information desk and online at www.wilkes.edu/fundraiser.

2. Student groups must have a University fund number to apply for approval to conduct a revenue-generating fundraiser. This may include the group’s fund number or the fund of a University program/department supporting the fundraiser. Non-monetary fundraisers such as charitable drives to collect food and clothing do not require a fund number.
3. Student organizations must keep accurate records of funds raised and spent. Records must include a merchant produced or non-University document that records the relevant details for each item purchased including quantities, amounts, a description of what was purchased, the total charge amount and the merchant’s name and address (e.g., sales receipt, original invoice, packing slip, credit receipt, email order confirmations, etc.).

4. Money raised from a fundraiser cannot be used without depositing it into a University account first. All monetary donations must be deposited into a University account within two working days of receipt.
   - To deposit revenues, students must complete a Cash Receipt Transmittal form (available on the Wilkes Portal, Controller’s Office channel) and deliver it to Student Services Desk.
   - Students are asked to contact Public Safety (408-4999) for an escort to the Student Services Center when depositing revenues in excess of $100.

5. In order to use Wilkes University’s name or logo on fundraising merchandise or promotional materials, student groups must receive written approval from the Office of Marketing Communications (Contact: Associate Director of Creative Services at 408-4775).

6. Students are not authorized to sign contracts on behalf of the institution. Groups who are planning to use outside vendors/entertainment must submit the appropriate contract to the Procurement Office (Contact: Procurement Director at 408-4554).

7. Solicitation of off campus organizations or individuals must be approved by the Office of Advancement (Contact: Director of Alumni Relations and Annual Giving at 570-408-4135).
   - Any gifts received (cash or in-kind) must be deposited into a University account and properly receipted by the Office of Advancement.

8. The name of the club/organization and purpose of the fundraiser must be clearly visible during all fundraising events.

9. All on-campus and off-campus fundraising activities must adhere to all policies set forth in the Student Handbook.

D. Fundraising for Charitable Causes

Fundraising activities for charitable causes are permissible provided the above guidelines are adhered to along with the following.

1. Prior to conducting fundraising activities for non-profit, charitable organizations, student groups must submit a statement of support from the organization that authorizes the fundraiser to occur on its behalf.
2. Educational information about the charitable organization and the services it provides must be made available at the fundraising event.
3. Monies raised on behalf of a charitable organization or cause must be deposited into a University account prior to being dispersed.
   - When monetary donations from a fundraising activity are collected directly by the non-profit agency, student groups must request a receipt from the organization that delineates the total funds raised and forward it to the Coordinator of Civic Engagement.

E. Fundraising Examples
The following list contains general examples of activities that may be used for fundraising. The Office of Student Affairs reserves the right to review and approve all proposed activities during the application process.

1. The sale of items/services unique to the organization/group (e.g., singing telegrams by the Choral Club, drawings by the Art Club).
2. Items that promote school spirit (e.g., apparel items, lanyards).
3. Pre-packaged food items (e.g., candy bars, sticky buns).
5. Donations of food or clothing.

F. Prohibitions
The University prohibits fundraising activities that include the following.

1. Uninvited, door-to-door solicitation on Wilkes University property.
2. Fundraising during major University-wide events (such as Commencement, Welcome Weekend, Orientation, Open House, VIP day) without special invitation from the division in charge of the event.
3. Merchandise and/or advertisements that do not conform to commonly established standards of good taste as determined by the Office of Student Affairs (e.g., lewd, obscene, vulgar, intimidating, ridiculing, threatening or demeaning symbols and/or statements).
4. Merchandise and/or advertisements that promote alcohol or irresponsible behavior (e.g., selling shot glasses, images of alcoholic products on t-shirts, references to intoxication).
5. Fundraising for the personal gain of individuals (e.g., individual club members profiting from a group activity).
6. Revenue generating fundraisers in the University’s residence halls or library.
7. Raffles or games of chance.
8. Raising funds for political office candidates.
9. Sale of items that violate trademarks or copyrights (e.g., unauthorized use of logos, slogans).

G. Additional Restrictions
Due to the scope and breadth of student fundraising activities, Wilkes University acknowledges that this policy cannot address every possible issue that may arise. Thus, the University reserves the right to impose reasonable restrictions and/or requirements with respect to the time, place, and manner of fundraising activities that may be in addition to, or in lieu of, those set forth in the policy.
H. Fundraiser Locations
On-campus fundraising activities are restricted to:

1. The Henry Student Center
2. Pre-approved athletic venues
3. Lounge/common areas of academic buildings
4. The George Fenner Quadrangle
5. Residence Halls
   - Fundraising in the residence halls is restricted to charitable food and clothing drives. Revenue generating fund-raisers are not permitted.

Off-campus fundraisers will be approved on a case-by-case basis during the application process.

I. How to Receive Approval for a Fundraiser Activity
All student fundraising activities must be approved prior to scheduling facilities, advertising, or purchasing merchandise. The approval process is delineated below.

Step 1: Submit an Application
Complete a fundraiser application and submit it to the Office of Student Development at least two weeks prior to the proposed fundraiser activity. The application can be downloaded at (www.wilkes.edu/fundraiserapp) or picked up at the information desk on the 1st floor of the Henry Student Center.
*Fundraising applications will not be approved for more than one semester in advance.

Step 2: Monitor the Status of the Application
A decision on the status of your fundraising application will be sent via email to the student contact listed on the application within five working days from the date of receipt.

Step 3: Facility Reservation
Once your application is approved, confirm facility reservations with the appropriate University contacts listed below (if necessary).

