Student Handbook 2018-19

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AFFILIATION AND ACCREDITATION STATEMENT

Wayland Baptist University is affiliated with the Baptist General Convention of Texas. Wayland Baptist University is accredited by the Southern Association of Colleges Commission on Colleges to award degrees at the associate, baccalaureate, and master’s levels. Contact the Commission on Colleges at 1866 Southern, Decatur, Georgia 30033-4097 or call 404-697-4500 for questions about the status of Wayland Baptist University. The University is also accredited by the Texas Education Agency for teacher certification and for veterans training.

MISSION OF THE UNIVERSITY

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success and service to God and humankind.

COUNSELING, DISABILITY AND CAREER SERVICES

These services are provided through the office of the Director of Counseling, Disability and Career Services. This office is located in McClung University Center, Suite 208. The telephone number is 291-3765. Services provided include personal and vocational counseling in a confidential setting.

OFFICE OF HEALTH SERVICES

Health Services, located in Suite 210 of McClung University Center (806-291-3765), is directed by a registered nurse who works in consultation with area physicians. The Health Services clinic offers free illness assessment with development of an individual self-care plan, first aid treatment or injury assessment, and/or assistance in scheduling appointments with appropriate healthcare providers as necessary. Up to a three-day supply of OTC (over the counter) medications is also available at no charge. Flu and travel vaccinations as well as other immunizations are available for a fee.

The clinic will be open during regular business hours with extended hours as needed. Dorm students with after hour needs or concerns should contact their dorm supervisor who can reach the nurse. ALL STUDENTS OR STAFF SHOULD CALL 911 FOR ANY LIFE-THREATENING EMERGENCIES.

All Plainview campus students taking more than six semester hours must complete a Vital Health Record (health history) via the secure online electronic student medical record system, Magnus Health. WBU has partnered with Magnus in order to collect and house student health and legal information/documents required. Magnus Health is a secure and easy-to-use website for submitting the required information. This partnership allows WBU to increase security while collecting and maintaining your information, as well as provide secure access to such information in the case of an emergency. This documentation must be completed prior to starting classes on campus, and requires the student to update their information prior to each subsequent term of enrollment.14-15

J. E. & L. E. MABEE LEARNING RESOURCES CENTER

J. E. and L.E. Mabee Learning Resources Center is located in the center of the campus. Regulations, hours, and services are arranged to benefit the majority of the students and faculty. The LRC hours are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Fall/Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>7:45 a.m. - 11 p.m.</td>
<td>8 a.m. - 9 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:45 a.m. - 4 p.m.</td>
<td>8 a.m. - 4 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>10 a.m. - 5 p.m.</td>
<td>1 p.m.-5 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>2-5 p.m.; 7:30-10 p.m.</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Holiday hours are posted in the LRC as early as possible.
TUTORIAL SERVICES
The Office of Student Services provides free tutorial services for Wayland students. Tutors are available in most subject areas and are paid by the University. The coordinator of the tutorial program should be contacted for more information at (806)291-3768. The office is located in the University Center, Suite 205.

TRAFFIC AND PARKING
All administrators, faculty, staff, and student personnel, full or part-time, who drive a motor vehicle to the University, including motorcycles, motor scooters, and motor bicycles, are required to register those vehicles with the Wayland Police Department at 801 Symthe Street. A parking permit will be issued to registrants. Vehicles not bearing properly displayed parking permits are subject to fines.

CAREER SERVICES
The Office of Career Services, Suite 208 of the McClung University Center, Campus ext. 3765, has been established to assist all students and alumni of the University in planning, reviewing, and implementing career goals.

UNIVERSITY STORE
The Wayland University Store is located in the McClung University Center. The bookstore hours are Monday through Thursday, 8:15 a.m. to 5:00 p.m., Friday 8:15 a.m. to 4:00 p.m., and posted on Saturday's when open.

POST OFFICE
The Campus Post Office is located on the first floor of McClung University Center. All students residing in the dormitories also have a mail box assigned to them. Married students living in university apartments are assigned mailboxes by the Housing Office, and these are adjacent to their housing unit.

Campus Post Office hours are: Monday - Thursday, 9 am to 5 pm., Friday 9 a.m. to 4 p.m.

The Campus Post Office has all the capabilities of a normal USPS Post Office. It can prepare and send mail with delivery confirmation, insurance, and others. To get them put into the USPS system, these items will need to be taken to the Plainview Post Office the following morning when we pick up incoming mail. Stamps and normal envelopes are available at the University Store.

Outgoing mail must be at the Campus Post Office by 3 p.m. to go to the local USPS branch that day. Packages to be delivered to a foreign country will require the student to take the package to the Plainview Post Office, 725 Ash St., to fill out necessary paperwork.

The Campus Post Office receives packages from USPS, UPS, and FedEx. These are checked in daily and those students receiving them will get a notice put into their mail box saying they have a package to pick up. For security reasons, students that receive packages with a tracking number on them will be required to sign for the package when they pick it up. Friends will not be able to sign for a package for their friend.

All students assigned to a dorm room must come to the Campus Post Office and sign for their mail box key. They must also check their mail box on a regular basis, preferably at least once a week. When leaving temporarily at the end of a semester or permanently, the key must be turned back in and an address given that will be used to forward their mail.

A University Postal Guide is available online under the Current Students link.

STUDENT GOVERNMENT
The student body at Wayland Baptist University is governed and represented by the Student Government Association (SGA). The SGA Cabinet is made up of eight elected officers: President, Vice President (Senate president), Secretary of Social Affairs (SUB president), Secretary of Elections and Records, Secretary of Alumni Affairs (SAC president), Secretary of Institutional Advancement (Student Foundation president), Secretary of Ministry (BSM President), and Secretary of Student Organizations (CSO), and one appointed officer: Attorney General.

The SGA Cabinet is responsible for planning several student activities and for representing the students collectively and administratively to the University. The Student Government Association is the student voice in University affairs, interpreting the student needs and desires of the University. Patterned after the United States Government, SGA is organized to facilitate efficient self-government, to establish and maintain good administrative relations, and to enrich student activities on campus. Composed
of all regularly enrolled students at Wayland, the SGA seeks to promote individual responsibilities and respect the rights of others throughout the student body.

**CAMPUS ORGANIZATIONS**

The Council of Student Organizations (CSO) shall serve to aid and coordinate the activities of student organizations. CSO is comprised of the presidents of all student organizations. Clubs and organizations are a major source of activity within the Wayland community and serve a wide variety of interests. The following list is a roster of sanctioned Wayland student organizations:

**Institutional Organizations:**
Council of Student Organizations
President’s Ambassadors
Senate
Student Alumni Council
Student Foundation
Student Union Board
Student Government Association

**National Honor Societies:**
Alpha Chi
Alpha Mu Gamma
Alpha Psi Omega
Kappa Delta Pi
Phi Alpha Theta
Psi Chi
Sigma Beta Delta
Sigma Tau Delta
Theta Alpha Kappa

**Special Interest Organizations:**
American Chemical Society
Baptist Student Ministries
Cheerleaders
Fellowship of Christian Athletes
German Club
International Choir
Ministerial Fellowship
College Music Educators National Conference
Pi Sigma Sigma
Pioneer Band
Pioneer Health Service Corps
Society of Composers
Students in Free Enterprise
Spanish Club
Spirit
Wayland Baptist University Geological Society
Wayland Handbell Ensemble
Wayland Singers

**Greek Council:**
Alpha Delta Kappa
Alpha Psi Omega
Kappa Upsilon Chi
Sigma Phi Lambda
STUDENT ACTIVITIES

To encourage student interaction and personal development, the University provides a number of student activities. The mission and goal of Wayland Student Activities is to provide the campus and its population with a variety of quality programs and activities that both entertain and educate the WBU community. These events are valuable in serving to relay traditions to new students and in creating lasting memories of the college years. All students not on academic and/or disciplinary probation are eligible to participate in all university activities and are invited and encouraged to partake in these campus-wide events.

Koinonia - The school year opens with activities planned for students just beginning their collegiate years at Wayland. Whether incoming freshmen or transfers, students who enter during the Fall semester are strongly encouraged to participate in a unique WBU experience entitled “Koinonia,” which is the Greek word for “fellowship.”

During this event, select upper-class students acquaint new students with campus traditions and essential information that makes the transition to Wayland an enjoyable one. Students also have the opportunity to meet other new faces on campus while participating in many exciting activities. The experience gained during the few days of Koinonia proves to be a tremendous benefit to the remainder of students’ collegiate career.

Pioneer Week - This activity is a weeklong celebration of Pioneer pride sponsored by the Student Government Association. Pride Week, which goes on during the second full week of classes during the Fall semester, contains several activities designed to increase school spirit. These events include the Parade of Pioneer Pride, a Skating party, Bowling, a Movie Night, Freshman Talent Show and several others. Each activity is free to all Wayland students with valid student ID.