   ✓ Henry Student Center
   To reserve a table in the Henry Student Center concourse, contact the Office of Student Development at 408-4111 at least 7 days in advance of the proposed fundraiser. A maximum of 10 fundraising tables will be approved within a given time slot. On the day of the fundraising event, students will be provided with a laminated pass that must be displayed on their table.

   To reserve a room in the Henry Student Center (Ballroom, Student Lounge, Miller Room, Hiscox Room), contact the Office of Student Development at 408-4111 or go to the room reservation link located at
www.wilkes.edu/activities. Room space in the Student Center is available on a first come first serve basis.

✓ **Athletic Venues**
   To reserve a table and/or space at an athletic facility (e.g., Ralston Athletic Complex, Marts Gymnasium, UCOM Recreation Athletic Center), contact the Athletics’ Office at 408-4024 at least 7 days in advance of the proposed fundraiser. A maximum of 3 fundraising tables will be approved during athletic events.

✓ **Common Areas in Academic Buildings**
   To reserve a table in a lounge/common area of an academic building (SLC, Breiseth Hall), contact 408-2FIX at least 7 days in advance of the proposed fundraiser.

✓ **Residence Halls**
   To receive permission for a charitable fundraising drive (e.g., food or clothing drive) in a residence hall, contact the Director of Residence Life at 408-4353 at least 7 days in advance of the proposed fundraiser.

✓ **George Fenner Quadrangle**
   To reserve a table and/or space on the Fenner Quadrangle, contact 408-2FIX at least 7 days in advance of the proposed fundraiser.

**J. Promoting Fundraisers**

*Student groups must have their fundraiser application approved prior to publicizing an activity. The promotional channels and resources available are delineated below.*

1. Numerous bulletin boards are provided across campus to circulate information about fundraising activities. Flyers must include: the name of the sponsoring student organization, the location and date of the activity, and the purpose for which the fundraising proceeds will be used.
   - All promotional flyers in the Henry Student Center must be approved by the Office of Student Development prior to being posted. Painters tape must be used when attaching promotional items on the walls or windows. (i.e., no duct tape, double sided tape) Flyers may not be attached to any part of the wall surface or the glass entrance doors of the Student Center.
   - All promotional flyers in the residence halls must be approved by the Office of Residence Life prior to being posted.
   - All promotional flyers in academic areas must be approved by the appropriate academic department.

2. Student groups may advertise their fundraising activities on Wilkes Today by emailing an announcement to today@wilkes.edu.

3. The Office of Student Development (1st Floor Student Center) will provide up to twenty black and white copies of promotional flyers for a fundraising activity. For larger print jobs, students may contact the Wilkes University Print Shop at 408-4248 (printing fee will apply).
4. Promotional materials may not be placed on cars in the University’s parking lots.
5. All flyers and promotional materials must be removed by the student group within two days after the conclusion of the fundraising activity.

K. Sanctions
Student groups found to be in violation of the fundraising policy guidelines could be subject to sanctions through the University’s disciplinary process that may include, but are not limited to, cancelation of the fundraising event, loss of the right to use University property/facilities for future activities, and suspension of recognized student organization status. The severity of the sanctions will depend on the circumstances surrounding the violation.

APPENDIX B
Procedure for Becoming a Recognized Undergraduate Student Club/Organization

Wilkes University encourages involvement in extracurricular activities as an integral part of student development. The University recommends that all student clubs or organizations seek recognition. Recognition grants the club/organization the ability to use campus facilities upon approval of the appropriate University official, to request funds from the Student Government, and to benefit from the accounting procedures of the Financial Management Office and the Office of Student Development. All campus clubs/organizations must have an active membership of at least five students and be open to all students; consequently, groups that are exclusive do not exist at Wilkes.

Procedure

1. The Associate Dean of Student Development should be contacted and notified of the intention to establish a new club/organization.

2. A notice of intent to organize a new club/organization should be advertised campus wide, and organizational meetings should be held.

3. An advisor (professional staff member or faculty) must be selected and approved by the President or designee.

4. The prospective club/organization must submit a constitution to the Student Government for review. This constitution must minimally include:
   a. Club/organization name
   b. Statement of open membership
   c. Statement of purpose
   d. Officers and duties
   e. Elections and voting eligibility
   f. Provision for removal and replacement of officers
   g. Provision for amendments and revisions

5. The constitution must be presented to Student Government at two consecutive meetings. Student Government can send the constitution back for review and revision before agreeing to vote on it.

6. If the constitution is passed by a Student Government majority, the club/organization is recognized.
APPENDIX C

Sexual Misconduct Policy and Procedures

Sexual misconduct in any form will not be tolerated at Wilkes University. The University has in place: programs to educate the campus community regarding prevention and issues surrounding sexual misconduct; training programs for staff and faculty to provide student victims with direction for assistance; conduct policies and procedures to adjudicate cases involving sexual misconduct; and, most importantly, support systems for victims.

As a recipient of Federal funds, the University is required to comply with Title IX of the Higher Education Amendments of 1972 along with other applicable laws, which prohibit discrimination on the basis of sex in education programs or activities. Sexual misconduct, as defined in this policy, is a form of sexual discrimination prohibited by Title IX. The protections of Title IX apply to all Wilkes University students as well as third parties participating in University programs and activities.

In order to make the Sexual Misconduct Policy understandable, sexual harassment, sexual misconduct, and sexual assault are defined below. These terms are not mutually exclusive.

*Sexual Harassment:* Any unwelcome sexual advances (verbal or physical), requests for sexual favors or other verbal or physical conduct of a sexual nature are considered sexual harassment when: submitting to or participating in the conduct is either explicitly or implicitly a term or condition of an individual’s employment or educational achievement; or the conduct interferes with or is intended to interfere with academic or work performance; or if the conduct creates an intimidating, hostile or offensive educational or work environment. A single instance of sexual misconduct may be sufficiently severe to create a hostile learning environment.

*Sexual Misconduct:* Includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, voyeurism, partner violence, stalking and any other behavior of a sexual nature that is non-consensual and used for the purpose of coercing, intimidating or threatening another person. Sexual misconduct can occur between people of the opposite sex or people of the same sex.

*Sexual Assault:* A person commits sexual assault when that person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant’s consent. Additionally, for the purpose of this policy, sexual assault includes the deliberate touching of a person’s intimate parts (including genitalia, groins, breasts or buttocks), or using force to cause a person to touch his or her own or another person’s intimate parts.

**If you are a victim of sexual assault, or witness to a sexual assault:**

- Get the victim to a safe place as soon as possible
- Seek immediate medical attention
- For life-threatening situations call 911
- For non-life-threatening situations contact the Department of Public Safety at 570-408-4999 or the Student Affairs staff person on duty at: (570) 362-8346.
- Preserve any evidence. Once a feeling of safety is achieved, every effort to save anything that might contain the offender’s DNA, therefore a victim should not:
  - Bathe or shower
  - Use the restroom
- Change clothes
- Comb hair
- Clean up the crime scene
- Move anything the offender may have touched

- File a report with the Office of Student Affairs or the Department of Public Safety. (See section on confidentiality listed below in the definition section.)

**Support Services**

Wilkes University offers support services to individuals who experience sexual assault which include, but are not limited to the following:
- Accompaniment to the hospital (if desired) by a Student Affairs professional.
- Access to ongoing information including criminal and University policy options as well as support and advice from campus and/or off campus counselors. *Please note that information shared with campus and off campus counselors is confidential; however, alleged sexual assault cases brought to the attention of the University through non-confidential sources must be investigated. Efforts will be made to honor confidentiality but cannot be guaranteed. (See definition of confidentiality listed below.)*
- Assistance in reporting the incident to the local police department (if desired).
- Accommodations to minimize contact with the alleged assailant including: academic accommodations, housing relocation, alternative transportation, issuing a no contact order.
- Protection from retaliation. Retaliation against a person who files a complaint or participates in an investigation is prohibited by University policy, and by state and federal law.
- A full explanation of the investigation and adjudication process (including timelines, hearing procedures, and the appeals process).
- Access to a Title IX officer. The Title IX officer will serve as an impartial observer to assist students with any questions or concerns that they may have beginning from the time immediately following the alleged assault, through the investigation and to the outcome of hearings and appeals.

**Definitions Specific to the Sexual Misconduct Policy**

**Accused:** An individual(s) who has been named by a complainant to have allegedly committed an act of sexual misconduct.

**Administrative Committee on Sexual Misconduct:** The primary adjudicating body that hears cases involving sexual misconduct.

**Associate Dean of Student Affairs:** The person (or designee) who is the lead investigator in cases of sexual misconduct.

**Complainant:** An individual(s), whether it be an alleged victim or witness to sexual misconduct, who reports an incident to University officials resulting in an investigation and adjudication. A complainant may come from outside of the University.

**Confidentiality:** Keeping private a conversation regarding a reported act of sexual misconduct.
Students who wish to seek confidential on-campus support may contact a professional staff member in the University’s Health and Wellness Services Office located on the first floor of Passan Hall. Phone: 570-408-4730

Students may also seek confidential counseling off campus at:

The Victims Resource Center
71 North Franklin Street
Wilkes-Barre, PA 18701
(570) 823-0765

Consent: Words or actions that demonstrate an affirmative and voluntary agreement to engage in a sexual activity. Consenting persons act freely and demonstrate a knowledge and understanding that they are engaging in a sexual activity.

- No response or lack of a response is NOT sufficient to be considered consent.
- An individual’s failure to protest or resist is NOT considered consent.
- A current or previous sexual relationship is NOT sufficient to constitute consent.
- An individual who is incapacitated (see definition provided below) CANNOT give consent.
- An individual who says yes to a sexual activity due to coercion or intimidation is NOT considered to have given consent.

Dating Violence: Dating violence is controlling, abusive, and/or aggressive behavior in a romantic relationship typically used to exert power and control over a dating partner. This includes verbal, psychological/emotional, physical, or sexual abuse, or a combination. It may occur in person or electronically; in a gay or straight relationship; between a current or former dating partner. Examples of controlling behavior include: attempts to control what you wear, where you are, whom you are with, and what you are doing. Verbal and emotional abuse may include: name calling, belittling, and threats. Aggressive physical or sexual abuse ranges from: slapping, kicking, or choking, to unwanted touching or kissing, forced sex or other sexual acts, and/or not allowing the use of birth control.

Dean of Students: Considers appeal requests and grants an appeal hearing based on specified criteria.

Designated Hearing Officer: The official in charge of convening and leading a sexual misconduct hearing and notifying parties of the outcome of a hearing.

Domestic Violence: One or more of the following acts (including the attempt to commit one or more of the following acts) between family or household members, or protected persons*:

- bodily injury, rape, or incest
- putting a protected person in reasonable fear of immediate, serious bodily injury
- false imprisonment
- physical or sexual abuse of a child, and
- other actions that repeatedly put a protected person in reasonable fear of serious bodily injury, such as stalking or harassment.

*household members” include individuals who live (or have lived) with the victim. But despite the term “household member,” the victim doesn’t actually need to reside in the same house as
the abuser for the abuser to qualify as a “household member.” For example, a protected person could be a sibling who does not live with the victim as well as a former or current sexual partner that never lived with the victim.