Traditional Annual Activities - Traditional events that occur each year on the Wayland campus include the aforementioned WBU Pride Week, Mississippi Mud Mash, concerts, a Fall Student Retreat, Christmas Banquet, Late Night Study Breaks, Back-to-School Bingo, Parents Weekend, Big Weekend, Road-Trips, Academy Awards, Rez Week and Torch & Mantle. These activities are designed to provide students with experiences which range from purely enjoyable to inspirational.

Miss Wayland - Miss Wayland is a scholarship pageant designed to select a young lady to represent the University in this capacity during the school year. Wayland coeds compete in four traditional areas: talent, interview, evening gown, and finalists’ question. The pageant occurs during the first weekend in November and all young ladies who meet eligibility criteria are allowed to participate.

Homecoming - One of the most highly traditional times in any school year is Homecoming. This is when a little of the past comes to bear on the present. As some of our alumni return, we are reminded of the roots of some of the things we call normal “everyday” activities.

CHAPEL

Wayland Baptist University considers the University’s chapel program to be a vital part of Christian education. This weekly program is designed to enhance the uniqueness of the Wayland Experience. While the majority of the programs are spiritual in nature, a few address other items of importance and relevance to the Wayland community. Concerts, dramas, speakers, pastors, and students are used to create varied and interesting Chapel programs. Wayland requires attendance at Chapel, which meets regularly on Wednesdays at 11a.m. in Harral Auditorium. Occasional changes in the meeting time from Wednesday to Monday or Friday will result in adjustments in the class schedule.

The following guidelines govern chapel attendance:

1) To graduate from the University, students must earn seven semesters of Chapel credit. This requirement may be met through the transfer of Chapel credits from other universities. Students transferring from institutions which do not require Chapel must attend Chapel each semester while enrolled at WBU.

2) Students are allowed three Chapel absences per semester. Additional absences will result in the student not receiving Chapel credit for the semester and possible disciplinary action and/or probation. Students may petition the Executive Director of Student Services to appeal additional required absences.

3) In specified instances, the Chapel Committee may allow an exemption from the Chapel requirement. To be exempt, the student must meet one or more of the following conditions:
   * Enrolled in less than seven semester hours
   * Enrolled in no Wednesday morning classes, unless living in University housing
   * Enrolled in Student Teaching
   * Enrolled as a graduate student
   * Previously earned seven semesters of Chapel credit
   * Required to work off-campus during Chapel
Other exemptions may be allowed depending upon the situation.

**Exemptions are good for one semester only.** By the end of the first week of class each semester, students must file a request for exemption with the Office of Church and Denominational Relations located in the Brown Family Conference Center. Each request must be accompanied by a justification for the exemption. No appeal will be considered after the established deadline. Students shall be notified of exempt status by the end of the third week of school through the Office of Executive Director of Student Services.

The spirit and attitude of the students are important in making the chapel program all it is designed to be. Appropriate chapel etiquette is as follows:

A. Be on time.
B. Be reverent (refrain from talking, whispering or passing notes).
C. Stay in your seat until the chapel program is dismissed.
D. Take no food or beverage inside the chapel.
E. Do not use for study time (reading books, magazines, newspapers, etc.).
F. Make an honest effort to be attentive and to participate in the service.
G. Be courteous and responsive to the speakers. They are our guests.
H. Remove caps or hats during chapel.
I. Turn off cell phones.
J. No text messaging during chapel.

Chapel needs the same worshipful attitude that you would have toward any worship service.

**SPONSORS**

For all activities sponsored by University organizations there must be a University-approved sponsor. It is expected that sponsors will be treated courteously and that their expenses will be paid by the organization. Sponsors are expected to attend organization meetings and activities.

**PURCHASE POLICY**

The University disclaims responsibility for debts incurred by any student, student organization, employee, or faculty member unless such action is authorized in advance by written order of the chief financial officer. Students are urged to maintain good business relationships within the community.

**REPRESENTING THE UNIVERSITY**

Any person or organization participating in off-campus activities in the name of the university or performing for the public on campus is representing the University. The following basic qualifications must be met before one may represent Wayland.

1. When a student’s grade-point average falls below 2.00, he is ineligible to hold office in any campus organization or to hold membership in more than two voluntary organizations. Student who are placed on academic probation are ineligible to represent the school in any capacity which demands that they miss a regularly scheduled class session or involves them in excessive hours of preparation outside the classroom.
2. Participants in intercollegiate athletics must be enrolled in a minimum of 12 semester hours. Freshmen must pass nine semester hours during their first semester. Others must accumulate a total of 24 credit hours in the two terms of attendance immediately preceding the term of participation. Summer sessions and micro-terms subsequent to one of the two terms of attendance may be applied to meet the average of twelve credit hours. Additional information about athletic eligibility is available through the Director of Intercollegiate Athletics.
3. Students on disciplinary probation will be restricted from representing the University.
4. Students who enter on “Individual Approval” may not represent the University until thirty semester hours have been completed.

**TRAVEL POLICIES**

1. Application for approval of off-campus trips is made through the Office of Executive Director of Student Services. Special forms from the office must be completed in detail and submitted three days in advance from the date of departure.
2. If a group uses WBU vehicles or funding they must have a university-approved sponsor on the trip.
3. If a WBU vehicle or funding is not used, and a group travels on their own, they will not be considered a Wayland-sanctioned group.
4. Baptist Student Ministries trips may be exempt from this policy if covered by BGCT travel insurance.
5. Any errand run by a student worker at the request of a supervisor does not require a travel form and is considered a function of the daily operation of the university.
RESIDENCE HALL REGULATIONS

BY MOVING INTO THE RESIDENCE HALL THE STUDENT ACCEPTS THE FOLLOWING CONDITIONS AND AGREES TO ABIDE BY THESE REGULATIONS:

An unmarried student enrolled for seven or more hours is required to live in a residence hall. All students residing in residence halls are required to have a cafeteria meal plan.

Students must live on campus unless one of the following provisions are met: they have reached their 23rd birthday, have completed 90 Wayland credit hours, are a legally married student, are a single parent with legal custody of their child, or are classified as a commuter student living with family in Hale, Floyd, Lamb, Lubbock or Swisher counties.

Meningitis Vaccine Requirement

Texas Senate Bill 1107, passed in May 2011, requires all students entering a public, private, or independent institution of higher education in Texas as of January 2012 and thereafter to provide documentation that they have had a meningococcal (bacterial meningitis) vaccine or “booster” dose during the five-year period prior to but no later than ten days before the first day of the first semester they will enter that institution.

In order to ensure compliance with Texas Law 83(R)SB 62 concerning the requirement that students under the age of 22 must show proof of having received a vaccination against meningitis, housing assignments will not be made until such verification has cleared the Office of Health Services. Immunization records or verification must be submitted through student’s Magnus Health online account. Housing will not assign a dorm to students who have not completed their Magnus Health information and been cleared by the nurse. (Please refer to page 3 for more information about Magnus Health.)

Advertising – All advertising posted or distributed in the residence hall must be approved by the Residence Hall Supervisor.

Alcohol – The University prohibits the use, possession or distribution of alcoholic beverages on university property or in conjunction with university activities.

Appliances – Appliances are limited to a microwave and a small refrigerator (4.3 cubic feet maximum).

Application – Housing Applications must be completed and turned into the housing office before any student is considered for housing assignment. By signing the dorm application, the student contractually agrees to abide by all the regulations set forth in this and other university policies and procedures.

Assignments – All room assignments are made through the Housing Office as well as any changes in assigned rooms. Assignments are based on availability and completeness of student housing documentation. Students may make housing requests, however their requests cannot be guaranteed based on semester enrollment and availability of rooms.

Bathrooms – Bathrooms in Caprock Hall, Owen Hall, Davis Hall and Jimmy Dean Hall must be cleaned by the residents at their own cost. Toilet paper, paper towels, tissues, are also at the cost of the student. Fines will be issued for dirty bathrooms to help ensure clean and health standards in the dorms. Brotherhood, FMT, Ferguson and McCoy Halls are cleaned by the custodial staff.

Bicycles – Bicycles may be stored in a designated area of the residence hall, not in individual rooms.

Bullying – Bullying is defined as conduct intended to intimidate or demean an individual or group. Bullying may include physical, written or verbal expression, such as hazing, taunting, confinement, assault and ostracism. Bullying will not be tolerated at Wayland Baptist University.

Complaints – All complaints should be directed to the dorm staff. They will forward these to the appropriate University official.

Damages – Residents are responsible for all damages to their rooms and for other damages to any university facility that they may cause. Residents will be required to make financial restitution for such damages and may face disciplinary action in severe cases of abuse or neglect.

Discipline – The resident assistant is the university’s representative to the student living in residence halls. Residents are expected to comply with directives from the housing staff at all times and treat the staff with maturity and respect. The Residence Hall Supervisors are responsible for the enforcement of discipline policies in conjunction with the Housing Coordinator and Executive Director of Student Services.

Emergencies – In case of emergencies the housing staff will have complete control of procedures. They will notify appropriate university officials of situation.