*Gender-based harassment:* Any act of verbal or non-verbal aggression, intimidation, stalking or hostility based on gender stereotyping. As with sexual harassment, the conduct exhibited must interfere with a person’s work or education (see sexual harassment definition).

*Incapacitation:* The physical and/or mental inability for individuals to make rational, reasonable decisions because they lack the capacity to give knowing consent (see definition of consent provided above). Incapacitation is a state when an individual is under the influence of drugs or alcohol to the degree that judgment is significantly impaired.

*Partner Violence:* Occurs when two people have been in a relationship that is or has been considered to be one leading to emotional and physical intimacy. All of the above-listed definitions can apply in partner violence, but may also include isolation and humiliation.

*Rape:* A person commits rape when that person penetrates the vagina or anus of another individual with any body part or object without consent, or makes oral penetration with a sex organ without consent.

*Acquaintance Rape or Date Rape:* A rape (as defined above) imposed upon a victim by someone he or she knows.

*Sexual Exploitation:* Any visual or auditory recording of sexual activity that is made without explicit consent or sharing such without explicit consent. Example: using a hidden camera in a residence hall room to record sexual activity.

*Sexual Assault:* A person commits sexual assault when that person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant’s consent. Additionally, for the purposes of this policy, sexual assault includes the deliberate touching of a person’s intimate parts (including genitalia, groin, breast or buttocks), or using force to cause a person to touch his or her own or another person’s intimate parts.

*Sexual Harassment:* Any unwelcome sexual advances (verbal or physical), requests for sexual favors or other verbal or physical conduct of a sexual nature are considered sexual harassment when: submitting to or participating in the conduct is either explicitly or implicitly a term or condition of an individual’s employment or educational achievement; or the conduct interferes with or is intended to interfere with work or education; or if the conduct creates an intimidating, hostile or offensive educational or work environment. A single instance of sexual misconduct may be sufficiently severe to create a hostile learning environment.

Examples: Requests for sexual favors; sexually suggested language or humor; stalking; undesired physical contact; sexual assault.

*Sexual Misconduct:* A broad term which includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, partner violence, dating violence, domestic violence, stalking and any other behavior of a sexual nature that is non-consensual and used for the purpose of coercing, intimidating or threatening another person. Sexual misconduct can occur between people of the opposite sex or people of the same sex.
**Sexual Violence:** Committing a physical sexual act against another person’s will or where a person is incapable of giving consent. Examples: rape, date rape, sexual assault, sexual battery, and sexual coercion.

**Stalking:** A course of conduct or repeatedly committed acts or communications toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place the other person in reasonable fear of bodily harm or causing substantial emotional distress.

Examples: unwelcome and persistent electronic message, phone calls, gifts, and other forms of observation.

**Student Conduct Process for Sexual Misconduct:** A process established by the University to resolve alleged acts of sexual misconduct, generally falling within the definition of sexual assault or sexual violence, but may be used in egregious acts of any form of sexual misconduct. All other alleged misconduct acts are resolved using the regular student conduct process.

The student conduct process for sexual misconduct pertains to cases in which: 1) the complainant(s) and accused are Wilkes University students or 2) the accused is a Wilkes University student. The procedures for alleged incidents of sexual misconduct perpetrated against a student by a faculty member, staff member, or contracted worker is provided in the last section of this Appendix.

**Title IX:** A federal law that prohibits sex-based discrimination in education programs and activities at public and private educational institutions that receive federal assistance. Sexual harassment, including sexual violence, is a form of sex discrimination that is covered in Title IX.

**Title IX Officer:** The person, specially trained, and responsible for oversight of University policies and practices related to sexual harassment (which includes sexual misconduct). The Title IX Officer for cases involving students is the Associate Dean for Student Development.

**University Judicial Council (UJC):** The adjudicating body that considers appeals of Sexual Misconduct case decisions. The option for an appeal is available to both victim and accused.

**Victim:** Any person who is subject to sexual harassment, sexual misconduct, sexual assault, sexual violence (terms not mutually exclusive).

**Voyeurism:** Observing the naked bodies or sexual acts of others, especially from a secret vantage point.

**Staff Responsibilities and Contact Information**

**Role of Staff and Faculty**

All faculty and staff members who do not work within the Health and Wellness Services Office are designated by Wilkes University as “responsible employees”. Title IX requires all responsible employees “who know or reasonably should know of possible sexual violence” to report the information to the appropriate designated officials.

Responsible employees who become aware of an alleged episode of sexual misconduct are obligated to report all of the relevant facts pertaining to the incident (including names, dates, times, and locations) to the Deputy Title IX Coordinator, Office of Student Affairs, or Public Safety. Once an incident is reported, confidentiality will be respected based on the alleged
victim’s wishes, however, there may be situations when confidentiality cannot be guaranteed depending on the nature of the incident and potential threat to the campus community.

**Role of Associate Dean of Student Affairs (or designee)**
The Associate Dean of Student Affairs (or designee) is the primary person who will investigate the case, inform the alleged victim and accused of rights and processes, and prepare all documents relative to the case. Other Student Affairs staff may assist in the process depending on the circumstances of the case.

**Role of the Dean of Students**
The Dean of Students will, upon request of an appeal, determine if there is merit for an appeal of a sexual misconduct decision to be granted. If there is merit to the appeal, based on established criteria, the Dean will notify all parties involved as to their respective responsibilities in the process and provide required notification of outcomes.

**Role of Title IX Coordinators**
Wilkes University has designated the Title IX Coordinator and Deputy Title IX Coordinator listed below.

**Title IX Coordinator**
Mr. Justin Kraynack  
Chief Risk/Compliance Officer  
Office Location: 148 South Main St.  
Wilkes-Barre, PA 18766  
Phone: (570) 408-4554  
Justin.kraynack@wilkes.edu

**Deputy Title IX Coordinator**
Philip J. Ruthkosky, Ph.D.  
Associate Dean Student Development  
Office Location: 2nd Floor Passan Hall  
Wilkes-Barre, PA 18766  
Phone: (570) 408-4108  
philip.ruthkosky@wilkes.edu

While the Title IX Coordinator has ultimate oversight responsibility over all Title IX complaints, the Deputy Coordinator will provide direct guidance and supervision in allegations of sexual harassment and sexual misconduct involving students. More specifically, the responsibilities of the Deputy Coordinator are as follows:

- Be available to meet with student complainants and those individuals who are accused of sexual harassment and violence as needed to discuss the University’s grievance procedures and support services.
- Review all evidence and administrative notes pertaining to reports of sexual harassment and violence involving students and closely monitor all investigations and conduct proceedings to ensure a fair and comprehensive process.
  - *Note: The Deputy Coordinator does not have any job responsibilities that would create a conflict of interest in cases brought to a student conduct hearing.*
- Create educational materials and training programs on sexual harassment and violence for dissemination to the campus community.
Education and Prevention

Wilkes University offers the following educational programs and services that are designed to foster a safe living, learning and working environment:

1. Training programs on how to recognize and appropriately report allegations of sexual harassment and sexual misconduct to those who may meet students in crisis situations or serve in an advisory or adjudicating capacity, such as resident assistants, Title IX officers, public safety officers, first-year student mentors, department supervisors, student affairs emergency on-call staff, and members of the Administrative Committee on Sexual Misconduct and Judicial Council.
2. An online, health-education and self-assessment program administered to all incoming first-year students, which addresses their choices related to drugs and alcohol along with the connection between alcohol/drug use and sexual violence.
3. A mandatory Welcome Weekend workshop on sexual harassment and violence presented by the Victim’s Resource Center of Wilkes-Barre, PA.
4. A sexual harassment and violence brochure disseminated to all first-year students.
5. A sexual harassment and violence resource guide disseminated to all faculty and staff.
6. On duty uniformed Public Safety Officers, 24 hours a day/7 days a week.
7. A Bystander Intervention program designed to provide students with the skills and confidence to intervene safely and effectively when witness to situations where individuals may be at risk of sexual violence.
8. An emergency on-duty Student Affairs professional, 24 hours a day/7 days a week.
9. A “Safe Escort” from a Public Safety officer anywhere on campus from dusk until dawn.
10. An emergency community notification system comprised of several communication methods including, text messaging, printed fliers, and the Wilkes Portal.
11. An anonymous campus advisory extension to report information regarding safety and security concerns.
12. Self-Defense Awareness & Familiarization Exchange (S.A.F.E.) – a voluntary educational awareness program for women designed to provide basic self-defense skills along with information to reduce the risk of sexual violence.

Reporting an Incident of Sexual Misconduct

Reports of sexual misconduct are to be reported to the Office of Student Affairs or Public Safety. There is no time limit with regard to reporting; however, complainants are encouraged to proceed as quickly as possible. Evidence, witnesses, and even the accused may not be available after a period of time. The Office of Student Affairs will also provide the alleged victim assistance in reporting the incident to the local police department (if desired). The Office of Student Affairs will work in conjunction with other University offices to provide counseling; accommodate necessary residence hall and class/work scheduling changes; and obtain the proper medical attention. Once the immediate necessities have been addressed, options available to the complainant with regard to University adjudication and criminal procedures will be explained.
The Investigation

Sexual misconduct investigations are led by the Associate Dean of Student Affairs (or designee) who has been trained in sexual misconduct investigation and adjudication. The University reserves the right to proceed with the sexual misconduct investigation and adjudication independent of any criminal proceeding. Verdicts in criminal court are not determinative of the proceedings held by the University.

The University will make every reasonable effort to protect the confidentiality of the complainant; however, confidentiality may be compromised if it is determined that an investigation should move forward based on several factors including: the seriousness of the infraction; the complainant’s age; whether there have been previous complaints about the accused. Furthermore, the Office of Student Affairs will inform the complainant that the University’s ability to respond will be limited when there is a request for the complaint to remain confidential. If the complainant does not wish to move forward with a formal Sexual Misconduct Proceeding and/or requests confidentiality, Title IX requires the University to investigate and take reasonable action in response to the information.

If the complainant decides to go forward with the complaint, and the professional staff member conducting the preliminary investigation determines there is cause to proceed, a formal investigation and hearing will be held. The ultimate decision to move forward with a sexual misconduct hearing will be made after Student Affairs has met with the complainant and the accused.\footnote{If the University receives an allegation of sexual misconduct involving an individual who is under the age of 18, the incident will be immediately reported to the appropriate county agency.}

The complainant will be asked to sign a declaration of intent to proceed with the sexual misconduct process. The accused will be promptly notified in writing of the charges being made. The complainant and the accused will be asked to provide a written summary of the event.

When meeting with the accused, the Office of Student Affairs will inform him/her of the reason for the interview and will provide the opportunity to relate his/her perspective. All processes and policies relative to the allegations, as found in the Student Handbook, will be explained. The accused will review the declaration of intent signed by the complainant. Both the accused and complainant will be informed that each is allowed to be accompanied to all meetings, hearings, and interviews by an advisor of their choice. Advisors are allowed solely for the purpose of support and may not serve as representatives of the complainant or accused. During the course of a hearing, advisors are not allowed to cross examine or actively engage in the discussion.

Both the complainant and the accused will have an equal opportunity to provide a list of witnesses, along with contact information. Once the lists have been received, the Office of Student Affairs will begin to interview witnesses.