Entry, search, and seizure – The University reserves the right to enter and inspect any dorm room, vehicle, backpack or other personal items if there is a reason to believe a university policy is being violated or some person may be in danger. The university will make a reasonable attempt to notify the resident(s) of such action. However, in the event that the resident(s) cannot be notified, officials will proceed with whatever action they feel is warranted under the circumstances.

Fees – Dorm deposits must be paid by each resident prior to move-in. Students will only receive a check for the amount of the deposit if there is not a balance on the student’s account; the dorm deposit will automatically be applied to the student’s outstanding debt.
balance or revoked if outstanding fines or fees have not been paid. Dorm deposits may also be used to pay for repairs to the dorm room. The deposit will be returned to the student within 4-6 weeks after proper check out of their dorm room. Students must request deposit refunds at the time of check out.

**Fines** – A list of fines will be posted in each dorm and presented during Mandatory Dorm Meetings. A list of fines is also available in the Office of Executive Director of Student Services and in the Housing Office. All unpaid fines will be charged to the student’s accounts at the end of each semester and disciplinary action may occur. Once unpaid fines are charged to the student’s accounts the student will forfeit their $100 housing deposit and will have to pay a new housing deposit upon returning to housing their next semester of enrollment.

**Furniture** – All rooms are offered for occupancy “as they are.” The occupant must provide any additional furnishings.

**Guests** – Overnight guests of the same sex may be allowed to stay in the dorm for short periods of time (2-3 days). The Residence Hall Supervisor must be notified of such visits prior to guest arrivals. Failure to notify the Residence Hall Supervisor will result in loss of privilege.

**Hazing** – The University maintains a strict policy which prohibits hazing, including any activity that may recklessly or intentionally endanger the mental or physical health or safety of the student for the purpose of initiation or admission into or affiliation with any University-sponsored organization. Individuals or organizations engaging in hazing activities as defined by the guidelines shall be subject to disciplinary action. Willful participation in hazing activities by the pledge shall not relieve the organization or its members from disciplinary action by the University. It is the responsibility of the student and/or organization to be fully aware of and adhere to the hazing guidelines.

State law defines hazing as “any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization whose members are or include students at an educational institution.

The term includes but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
4. Any activity that intimidates or threatens the student with ostracism that subjects the student to extreme mental stress, shame, humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection; and
5. Any activity that induces, causes or requires the student to perform a duty or task which involves a violation of the Penal Code or Code of Student Conduct.

**Housing Staff** – The residence halls are supervised by the WBU Housing Staff which includes the Housing Coordinator, Assistant Housing Coordinator, RHM, RHS and RA staff. Student Family Apartments are supervised by Housing Managers. The Housing Staff is supervised by the Executive Director of Student Services.

**Inventory, check-out and damages** – Each resident should inspect his/her room upon move-in and immediately report any damages or maintenance needs to the dorm staff so that the resident is not charged for these damages. Residents must complete a checkout procedure with the dorm staff or they will forfeit the dorm deposit.

**Keys** – Keys will be issued upon arrival and check-in. Replacement of lost keys will be requested through the Resident Hall Supervisor. The resident will be charged $25 for each lost key. If keys are not returned at checkout the dorm deposit will be forfeited and the cost of new keys charged to the student’s account.

**Laundry** – Laundry facilities are provided in each dorm. These are for resident use only. Any problems with the machines should be reported to the dorm staff.

**Mail** – All residents will be issued a mail key that opens a corresponding box in the University Center Post Office. All resident mail should be addressed to that box number.

**Maintenance** – Maintenance requests should be made to the Residence Hall Supervisor or Housing Office. Only the RHS or Housing Office may contact the University Maintenance Staff.

**Open flame** – No open flames (candles, incense, etc.) are allowed in WBU housing.

**Painting** – Residents are not allowed to paint their rooms.

**Parking** – Parking spaces are provided adjacent to each hall. Residents with vehicles will purchase a permit allowing them to park in these areas. Vehicles parked in zones other than those assigned will be ticketed and are subject to being towed.
Pets – Pets are prohibited in the dorms.

Phones – Local telephone services are provided by the university. Long distance service is available through the university. Information on phone service will be provided at check-in.

Private Rooms – Private rooms may be assigned based on availability. An additional fee will be assessed for private rooms.

Quiet Hours – All dorms will establish a schedule for quiet hours. Residents should respect the rights of others to have a quiet environment, conducive to study. Fines will be assessed for disregard of quiet times.

Room Changes – All residents will have five (5) class days beginning the first day of the school semester to request a room change. Requests are made upon availability. All changes are made through the Housing Office and only one (1) change per semester will be approved. Residents will be expected to occupy their assigned room for the remainder of the semester. Students changing rooms at semester are required to vacate their rooms and take home their belongings upon leaving school the semester before the change is in effect. In this circumstance, students who leave belongings in their room may be subject to forfeiture of dorm deposit and abandoned belongings may be discarded.

Severe Weather – During severe weather alerts the dorm staff will be in communication with campus officials to determine if any actions should be taken. Instructions from staff should be followed immediately and explicitly in such situations.

Smoking – No smoking is allowed in the residence halls, or within twenty feet of any dorm or other University Building.

Solicitation – No solicitation is allowed in the residence halls. Salesmen or solicitors should be reported to the Residence Hall Supervisor.

Storage – Wayland does not provide storage for articles during summer months or at any time after a person has vacated the dorm. All articles left after a person has vacated the dorm will be disposed of. Articles may be left in the dorm during holidays or semester breaks at the student’s risk. The university does not assume responsibility for any loss of personal property that occurs during these periods.

Thefts – The University does not assume responsibility for articles that may be lost or stolen from residence hall rooms. Students are encouraged to exercise caution and safe habits in order to help ensure safety of their belongings. Students are also encouraged to secure content insurance to protect their belongings in case of theft.

Tobacco – Smoking and the use of all tobacco products is strictly prohibited in the resident halls. This includes the use of cigarettes, E-Cigarettes, cigars, pipes, dip/dip cups, chewing tobacco and any other tobacco/tobacco like products. Fines will be assessed on the first offense.

Vending Machines – Vending machines are located in each residence hall. Problems with machines should be reported to the Residence Hall Supervisor.

Verbal Abuse – Verbal abuse of residence hall staff will not be tolerated under any circumstances. Such action will result in disciplinary action. Any abuse on the part of dorm staff should be reported immediately to the Residence Hall Supervisor, the Housing Coordinator or the Executive Director of Student Services.

Visitation – Visitation periods of opposite sex visitors are Tuesday, Thursday, Friday and Saturday from 6 p.m. to 9 p.m. and Sunday from 1-4 p.m. Unauthorized visitation in a residence hall will result in disciplinary action. Any questions concerning visitation regulations should be directed to the Residence Hall Supervisor.

PLEASE NOTE THE FOLLOWING INFORMATION:

Room Checks – Room checks in all dormitories are conducted on a regular basis to ensure cooperation of students with regard to upholding the WBU Standards and Policies which include but are not limited to student conduct, health and safety. University officials, RSHs, their assistants and the Housing Office can and will, periodically and without discrimination or warning, conduct inspections of all residence hall rooms. University officials reserve the right to include drug dogs and certified law enforcement offices in the searches. Any university and/or student property, including but not limited to the following, can be searched and/or removed as deemed necessary: floors, beds, closets, drawers, windows, walls, light fixtures, ceilings, doors, shelves, outlets, luggage, trunks, backpacks, phone jacks as well as any outside services.

Removal of obscene or otherwise offensive material – WBU reserves the right to remove or have the student remove any material, item or substance from his/her room that directly or indirectly implies, suggests or condones activities or behaviors which do not conform to the WBU Standards and Policies. Examples are nudity, suggestive posters, pictures, lyrics, sayings, magazines, tobacco/alcohol advertising, alcohol/tobacco containers, drugs, drug paraphernalia, spittoons, beer mugs, posters, lamps, bedspreads, carpets or any other items which do not conform to WBU Standards and/or Policies. Offensive materials may either be confiscated and returned to the student upon departure from the residence hall or destroyed in cases of extreme obscenity. The involvement of the WBU Police Department, the Plainview Police Department, the Executive Director of Student Services and the Housing Coordinator can occur depending on the severity of the offense.
STUDENT CONDUCT

Wayland proudly adheres to high standards of intellectual, moral, ethical, and spiritual values. Convinced that self-discipline is more desirable than outside force and that the truly educated person must pursue what is right under all circumstances, Wayland entrusts each student with the solemn obligation of preserving these standards. However; in the light of revelation, reason, and the custom of the Christian community from which Wayland has sprung, certain practices are evaluated:

I. CONDUCT STANDARDS

Personal integrity in keeping with New Testament standards is expected of all students. Respect for the property, knowledge, and rights of other people must prevail.

The following behaviors may be grounds for fines, loss of privileges, eviction from university housing, community service, restitution, formal reprimand, disciplinary probation, disciplinary suspension or disciplinary expulsion from the university:

* Alcohol or illegal drug use, possession or distribution as outlined in the Student Substance Abuse Policy. The use, possession or distribution of alcoholic beverages and/or illegal drugs is forbidden. Prescription medications used, possessed or distributed illegally are included in this prohibition.

* Each student enrolled at Wayland is expected to respect the integrity of others and to live a life exhibiting high moral standards. The university prohibits sexual paraphernalia and inappropriate sexual behavior including, but not limited to: premarital sex, homosexuality, adultery, and indecent or obscene conduct or expression. Premarital, extra-marital or homosexual relations or activities or cohabitation on university property or in conjunction with university activities or functions may result in disciplinary action in accordance with the Sexual Misconduct Policy

* Theft, destruction or vandalism of property

* Unauthorized use of university property

* Unauthorized visitation in residence halls

* Unauthorized possession of university keys, or other security breach

* Physical threat or assault, verbal threat or assault,

* Harassment, including sexual harassment (as outline in the Sexual Misconduct Policy), stalking, or acts of intimidation

* Gambling

* Possession of firearms on university-owned or controlled property. Prohibited items include, but are not limited to: air guns, blow guns, paint guns and other devices which deliver dangerous projectiles. This provision also includes swords, hunting knives, any blade longer than six inches and other such instruments.

* Possession of paraphernalia used to consume alcohol such as beer bongs, flasks or other drinking devices. Additionally, possession of empty alcohol containers is strictly prohibited.

* Possession of drug paraphernalia

* The use of tobacco by students is discouraged, though permitted in certain designated areas of the campus. In consideration of the rights of others and the requirements of safety, such areas are designated. Usage and possession of all forms of tobacco is strictly prohibited in dormitories including but not limited to cigars, cigarettes, cigarillos, any material used to make cigarettes, smokeless tobacco in any form, and electronic smoking devices of any kind.

* Hazing or bullying, including cyber-bulling, in any actual or virtual venue.

* Cheating, plagiarism or academic dishonesty

* Behavior which disrupts the classroom experience or otherwise obstructs the teaching/learning process

* Disrespectful actions or language directed at university officials

* Providing false information on university documents or providing false documents to the university

* Providing false information or evidence during any investigation conducted by the university

* Failure to comply with other conduct standards as set forth in university publications or by university officials. Examples include the university catalog, class syllabus, dorm rules, etc.

* Failure to fulfill Chapel requirements as outlined in the Chapel policy

* Recurrence of lesser offenses

* Other behaviors which may be deemed as harmful or disruptive to the university community or the educational process

Wayland recognizes as possession both actual possession and constructive possession. Actual possession is defined as found on the defendant’s person. “Person” can mean within a pocket, in a purse, hidden in socks or shoes, or even swallowed. Constructive
possession is defined as found in an area where the suspect would be reasonably assumed to have had knowledge of its presence and over which the accused had “dominion and control.” Additionally, at Wayland the standard of proof that student conduct investigations are required to meet is the Preponderance of Evidence Standard. This standard means that it is more likely than not that a violation of the Student Conduct Policy has occurred.

THESE STANDARDS APPLY TO ALL STUDENTS AS LONG AS THEY ARE ENROLLED AT WAYLAND. THE UNIVERSITY ASSUMES THAT THE ACT OF REGISTERING AS A STUDENT IMPLIES FULL ACCEPTANCE OF THESE STANDARDS OF CONDUCT.

The authority of the university is exercised over all student groups or organizations bearing the name of the university, or any student enterprises to the extent necessary to safeguard the good name and well-being of Wayland. Specifically, each student is expected to conduct himself in such manner as to uphold, not detract from, the good name of Wayland Baptist University. If one feels that he/she cannot subscribe to the moral and social practices of the university, he/she will find greater acceptance elsewhere.

STUDENT DISCIPLINE POLICY

The purpose of the university discipline policy and system is to encourage appropriate behavior, discourage inappropriate behavior, and ensure a safe, comfortable and educationally sound campus environment.

The system is not primarily punitive, but rather educational in intent, although sanctions on certain behaviors will be imposed if these behaviors violate university standards of conduct.

I. Jurisdiction
   A. Any student enrolled at Wayland Baptist University for any number of hours is subject to this policy and, by enrolling, is agreeing to abide by the standards set forth in this document.
   B. In the case of a student charged with a violation of the city, county, state or federal criminal or civil code, disciplinary actions by the university need not be delayed until such charges are resolved. The university may sanction a student although charges have been dropped or the student has been acquitted through the legal system.
   C. Students who are registered or pre-registered for attendance at Wayland are subject to disciplinary actions by the university although they may not be in actual attendance at the time of the violation. Prospective students may have enrollment blocked for serious violations prior to actual enrollment or attendance.
   D. Students in violation of the university’s standards of conduct while off campus may be subject to disciplinary action by the university if deemed appropriate by university officials. Violations related to or in conjunction with university activities or functions will be considered on-campus violations.
   E. All cases of academic dishonesty, cheating, or plagiarism will be handled by the academic school and the Vice President of Academic Affairs. Cases may be referred to the dean of students if deemed necessary by the Vice President of Academic Affairs.

II. Sanctions
   A. The university allows for a wide range of possible disciplinary sanctions including, but not limited to fines, loss of privileges, eviction from university housing, community service, restitution, formal reprimand, disciplinary probation, disciplinary suspension and disciplinary expulsion. These sanctions are applicable for violations of the Conduct Standards listed in the Student Conduct Policy 8.9.3 Sanctions for alcohol, illegal drug or inhalant use will be imposed in accordance with the Substance Abuse policy (policy 1.5.3).
   B. Students have the right to plead innocence and this will not be held against the student in the case of a guilty verdict. Students will, however, be expected to cooperate fully with the university officials and the Judicial Council and comply with their requests. Lack of cooperation and compliance may have bearing on sanctions imposed. Sanctions may also be imposed on students for reasons of deterrence.
   C. Each disciplinary issue will differ in circumstance, severity, and situation. Accordingly, differing sanctions may be imposed in similar cases at the discretion of the university officials if such sanctions are considered by university officials to be appropriate and without arbitrary discrimination.
   D. Sanctions may be appealed through the appeals process as outlined in the section of this document entitled “Appeals.”
   E. Plainview campus: The executive director of student services has authority to temporarily sanction a student, if deemed necessary for the well-being of the university community and the educational process, pending the
outcome the disciplinary process or a criminal or civil prosecution. Sanctions under appeal will be considered “in effect” until appeal is upheld and sanctions are overruled.

F. External campuses: The executive director/campus dean has authority to temporarily sanction a student, if deemed necessary for the well-being of the university community and the educational process, pending the outcome of investigations or criminal or civil prosecution. Sanctions under appeal will be considered “in effect” until appeal is upheld and sanctions are overruled.

G. WBUonline: The director of WBUonline has authority to temporarily sanction a student, if deemed necessary for the well-being of the university community and the educational process, pending the outcome of investigations or criminal or civil prosecution. Sanctions under appeal will be considered “in effect” until appeal is upheld and sanctions are overruled.

**DEFINITION OF SANCTIONS**

**Fines**
Fines may be levied by the Executive Director of Student Services, judicial council, housing staff and dormitory staff. Fines are a reminder that further violation of university rules and regulations may result in more stringent disciplinary action. A list of fines is available in the Housing Office and the Office of Executive Director of Student Services.

**Loss of Privileges**
Loss of Privileges entails any or all of the following sanctions:
1. Removal from preferred university housing.
2. Restriction from attending designated university events.
3. Restriction from the lobbies of residence halls and/or other public gathering places on campus such as Pete’s Place or the Laney Center.
4. Loss of dorm visitation privileges.
5. Restriction from eating meals in the cafeteria.

**Eviction**
Eviction entails the following: immediate removal from university housing. Removal from housing due to disciplinary sanction will not remove in any way the student’s responsibility to pay housing charges for the semester in which this sanction is administered.

**Community Service**
Community Service may be required of a student as a sanction for violating the student conduct policy. Community Service would entail participation in for the designated number of hours for a designated community service organization in the local community or on campus.

**Restitution**
Restitution entails reimbursement for the university or other affected parties for damages to property, or for the replacement of lost or stolen articles.

**Formal Reprimand**
Formal Reprimand entails the following sanctions: a stern warning that any further violation of university rules and regulations during the probationary period could result in disciplinary probation, suspension or expulsion.

**Disciplinary Probation**
May entail any or all of the following sanctions:
1. restriction from representing the university in any fashion. This sanction includes all public performances or appearances under the auspices of the university.
2. restriction from any university sponsored travel.
3. restriction from holding offices in any university organizations.
4. restriction from receipt of any scholarship assistance (federal financial aid, state aid, or gifts directly to students from outside entities are not affected by this sanction.)

**Disciplinary Suspension**
Entails the following sanctions:
1. The student will be restricted from enrollment during the period of suspension.
2. Re-enrollment after suspension will be contingent upon approval of the executive director of student services or the vice president of academic affairs.

**Disciplinary Expulsion**
Disciplinary Expulsion permanently restricts the student from enrollment in the university

**III. PLAINVIEW CAMPUS STUDENT DISCIPLINE PROCESS**
For the Plainview Campus, the Judicial Council is established to rule on all matters of student discipline referred by the executive director of student services. It is the intent of this policy that disciplinary matters be resolved at the lowest appropriate administrative level possible. Referral to the next higher level for ruling will be at the discretion of university officials. Students may request that rulings and sanctions be appealed through the administration as stated in the section of this document entitled “Appeals.”