Both the complainant and the accused will be afforded the opportunity to review copies of each other’s written summary. Each will review the summary for alleged inaccuracies and inconsistencies, along with a member of the Office of Student Affairs staff, who will make note of the inaccuracies and inconsistencies purported by each party.

During the process of investigating the alleged sexual misconduct, other violations of the University Code of Conduct may be found to have been committed. The Administrative Council
on Sexual Misconduct reserves the right to question and sanction those involved in other conduct violations (including the accused and the complainant) following the outcome of the sexual misconduct hearing. The use of alcohol and drugs is not considered a defense against violations of the sexual misconduct policy. Please refer to the explanation of consent that is provided above in the definitions section.

Investigations will be completed within thirty calendar days of the initial report to the Office of Student Affairs, unless extenuating circumstances, as reviewed and approved by the Vice President of Student Affairs, requires an extension of time.

B. The Hearing

The hearing will take place before the Administrative Committee on Sexual Misconduct, a representative group trained in the areas of sexual misconduct and adjudication. A minimum of four voting members of the Committee must be present to conduct a sexual misconduct hearing. The voting members may include staff members from the Athletics Department, the Office of Student Development, Residence Life, the Center for Global Education and Diversity and University College along with a faculty member appointed by the Vice President for Student Affairs, in conjunction with the Provost.

A designated hearing officer of the Administrative Committee on Sexual Misconduct will serve as the official in charge of convening and leading the hearing and notifying the parties of the outcome. The Deputy Title IX Coordinator serves as a non-voting member, who attends sexual misconduct hearings to address procedural and policy questions.

The hearing will take place within sixty calendar days of the initial report to the Office of Student Affairs unless extenuating circumstances, as reviewed and approved by the Vice President of Student Affairs, requires an extension of time. Both the complainant and the accused will be given, at a minimum, at least five calendar days notice of the hearing. All parties will be informed that the proceedings will be recorded and can be used for the appeals process. It is an expectation that confidentiality among members of the Administrative Committee on Sexual Misconduct be maintained with regard to any and all aspects of the hearing.

The standard of proof used by the Administrative Committee on Sexual Misconduct in determining policy violations will be based on the “preponderance of evidence,” meaning that it is more likely than not the violation occurred.

Cross-examination, by the accused or the alleged victim, is prohibited. The alleged victim and/or the accused may ask to have the other party view the testimony via Skype or other electronic means from within the building. This allows for questioning without confrontation or additional distress. The alleged victim or the accused must request this accommodation two days prior to the hearing in order to allow adequate time to prepare the technology. Requests for accommodations that are not made within the two day designated timeframe may result in a postponement of the hearing.

The hearing process is as follows:
- A review of the hearing process and introduction of the Administrative Committee on Sexual Misconduct.
- The alleged victim and accused are given an opportunity to offer commentary relative to each other’s statement.
- The alleged victim is questioned by the Administrative Committee on Sexual Misconduct.
- The accused is questioned by the Administrative Committee on Sexual Misconduct.
- Witnesses give testimony and are questioned by the Administrative Committee on Sexual Misconduct.
- The alleged victim gives his or her closing statement.
- The accused gives his or her closing statement.
- All but the Committee are excused and deliberation begins.

The Designated Hearing Officer leading the hearing will determine time restrictions and questions of relevance, enforce rules prohibiting advisors from actively engaging in the discussion, and other procedural matters as required.

The Administrative Committee on Sexual Misconduct has the authority to levy a sanction or sanctions against a student who has violated the sexual misconduct policy. Sanctions levied against a student who has violated the Sexual Misconduct Policy will vary according to the severity of the action and can include, among other forms of sanction:

- disciplinary dismissal from the University
- interim suspension
- indefinite suspension
- expulsion from residence halls

The outcome of the hearing will be shared simultaneously, in writing, with both the accused and the complainant within one calendar day of the hearing.

Both the accused and the complainant have the right of appeal. Appeals must be submitted, in writing, to the Dean of Students within five academic days of notification.

Any type of retaliation against the alleged victim, the accused (other than discipline that may be imposed by this policy), witnesses, members and others associated with the process will be considered a conduct violation.

Withdrawal
If a student accused of sexual misconduct withdraws from the University prior to a pending adjudication, the sexual misconduct hearing will still proceed.

Appeals Procedure for Sexual Misconduct Cases

In cases that are adjudicated using the Sexual Misconduct Process both the alleged victim and the accused have an opportunity to request an appeal with the University’s Judicial Council. The student must request a review of his/her case within five academic days of written notification to the student of the Administrative Committee on Sexual Misconduct’s decision (appeal request form). The Dean of Students and another member of the University Judicial Council (UJC) will review the student’s reason(s) to request an appeal along with any relevant documentation involving the original decision. An appeal will be granted only if there appears to be: new evidence of significance relative to the original outcome; procedural error in the original hearing that was detrimental to the outcome; or an inappropriate sanction relative to the policy violation. The student requesting the appeal will be notified within five academic days of the request of a decision to grant an appeal.

If an appeal is granted, the UJC must give written notice to all parties concerned of the nature of the appeal and the date and time of the appeals session. All appeals sessions will be held within
ten academic days of the approval to grant an appeal. (Appeal sessions will be closed for UJC members only.)

The UJC will ask the student initiating the appeal to provide a detailed, written statement, describing his/her position relative to the case. The Administrative Committee on Sexual Misconduct (adjudicating body who heard the original case) will provide rationale for making the initial decision. Upon request from the UJC, the Administrative Committee on Sexual Misconduct will provide any documentation relevant to the case. The student initiating the appeal will have the opportunity to review the Administrative Committee on Sexual Misconduct’s rationale, along with supporting documentation, prior to submitting his/her statement.