   A. The Judicial Council membership can be found in policy 1.2.2 attachment A.
   B. Hearing times will be scheduled by the executive director of student services.
   C. Votes will be taken by secret ballot of “guilty” or “not guilty.” A guilty verdict will require a 75% majority vote of members present. Decisions will be made based on the greater weight of credible evidence.
   D. The council will render a verdict and recommend appropriate sanctions to the executive director of student services. The Executive Director of Student Services will notify the student of the council’s decision and enforce the sanction(s) with or without modification.

**IV. PLAINVIEW CAMPUS JUDICIAL COUNCIL OPERATIONS**
   A. **Summons** - A student accused of a violation will be issued an administrative summons from the Executive Director of Student Services within seven working days of report of the incident to the Executive Director of Student Services. Under normal circumstances, students will receive an administrative summons no less than 24 hours from the time that they are required to appear. The university reserves the right to require an appearance with less notice in cases where student safety is a reasonable concern or evidence exists of ongoing criminal activity. An administrative summons will be at minimum delivered to the student’s official Wayland email address. Additionally, administrative summons may be delivered through means deemed appropriate by the Executive Director of Student Services. Delivery of an administrative summons to a student’s official Wayland email address, however, fulfills the university’s responsibility to notify the student, and students are responsible for responding to administrative summons delivered to them via their official Wayland email account. The student will be directed to appear before the Executive Director of Student Services for a preliminary hearing. Failure to respond to an administrative summons may warrant further disciplinary action. The administrative summons takes precedence over all other commitments or activities.

   B. **Preliminary Hearing** -
   1. The preliminary hearing will be an informative meeting between the executive director of student services and the accused student. The executive director will present possible charges and consequences and the student will be allowed to respond. After this hearing the dean may:
      a. dismiss the case
      b. postpone charges pending acquisition of evidence
      c. rule on the case
      d. refer the case to the Judicial Council
   2. If the case is dismissed, no further action will be taken and there will be no record of the charge in the student’s file.
   3. If the executive director chooses to rule on the case, a written account of charges, rationale and sanctions, will be given to the student within five working days of the preliminary hearing. The student will then submit a written response of acceptance or request for appeal (see section titled “Appeals”).
   4. If a decision is postponed the student will receive notification within 10 working days to reappear for continuation of the preliminary hearing.
   5. If the case is referred to the Judicial Council, the student will be sent notification within 5 working days of the preliminary hearing. This notification will be sent to the student at least 10 days prior to the date of the Judicial Council hearing. Notification will contain a brief description of the matter to be considered, a list of council members, a date, time, and place
of hearing. Challenges to council members must be made to the executive director within 2 days of receipt of such notification. Copies of complaints or disciplinary reports will be made available to the accused student at time of notification.

6. The time requirements outlined above are considered ideal and may be modified in situations as deemed necessary by university officials.

7. The preliminary hearing will be taped for the record.

C. Judicial Council Hearing

1. This hearing is to elicit relevant facts, determine verdict, and recommend appropriate sanctions. Students may have counsel present for advice only and should keep in mind that the council does not function as a court of law. Rules of evidence that apply in a criminal proceeding do not necessarily apply in a college disciplinary proceeding.

2. Students will have the following rights:
   a. an opportunity to make oral presentation to the council
   b. an opportunity to present evidence and/or witnesses
   c. an opportunity to question witnesses

3. If a student does not appear for the hearing, the council may proceed without the student if reasonable attempts have been made to notify and contact the student. The council may recommend that a case be immediately referred to the appropriate law enforcement authorities if deemed necessary. The council may recommend that appropriate law enforcement authorities be brought in to help with the investigation.

4. The council will meet as long as necessary to reach a decision. The council may postpone the decision if there is reason to believe pertinent evidence is forthcoming. The executive director of student services or the accused student may request a re-hearing if pertinent evidence is disclosed after the council’s decision has been made. Such a request must be approved by the Judicial Council.

V. APPEALS

A. Students found guilty of a violation by the Executive Director of Student Services or the Judicial Council may appeal the decision, in writing, to the Vice President of Enrollment Management (or a designee appointed by the Vice President of Enrollment Management). Appeals must be filed in the Executive Director of Student Services' office within three days of receipt of the council’s decision. The Executive Director of Student Services will present the appeal to the Vice President of Enrollment Management (or designee) who will make a ruling on the basis of the record. The Vice President of Enrollment Management (or designee) will notify the Executive Director of Student Services, who will notify the student of the decision. The student will be notified of the decision within a reasonable time, not to exceed 30 days from receipt of the appeal. The decision of the Vice President of Enrollment Management (or designee) is final and no further appeal can be made.

B. Sanctions may be appealed by the same process as detailed above. Rulings which are made by the Executive Director of Student Services without referral to the Judicial Council may be appealed by the same process.

VI. EXTERNAL CAMPUS STUDENT DISCIPLINE PROCESS

The executive director/campus dean for each external campus will determine appropriate courses of action for investigating and adjudicating issues of alleged violation of the applicable standards of conduct outlined in Section II above. The process used is outlined below.

A. The executive director/campus dean will notify the student accused of the violation within seven working days after the incident is reported to the executive director/campus dean. The notification will include an explanation of possible outcomes of the investigation into the incident, including the possibility of any of the sanctions outlined in Section III above.

B. The executive director/campus dean will investigate allegations of violations of conduct standards and will recommend any sanctions deemed appropriate to the vice president of external campuses within 20 work days of notification to the student. An ad hoc committee of faculty, staff and/or students may be convened at the discretion of the executive director/campus dean to assist in the investigation and in formulating recommendations for the vice president of external campuses.

C. The vice president of external campuses will review the recommendation and will resolve any questions arising from that review in conjunction with the executive director/campus dean. The vice president of external campuses will notify students of the results of the investigation and of any sanctions to be imposed with 10 work days of receipt of the recommendation from the external campus.

VII. APPEAL PROCESS FOR EXTERNAL CAMPUS STUDENTS

Students determined to have violated conduct standards may appeal the decision, in writing, to the vice president of academic affairs. Appeals must be submitted within ten working days of receipt of the vice president of external campuses’ notification of the decision.
The vice president of academic affairs will make a ruling on the basis of the record and will notify the student of the decision within a reasonable time, not to exceed 30 days from receipt of the appeal. The decision of vice president of academic affairs is final and no further appeal can be made.

VIII. ONLINE STUDENT DISCIPLINE PROCESS
Any student who is affiliated solely with WBUonline will be referred to in this policy as an online student. An online student may request to participate in the required hearings via teleconference or web conference. For those online students who are geographically displaced from the Plainview campus, the university will accommodate differences in time zones and provide a hearing at a reasonable time for all parties.

The director of WBUonline will determine appropriate courses of action for investigating and adjudicating issues of alleged violation of the applicable standards of conduct outlined in Section II above. The process used is outlined below.

A. The student accused of the violation will be notified within seven working days after the incident is reported to the director of WBUonline. The notification will include an explanation of possible outcomes of the investigation into the incident, including the possibility of any of the sanctions outlined in Section III above.

B. The director of WBUonline will investigate allegations of violations of conduct standards and will recommend any sanctions deemed appropriate to the executive vice president/provost within 20 work days of notification to the student. An ad hoc committee may be convened at the discretion of the director of WBUonline to assist in the investigation and in formulating recommendations for the vice president of academic affairs. The ad-hoc committee, appointed by the director, will be comprised of two full-time faculty with online teaching experience at Wayland, two students (at least one online student), one university staff member, and the director of WBUonline (non-voting).

C. The vice president of academic affairs will review the recommendation and will resolve any questions arising from that review in conjunction with the director of WBUonline. The vice president of academic affairs will notify students of the results of the investigation and of any sanctions to be imposed within 10 work days of receipt of the recommendation from WBUonline.

IX. APPEAL PROCESS FOR ONLINE STUDENTS
Students determined to have violated conduct standards may appeal the decision, in writing, to the vice president of academic affairs. Appeals must be submitted within ten working days of receipt of the vice president of academic affairs’ notification of the decision. The vice president of academic affairs will make a ruling on the basis of the record and will notify the student of the decision within a reasonable time, not to exceed 30 days from receipt of the appeal. The decision of vice president of academic affairs is final and no further appeal can be made.