The UJC will not hold any regular or special sessions without at least three members present of which there shall be at least one member of the faculty, Office of Student Affairs staff. The Council uses a preponderance of the evidence standard in making a decision relative to appeals. Notification of the decision of the UJC is sent to, the alleged victim, and the accused simultaneously. If an appeal is successful the UJC will require a re-hearing of the case by the original adjudicating body, or a new hearing by a new adjudicating body, and that outcome is final.

All sessions of the UJC, in its discretion, are closed. The Council has the power to govern its own internal proceedings and establish its procedures.

**Filing A Complaint with the Office of Civil Rights**

The Department of Education’s Office for Civil Rights (OCR) enforces Title IX of the Education Amendments of 1972, which prohibits sex discrimination in programs or activities that receive federal financial assistance from the Department of Education.

Individuals who believe they were discriminated against on the basis of race, color, national origin, sex, disability, or age can file a complaint with the Office of Civil Rights at the information provided below:

**Mail or Facsimile:**
Office for Civil Rights,  
*Philadelphia Office*  
U.S. Department of Education  
The Wanamaker Building  
100 Penn Square East, Suite 515  
Philadelphia, PA 19107-3323  
Telephone: (215) 656-8541  
Facsimile: (215) 656-8605  
Email: OCR.Philadelphia@ed.gov

**Online:** [http://www.ed.gov/about/offices/list/ocr/complaintintro.html](http://www.ed.gov/about/offices/list/ocr/complaintintro.html).

For more information on OCR’s grievance procedures, please visit their website at:  
[http://www2.ed.gov/about/offices/list/ocr/docs/howto.html](http://www2.ed.gov/about/offices/list/ocr/docs/howto.html)
**Reporting Procedures for Sexual Misconduct Against a Student by Faculty, Staff, or Contracted Workers.**

Due to the disparate nature of the relationships of employees to the University, the procedures that apply for allegations of sexual misconduct against a student by a faculty, staff member, or contracted worker will differ. The specific process will vary based on the employment position of the accused, however, each procedure will adhere to the principles of due process and respect for all parties.

Student complaints against a University staff member, faculty member, or contracted worker may be reported to:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Justin Kraynack</td>
<td>Chief Risk and Compliance Officer</td>
<td>148 South Main Street</td>
<td>(570) 408-4554</td>
</tr>
<tr>
<td>Joe Housenick</td>
<td>Chief HR Officer</td>
<td>141 S. Main St.</td>
<td>(570) 408-4631</td>
</tr>
<tr>
<td>Philip J. Ruthkosky, Ph.D.</td>
<td>Associate Dean</td>
<td>2nd Floor, Passan Hall</td>
<td>(570) 408-4108</td>
</tr>
</tbody>
</table>

The Human Resources Department, in conjunction with legal authorities, the Title IX Coordinator, appropriate division head(s) and Legal Counsel will investigate all alleged sexual misconduct and take appropriate actions at conclusion.

Any Wilkes University employee that has violated this policy will be subject to disciplinary action, up to and including termination of employment.

The University reserves the right to proceed with the sexual misconduct investigation and adjudication independent of any criminal proceeding. Verdicts in criminal court are not determinative of the proceedings held by the University.

The University will make every reasonable effort to protect the confidentiality of the complainant; however, confidentiality may be compromised if it is determined that an investigation will move forward based on several factors including: the seriousness of the infraction; the complainant’s age; whether there have been previous complaints about the accused. The Chief Human Resources Officer will inform the complainant if the University’s ability to respond will be limited when there is a confidentiality request. If the complainant does not wish to move forward with a formal investigation and/or requests confidentiality, Title IX requires the University to investigate and take reasonable action in response to the information.

Following the investigation, the accused and the complainant will be notified simultaneously of the determination in writing. The Human Resources department will maintain all investigatory records.
The Sexual Misconduct Proceedings set forth below deviate from the University’s process relative to other alleged violations of conduct in order to conform to Title IX guidelines and Office of Civil Rights recommendations. The proceedings are outlined below:

**Student reports a sexual assault by another student to a campus official**

- Official immediately refers report to the Office of Student Affairs or Public Safety

**EXCEPTION**

Staff in the University’s Health and Wellness Services Office are not required to report incidents of sexual misconduct without a student’s consent.

- Complainant meets with a Student Affairs Dean for complete overview of support services and accommodations, protection from retaliation, no contact arrangements, reporting options, and University procedures.

**Complainant offered immediate medical, counseling, and protective services**

**If anonymity is requested, the University informs the complainant that its ability to respond may be limited.**

**Complainant requests to proceed with a University investigation and hearing.**

- Based on preliminary investigation, the Student Affairs Dean does not find "cause to move forward."
  - Investigation ends.
  - Complainant can join hearing via video conference if more comfortable.
- Based on preliminary investigation, the Student Affairs Dean finds "cause to move forward."
  - Investigator meets with complainant, accused, and witnesses to prepare incident reports.
  - A hearing takes place before the Administrative Committee on Sexual Misconduct.
  - The Administrative Committee on Sexual Misconduct issues findings (in some cases sanctions) based upon preponderance of the evidence standard. Findings shared with complainant and accused in writing.
- Complainant decides not to move forward with a University investigation.

**The University evaluates the request in the context of obligation to protect the campus community.**

- If University investigator determines the accused student is a threat to complainant or others on campus the investigation continues with steps taken to respect confidentiality.
  - Both complainant and accused have equal opportunity to provide witnesses and bring an advisor of their choice.
  - The Administrative Committee on Sexual Misconduct issues findings (in some cases sanctions) based upon preponderance of the evidence standard. Findings shared with complainant and accused in writing.
- If University investigator determines the accused student is not a threat the investigation ends.
  - Both complainant and accused can request appeal based on new evidence, procedural error in original hearing, or inappropriate sanction relative to policy violation.

*A determination of “no cause” would be made in situations that include: a) The mutual accounts of the episode do not meet the criteria for the University’s definition of sexual misconduct, b) Preliminary evidence is uncovered to positively repudiate the sexual misconduct allegation.*
APPENDIX D

Student Involuntary Withdrawal Policy

The Wilkes University Student Involuntary Withdrawal Policy considers the safety of the entire Wilkes University Community. When the University becomes aware of a student engaging in behavior that presents a direct threat* of harm to others or to property, or increasingly disrupts the University’s learning environment, University officials may consider measures that will provide increased safety and security to the campus community.

This may include but is not be limited to:

- Parental (or emergency contact) notification
- Requesting emergency assistance
- Seeking involuntary assessment
- Treatment as appropriate under the law

Additionally, the University may determine that it is necessary for the student to be involuntarily withdrawn from the University. Such a withdrawal must be conducted according to the standards and procedures described in this policy.

Criteria

A student may be withdrawn involuntarily if the University determines that the student represents a direct threat to the University Community by:

1. demonstrating behavior or making statements that would infer a threat to engage in behavior which poses a high probability of substantial harm to others; or

2. engaging or making statements that would: infer a threat to engage in behavior which would cause significant property damage; directly and substantially impede the lawful activities of others; or interfere with the educational process and the orderly operation of the University.

Procedure

When a Dean of Student Affairs, based on a student’s conduct, actions or statements, has reasonable cause to believe that the student meets one or more of the criteria for involuntary withdrawal, he or she may initiate an assessment of the student’s ability to safely participate in the University community.

The Dean of Student Affairs in charge of the case, in consultation with a professional member of the Health and Wellness (Campus Counseling) staff initiates this assessment by first meeting with the student to:
(1) review available information concerning the behavior and/or incidents which have caused concern;

(2) provide the student an opportunity to explain the concerning behavior;

(3) determine if there are any reasonable accommodations to decrease the behavior and/or incidents which have caused concern;

(4) discuss options available to the student which may include counseling, voluntary withdrawal and evaluation for involuntary withdrawal.

If the student does not choose to withdraw voluntarily from the University, and the Dean of Student Affairs in charge of the case, continues to have reasonable cause to believe the student meets one or more of the criteria for involuntary withdrawal, the withdrawal will be initiated and remain in effect until an evaluation by an appropriate mental health professional is completed.

**Evaluation**

The Dean of Student Affairs in charge of the case may refer the student for a mandatory evaluation by an appropriate mental health professional or other appropriate professional. A written copy of the involuntary withdrawal notification and steps for returning to the university shall be provided to the student. Prior to the evaluation, the student will be required to sign a written authorization to exchange relevant information among the mental health professional(s) (or other professional) and the University. Upon completion of the evaluation, copies of the evaluation report will be provided to the Dean of Student Affairs in charge of the case, the counselor, and the student.

The mental health professional making the evaluation shall make an individualized and objective assessment of the student’s ability to safely participate in Wilkes University community life, based on a reasonable professional judgment relying on the most current professional knowledge and the best available objective evidence. A statement will be sought from the mental health provider indicating that the behavior which caused the involuntary leave is sufficiently being managed so as to remove any substantial likelihood of reoccurrence. A meeting between the Dean of Student Affairs in charge of the case and the student must be arranged upon receiving the assessment outcome. The Dean of Student Affairs in charge of the case will take this recommendation into consideration in determining whether the student should be involuntarily withdrawn from Wilkes University for the semester and/or indefinitely. If the evaluation results in a determination that the student’s continued attendance presents no significant risk to the health or safety of others, and no significant threat to property, to the lawful activities of others, or to the educational processes and orderly operations of the University, no further action shall be taken to withdraw the student from the University.
If the evaluation results in a determination that the continued attendance of the student presents a significant risk to the health or safety of others, such that there is a high probability of substantial harm, or a significant threat to property, to the lawful activities of others, or to the educational processes and orderly operations of the University, the student may be involuntarily withdrawn from the University. In such an event, the student shall be informed in writing by the Dean of Student Affairs in charge of the case.

As with all students who have been suspended from the institution, a student who has been involuntarily withdrawn will need to provide evidence indicating that the original reason for the withdrawal has been addressed and he/she is prepared to meet community standards at the University.

The student may appeal the decision to the Vice President of Student Affairs, who shall review all information presented and make a final decision as to whether or not to uphold the involuntary withdrawal.

Any correspondence referenced in this Policy will be delivered to the student by one of the following methods: first class mail; certified mail, return receipt requested; hand delivery; electronic mail to the student’s University email account, or in person, and will become effective immediately upon deposit in the mail, the date sent by electronic mail or, in the case of hand delivery, upon receipt by the student.

*defined by the Department of Justice with respect to regulations under Title II of the Americans with Disabilities Act - significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services.
EMERGENCY TELEPHONE NUMBERS

All Emergencies ................................................................................................................. 911
Wilkes-Barre Services Fire and Ambulance .......................................................... 826-8181
Police Department ........................................................................................................... 826-8111
HELP Line ......................................................................................................................... 829-1341
Health Services ................................................................................................................ Ext. 4730

   Academic Year Hours:
   Monday-Friday (8:30 a.m. – 4:30 p.m.) ................................................................. Ext. 4730

Medical Emergency when University Health Services is closed:

   “0” for operator or Extension 4999 (Security)

Public Safety

   Monday - Sunday ...................................................................................................... “0” or Ext. 4999