X. AMNESTY FOR STUDENTS REPORTING CERTAIN INCIDENTS
A. In this Amnesty provision:
1. “Dating violence” means abuse or violence, or a threat of abuse or violence, against a person with whom the actor has or has had a social relationship of a romantic or intimate nature.
2. “Sexual assault” means sexual contact or intercourse with a person without the person’s consent, including sexual contact or intercourse against the person’s will or in a circumstance in which the person is incapable of consenting to the contact or intercourse.
3. “Sexual harassment” means unwelcome, sex-based verbal or physical conduct that:
   *in the employment context, unreasonable interferes with a person’s work performance or creates an intimidating, hostile, or offensive work environment; or
   *in the education context, is sufficiently severe, persistent, or pervasive that the conduct interferes with a student’s ability to participate in or benefit from educational programs or activities at a postsecondary educational institution.
4. “Stalking” means a course of conduct directed at a person what would cause a reasonable person to fear for the person’s safety or to suffer substantial emotional distress.
B. Wayland Baptist University may not take any disciplinary action against a student enrolled at Wayland who in good faith reports to Wayland being the victim of, or a witness to, an incident of sexual harassment, sexual assault, dating violence, or stalking for a violation by the student of Wayland’s Student Handbook occurring at or near the time of the incident, regardless of the location at which the incident occurred or the outcome of Wayland’s disciplinary process regarding the incident, if any.
C. Wayland may investigate to determine whether a report of an incident of sexual harassment, sexual assault, dating violence, or stalking was made in good faith. For the purposes of Subsection C, Wayland has discretion to determine good faith, but in no event will good faith exist if the student is found responsible for sexual harassment, sexual assault, dating violence, or stalking at or near the time of the incident.
D. A determination that a student is entitled to amnesty under Subsection B is final and may not be revoked.
E. Subsection B does not apply to a student who reports the student’s own commission or assistance in the commission of sexual harassment, sexual assault, dating violence, or stalking.
F. This Amnesty provision may not be construed to limit Wayland’s ability to provide, or require Wayland to provide, amnesty from application of Wayland’s Student Handbook in circumstances not described above.

**SEXUAL MISCONDUCT**

In all disciplinary procedures, Wayland Baptist University will seek to be redemptive in the lives of the individuals involved and to witness to the high moral standards of the Christian faith. Wayland will be guided by the understanding that human sexuality is a gift from the creator God and that the purpose of this gift includes (1) the procreation of human life and (2) the uniting and strengthening of the marital bond in self-giving love.

These purposes are to be achieved through heterosexual relationships within marriage. Misuses of God’s gift will be understood to include, but not be limited to, sexual abuse, sexual harassment, sexual assault, incest, adultery, pre-marital sex, and homosexuality. (Sexual harassment is discussed in more detail elsewhere in this manual).

Wayland will strive to deal in a constructive and redemptive manner with all who fail to live up to this high standard. Nothing will be done to encourage abortions or other drastic actions that might bring great harm to those involved. Dealing individually with each case, efforts will be made to counsel and assist those involved.

The sanctions the university may impose against a student for an act of sexual misconduct range from reprimand to expulsion.

**TITLE IX**

Wayland Baptist University is committed to providing a safe and non-discriminatory learning, working and living environment that promotes civility and mutual respect. Wayland Baptist University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. To that end, this policy prohibits specific forms of behavior that violate The Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in the University's programs and activities; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA); Title VII of the Civil Rights Act of 1964; and other applicable law.

Sexual misconduct is a serious issue that can result in the interference or prevention of victims of such behavior from having an equal opportunity to access education or employment. Sexual misconduct (including domestic violence, dating violence, sexual assault, sexual harassment, and stalking) are serious offences and a Title IX civil rights issue, as well as a potential crime and a violation of Wayland Baptist University policy. Employees and students of Wayland Baptist University have the right to file a complaint with the university and have the right to file a separate criminal complaint with the local Police Department. Students and employees who violate Wayland’s sexual misconduct, Title IX, and discrimination policies are subject to disciplinary actions up to and including expulsion and/or termination of employment status, and may be subject to criminal charges.

**TO WHOM THIS POLICY APPLIES**

This policy applies to students, regardless of enrollment status; faculty; staff (collectively known as employees) and third parties (i.e., non-members of the University community such as vendors, alumni, and visitors.) This policy pertains to acts of sexual misconduct and discrimination committed by or against Students, Employees and Third Parties when:

1. the conduct occurs on University Grounds or other property owned or controlled by the University;

2. the conduct occurs in the context of a University employment or education program or activity, including, but not limited to, University-sponsored study abroad, research, on-line, or internship programs; or

3. the conduct occurs outside the context of a University employment or education program or activity, but has continuing adverse effects on or creates a hostile environment for Students, Employees or Third Parties while on University Grounds or other property owned or controlled by the University or in any University employment or education program or activity.

**REPORTING**
Filing a report will not obligate prosecution, but it will help the university take steps to provide a safer campus for everyone. With a filed report, the university can keep a more accurate record of the number of incidents; determine whether there is a pattern of crime with regard to a particular location, method, or assailant; alert the campus community to potential danger; and better provide training and preventive education programs.

Students and employees are expected to comply with Wayland’s policies that prohibit unlawful discrimination, sexual harassment, sexual misconduct, sexual assault, domestic/dating violence and stalking both on-campus and off-campus. Any student who witnesses or experiences such conduct on-campus or off-campus by someone who is a member of the Wayland Baptist University community is encouraged to report the matter to the Title IX Administrator or a WBU representative listed on the University website at https://www.wbu.edu/about/title-ix/index.htm. Students reporting potential violations have the option of remaining anonymous.

All individuals participating in the university investigation, including but not limited to making an initial report, are expected to tell the truth. Federal and state laws prohibit the taking of retaliatory measures against any individual who files a complaint in good faith.

The Title IX Administrator and Deputy Title IX Coordinators can be contacted by telephone, email, or in person during regular office hours:

Title IX Administrator
Gates Hall 303, Plainview, Texas 79072
Phone: 806-291-1173
E-mail: lawrencej@wbu.edu

**Brad Miles**
Deputy Title IX Coordinator for Students
Executive Director of Student Services
Room 202, McClung University Center
Phone: 806-291-1952
E-mail: milesb@wbu.edu

**Ron Appling**
Deputy Title IX Coordinator for Employees
Director of Human Resources
Van Howling Basement
Phone: 806-291-3451
E-mail: applingr@wbu.edu

**Report Online**
http://www2.wbu.edu/reportcrime/defaultIX.aspx (Allows anonymous reporting).

**CONFIDENTIALITY STATEMENT**

Wayland Baptist University understands that many victims have a strong desire for their report of sexual misconduct to be treated confidentially. If a person requests that his/her name not be disclosed to the accused person or that the university not investigate or take disciplinary action against the accused person, university officials will carefully consider the request and honor it if possible.

If the university determines that it can keep the report confidential, all reasonable steps will still be taken to respond to the complaint consistent with the request. For example, it may be helpful to make changes to housing situation, class schedule, etc. Any request for confidentiality can be withdrawn at any time, and the university will proceed to investigate the report fully and take appropriate action.

However, honoring a request not to reveal a victim’s name to the accused person, not to conduct an investigation, or not to punish
the accused person will limit the university’s ability to respond fully to the assault and take any appropriate disciplinary action. There are situations in which the university must override a request for confidentiality in order to meet its obligations under federal law to provide an educational environment which is safe and free from sexual violence. If the person accused has been accused before of committing similar acts or if the circumstances indicate that the accused person is likely to harm others, the university may have to investigate the report and take appropriate action to make the campus safe. If an investigation must take place, the information reported will be shared only on a need-to-know basis.

If the victim/complainant wants to be assured that the report will be kept confidential, he/she can report the assault to a therapist, doctor, or attorney who is legally obligated to maintain patient or client confidentiality. If this option is chosen, the victim/complainant should consider asking a doctor, therapist, or attorney to make a confidential report of the assault without including facts that would reveal the person’s identity. While the university will probably not be able to take any disciplinary action against the person who assaulted the victim/complainant, university officials will have a better picture of crime on the campus and may be able to warn the campus community about methods or patterns of attacks.

**AMNESTY FOR STUDENTS REPORTING CERTAIN INCIDENTS**

A. In this Amnesty provision:

1. “Dating violence” means abuse or violence, or a threat of abuse or violence, against a person with whom the actor has or has had a social relationship of a romantic or intimate nature.

2. “Sexual assault” means sexual contact or intercourse with a person without the person’s consent, including sexual contact or intercourse against the person’s will or in a circumstance in which the person is incapable of consenting to the contact or intercourse.

3. “Sexual harassment” means unwelcome, sex-based verbal or physical conduct that:

   * in the employment context, unreasonably interferes with a person’s work performance or creates an intimidating, hostile, or offensive work environment; or

   * in the education context, is sufficiently severe, persistent, or pervasive that the conduct interferes with a student’s ability to participate in or benefit from educational programs or activities at a postsecondary educational institution.

4. “Stalking” means a course of conduct directed at a person that would cause a reasonable person to fear for the person’s safety or to suffer substantial emotional distress.

B. Wayland Baptist University may not take any disciplinary action against a student enrolled at Wayland who in good faith reports to Wayland being the victim of, or a witness to, an incident of sexual harassment, sexual assault, dating violence, or stalking for a violation by the student of Wayland’s Student Handbook occurring at or near the time of the incident, regardless of the location at which the incident occurred or the outcome of Wayland’s disciplinary process regarding the incident, if any.

C. Wayland may investigate to determine whether a report of an incident of sexual harassment, sexual assault, dating violence, or stalking was made in good faith. For the purposes of Subsection C, Wayland has discretion to determine good faith, but in no event will good faith exist if the student is found responsible for sexual harassment, sexual assault, dating violence, or stalking at or near the time of the incident.

D. A determination that a student is entitled to amnesty under Subsection B is final and may not be revoked.

E. Subsection B does not apply to a student who reports the student’s own commission or assistance in the commission of sexual harassment, sexual assault, dating violence, or stalking.

F. This Amnesty provision may not be construed to limit Wayland’s ability to provide, or require Wayland to provide, amnesty from application of Wayland’s Student Handbook in circumstances not described above.

**NOTIFICATION OF RIGHTS FOR VICTIM/COMPLAINANT**
Individuals who report sexual misconduct/sex based discrimination have the following rights under Federal law and Wayland Baptist University Title IX Policy. You are encouraged to read this document and ask any questions to the assigned investigator or the Title IX Office (806-291-1173).

- The right to investigation and appropriate resolution of all credible allegations of sexual misconduct or discrimination made in good faith to Wayland Baptist University officials;
- The right to bring a victim advisor of the victim/complainant’s choosing to all phases of the investigation and resolution proceeding;
- The right to be treated with respect by Wayland Baptist University officials;
- The right to have Wayland Baptist University policies and procedures followed without material deviation;
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence;
- The right not to be discouraged by Wayland Baptist University officials from reporting sexual misconduct or discrimination to both on campus and off campus authorities;
- The right to be informed by Wayland Baptist University officials of options to notify proper law enforcement authorities, including on campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the reporting party so chooses. This also includes the right not to be pressured to report, as well;
- The right to have reports of sexual misconduct responded to promptly and with sensitivity by campus law enforcement and other campus officials;
- The right to be notified of available counseling, mental health, victim advocacy, health, legal assistance, student financial aid, visa and immigration assistance, or other student services, both on campus and in the community;
- The right to a campus no contact order (or a trespass order against a non-affiliated third party) when someone has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the reporting party or others;
- The right to notification of and options for, and available assistance in, changing academic situations after an alleged sexual misconduct incident, if so requested by the reporting party and if such changes are reasonably available (no formal report, or investigation, campus or criminal, need occur before this option is available).

Accommodations may include:
- Assistance from university support staff in completing a room relocation;
- Assistance with or rescheduling an academic assignment (paper, exams, etc.) or otherwise implementing academic assistance;
- Taking an incomplete in a class;
- Assistance with transferring class sections;
- Temporary withdrawal;
- Assistance with alternative course completion options;
- On or off-campus counseling assistance;
- Other accommodations for safety as necessary.

The right to have the Wayland Baptist University maintain such accommodations for as long as is necessary, and for protective measures to remain confidential, provided confidentiality does not impair the institution’s ability to provide the accommodations or protective measures;

The right to be fully informed of campus policies and procedures as well as the nature and extent of all alleged violations contained within the report;
The right to be in formation of the names of all witnesses whose information will be used to render a finding, in advance of that finding, except in cases where a witness’s identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the reporting party, which will always be revealed);

The right not to have irrelevant prior sexual history admitted as evidence;

The right to regular updates on the status of the investigation and/or resolution;

The right to have reports addressed by investigators and Title IX Administrator who have received annual sexual misconduct training;

The right to preservation of privacy, to the extent possible and permitted by law;

The right to petition that any Wayland Baptist University representative in the process be recused on the basis of demonstrated bias or conflict of interest;

The right to have the university compel the participation of faculty and staff witnesses, and the opportunity (if desired) to provide the investigators with a list of potential questions to ask of witnesses, and the right to challenge documentary evidence;

The right to be promptly informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties;

The right to be informed in writing of when a decision by the Title IX Office is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to appeal the finding and sanction of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by Wayland Baptist University.

NOTIFICATION OF RIGHTS FOR RESPONDENTS

Individuals who are alleged to have violated Wayland Baptist University’s Title IX policy have the following rights under Federal law and Wayland Baptist University Title IX Policy. You are encouraged to read this document and ask any questions to the assigned investigator or the Title IX Office (806-291-1173)

The right to investigation and appropriate resolution of all credible reports of sexual misconduct and/or discrimination made in good faith to the Title IX Administrator.

The right to be treated with respect by Wayland Baptist University officials;

The right to bring an advisor of the responding party’s choosing to all phases of the investigation and resolution proceeding;

The right to have Wayland Baptist University policies and procedures followed without material deviation;

The right to be informed of and have access to campus resources for counseling and advisory services;

The right to timely written notice of all alleged violations, including the nature of the violation, the applicable policies and procedures and possible sanctions;

The right to review all documentary evidence available regarding the report, subject to the privacy limitations imposed by state and federal law, prior to the finding by the Title IX Administrator;

The right to be informed of the names of all witnesses whose information will be used to render a finding, prior to final determination, except in cases where a witness’s identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the reporting party, which will always be revealed);
The right not to have irrelevant prior sexual history admitted as evidence in a campus resolution process;

The right to have reports addressed by investigators and Title IX Administrator who have received annual training;

The right to petition that any Wayland Baptist University representative be recused from the resolution process on the basis of demonstrated bias and/or conflict of interest;

The right to have the Wayland Baptist University compel the participation of student, faculty and staff witnesses, and the opportunity to provide the investigators with a list of potential questions to ask of witnesses, and the right to challenge documentary evidence;

The right to have an advisor of their choice to accompany and assist throughout the campus resolution process;

The right to a fundamentally fair resolution, as defined in these procedures;

The right to a decision based solely on evidence presented during the resolution process. Such evidence shall be credible, relevant, based in fact, and without prejudice;

The right to be promptly informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties;

The right to be informed in writing of when a decision of the Title IX Office is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to appeal the finding and sanction of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the Wayland Baptist University.

ACCOMMODATIONS AND PROTECTIVE MEASURES AVAILABLE FOR VICTIM/COMPLAINANTS

Upon receipt of a report of domestic violence, dating violence, sexual assault sexual harassment or stalking, WBU will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, protective orders and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim/complainant’s request, and to the extent of the victim/complainant’s cooperation and consent, University offices will work cooperatively to assist the victim/complainant in obtaining accommodations. If reasonably available, a victim/complainant may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim/complainant chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, or withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim/complainant should contact. If the victim/complainant wishes to receive assistance in requesting these accommodations, she or he should contact Brad Miles, Deputy Title IX Coordinator, milesb@wbu.edu (806) 291-3751, Plainview campus, CMB 1221.

TITLE IX PROCEEDINGS

The WBU Sexual Misconduct, Title IX & Discrimination Policy governs students and employees and additional information regarding the investigation and adjudication process may be accessed online at https://www.wbu.edu/about/title-ix/rights-and-
1. **How to File a Complaint Under this Policy**

The University can receive notice of an allegation of sexual misconduct in numerous ways. A person may visit http://www2.wbu.edu/reportcrime/defaultIX.aspx and file a report online. A person may also tell any Responsible Employee (faculty member, member of residence staff, a member of Human Resources, a member of the Executive Director of Student Services’ office, etc.) who has an obligation to report information reported to them to the institution’s Title IX Administrator. A person may also complain to the WBU Police Department, who has an obligation to report certain information reported to them to the institution’s Title IX Administrator. A person may also report directly to the Title IX Administrator. Once an allegation or complaint is received by the Title IX Administrator, they or their designee will communicate with the person alleging the harm to determine what course of action they would like pursued and to make them aware of their rights, resources and interim measures, if applicable. The University could conclude based on the report received that a formal investigation will be initiated by the University.

2. **How the University Determines Whether This Policy will be Used**

WBU only has one sexual misconduct policy that governs students and employees as respondents in cases involving sexual assault, stalking, dating violence, and domestic violence. Therefore, this is the policy and procedure that the intuition will utilize. Employees who are alleged to have engaged in sexual harassment of a verbal or non-verbal nature (no physical contact) should refer to WBU Policy 2.76-Sexual Harassment.

3. **Steps in the Title IX Process**

Once notice is received as described in number one above, the Title IX Administrator or their designee will conduct “intake” with the victim/complainant if the victim/complainant is an employee or student of the University (third parties who are not students or employees may have intake conducted in person or intake may occur remotely or via third party if needed.) During intake for employee and student victim/complainant, the person’s rights and options will be provided, the Title IX Administrator will collect basic information regarding what is being reported, and the Title IX Administrator will determine if the University has jurisdiction to act.

The victim/complainant will also be asked if they would like access to law enforcement to file a criminal report, told that the university can assist in this process and also given the right to decline notification to law enforcement. The victim/complainant will also be asked if they would like to formally pursue an administrative investigation pursuant to the university’s policy and resolution procedures and will be provided information on how to obtain medical attention, including access to a forensic examination, if applicable.

If the victim/complainant wants to proceed with a formal investigation or if the university determines it must proceed to protect the safety of campus, then a Title IX investigator will be assigned to investigate any complaint of sexual misconduct. As part of the investigation process, the victim/complainant and the respondent will be provided notice of the complaint and allowed a reasonable time to respond. The victim/complainant and the respondent may present any document or information that is believed to be relevant to the complaint. Persons thought to have information relevant to the complaint will be interviewed, and those interviews will be appropriately documented. Both the respondent and the victim/complainant may recommend witnesses for interview and suggest questions that should be asked. Neither the victim/complainant nor the respondent typically attend these interviews or the gathering of evidence; however, if either one is permitted to attend, the other will have the same right. After the investigation is complete, a written report will be issued to the Title IX Administrator.

The report will include factual findings and the victim/complainant and respondent will be allowed to inspect the report or, at WBU’s discretion, be provided letters summarizing the findings in the report in keeping with FERPA and Texas Education Code, Section 51.971 (for student respondents.) If a letter is provided, it will contain enough detail to allow the victim/complainant and respondent to comment on the adequacy of the investigation.

In employee as the respondent cases, the Director of HR may serve as the investigator or if a conflict of interest exists, the Title IX Administrator will assign an annually trained investigator. Once the investigation is complete, the report will be generated and forwarded to the Title IX Administrator, who will render the decision as to whether or not the employee is responsible for a policy violation. Following the finding, the Title IX Administrator, in concert with the appropriate VP of the area in which the respondent employee reports, will determines what sanctions shall be employed, if applicable.
For students as the respondent, the Title IX Administrator will assign an annually trained investigator. Just like in employee cases, the investigator will interview the parties, collect relevant evidence and interview witnesses. At the conclusion of the investigation, the investigator will construct a report and forward that report to the Executive Director of Student Services for adjudication through the Code of Student Conduct to determine if the policy was violated. The Executive Director of Student Services will impose disciplinary action or sanction(s) in accordance with the applicable policies and procedures.

The victim/complainant and the respondent, no matter their status as students or employees, will be informed concurrently in writing of the decision and whenever a change to the finding occurs.

4. Anticipated Timelines
Barring any unforeseen and reasonable delays, WBU will endeavor to resolve complaints under this policy no later than 60 calendar days after the initial report was received by the Title IX Administrator or other Responsible Employee. If the investigation and resolution exceeds 60 calendar days, the Title IX office will notify all parties in writing of the reason for the delay and the expected time frame adjustment. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

At the request of law enforcement, WBU may defer its fact-gathering until after the initial stages of a criminal investigation. WBU will nevertheless communicate with the victim/complainant and respondent regarding his/her Title IX rights, procedural options, the status of the investigation, and the implementation of interim measures to ensure his/her safety and well-being. The University will promptly resume its fact-gathering as soon as law enforcement has completed its initial investigation, or if the fact gathering is not completed in a reasonable time. The filing of a complaint under this policy does not excuse the victim/complainant from meeting time limits imposed by outside agencies. Likewise, the applicable civil or criminal statute of limitations will not affect the University's investigation of the complaint.

5. Decision-Making Process
The Title IX Administrator will determine whether or not a policy violation occurred in employee and student complaints. Title IX Investigators gather and fact-find to provide assessment of credibility, triangulation of witness/evidence, and corroboration assessment. Title IX Investigators will provide the Title IX Administrator with and investigative report, statements from the victim/complainant and respondent and their respective witnesses should they have any, and all evidence provided them by the victim/complainant and respondent or uncovered by the Title IX Investigators. A subsequent determination is by the Title IX Administrator who informed by the investigation. If the Title IX Administrator determines that the policy was violated, a determination letter along with instructions and procedures regarding the right to appeal will be issued to both the victim/complainant and respondent.

6. Standard of Evidence
WBU utilizes the preponderance of the evidence standard which means that to find a person responsible for a policy violation, the Title IX Administrator must believe that it is more likely than not that the misconduct occurred. (This equates to a more than 50% belief that the act occurred)

7. Possible Sanctions

Loss of Privileges
Entails any or all of the following sanctions:
1. Removal from preferred university housing.
2. Restriction from attending designated university events.
3. Restriction from the lobbies of residence halls and/or other public gathering places on campus such as Pete’s Place or the Laney Center.
4. Loss of dorm visitation privileges.
5. Restriction from eating meals in the cafeteria.

Eviction
Eviction entails the following: immediate removal from university housing. Removal from housing due to disciplinary sanction will not remove in any way the student’s responsibility to pay housing charges for the semester in which this sanction is administered.
**Community Service**
Community Service may be required of a student as a sanction for violating the student conduct policy. Community Service would entail participation in for the designated number of hours for a designated community service organization in Plainview or the surrounding area, or for the university on a designated Wayland campus.

**Restitution**
Restitution entails reimbursement for the university or other affected parties for damages to property, or for the replacement of lost or stolen articles.

**Formal Reprimand**
Formal Reprimand entails the following sanctions: a stern warning that any further violation of university rules and regulations during the probationary period could result in disciplinary probation, suspension or expulsion.

**Disciplinary Probation**
Disciplinary Probation may entail any or all the following sanctions:
1. Restriction from representing the university in any fashion. This sanction includes all public performances or appearances under the auspices of the University.
2. Restriction from any university-sponsored travel.
3. Restriction from holding offices in any university organizations.
4. Restriction from receipt of any university scholarship assistance and/or institutional aid (federal financial aid, state aid, or gifts directly to students from outside entities are not affected by this sanction).

**Disciplinary Suspension**
Disciplinary Suspension entails the following sanctions:
1. The student will be restricted from enrollment during the period of suspension.
2. Re-enrollment after disciplinary suspension will be contingent upon the approval of the Executive Director of Student Services or the Vice President of Enrollment Management and acceptance through the Admissions Committee process.

**Disciplinary Expulsion**
Disciplinary Expulsion permanently restricts the student from enrollment in the University.

8. **Range of Protective Measures Available to a Victim/complainant Alleging Misconduct**
There are a range of protective measures that a victim/complainant can request of WBU upon alleging sexual misconduct. This includes no contact directives between the parties, changes in work locations, housing, academic course sections or location, changes to where a person parks, or social restrictions.

**University-Initiated Protective Measures**
In addition to those protective measures previously described, the Title IX Administrator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible.
Examples of interim protective measures include, but are not limited to:
- a University no contact order,
- residence hall relocation,
- adjustment of course schedules,
- a leave of absence,
- or reassignment to a different supervisor or position.

These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Administrator’s directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Wayland Baptist University.

**SEX OFFENDER REGISTRATION**
The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. Wayland Baptist University issues this statement to the campus community on an annual basis in the

It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteer’s services or is a student.

TITLE IX RIGHTS OF APPEAL

Both parties, the victim/complainant and the respondent, have equal rights to an impartial appeal. The request for an appeal, including the grounds upon which the request is based, should be submitted in writing to the Title IX Administrator within five (5) business days following the date on the Title IX Incident/Case Notification of Findings. If either party files an appeal, the Title IX Administrator will notify the other party in writing. The Title IX Administrator will coordinate the appeal and will have primary responsibility for interactions with the parties, gathering information needed for the appeal, and notifying both parties in writing of the outcome of the appeal. The Appeal review should be completed within 20 business days.

All appeals will be referred from the Title IX Administrator to the University President or designee. The University President, or designee, may decide the appeal themselves or may convene a panel to decide the appeal. If an appeal panel is convened, the panel will consist of three members of the Title IX investigation team who were not involved in the case being appealed. Any individual hearing an appeal will be impartial and unbiased. The decision rendered by the President/designee/committee is considered final and will complete the appeal process.

A victim/complainant or respondent may file a written appeal on the grounds that the appealing party believes:

1. there is substantial, relevant information that was not presented, and reasonably could not have been presented during the investigation, which may change or affect the outcome of the decision;
2. that the severity of the sanction in relation to the details of the case is substantially disproportionate; or
3. there was a procedural error(s) during the disciplinary process.

The adjudicating officer/committee’s findings of fact, findings of responsibility, the rationale, and any sanctions will only be reviewed under one of the three grounds listed above. The President/Designee/committee hearing the appeal may decide:

1. to uphold the original decision of the adjudicating officer/committee,
2. to alter the imposed sanction, or
3. to remand the case to the adjudicating officer/committee for additional proceedings or other action

TITLE IX APPEAL OF SANCTIONS

Sanctions imposed by the Title IX Office or the Office of the President can be appealed by any party according to the grounds below. Post-hearing, any party may appeal the findings and/or sanctions only under the grounds described below.

All sanctions imposed by the original hearing body will be in effect during the appeal. A request may be made to the University President for special consideration in exigent circumstances, but the presumptive stance of the institution is that the sanctions will stand. Graduation, study abroad, internships/externships, etc. do NOT in and of themselves constitute exigent circumstances, and students or employees may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student or employee to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.

The decision of the Title IX Office may be appealed by petitioning a Title IX Administrator. Accused students or victim/complainant’s must petition within 5 business days of receiving the written decision for a review of the decision or the sanctions imposed. Any party who files an appeal must do so in writing to the Title IX Office. The Title IX Office will share the appeal with the other party (e.g., if the accused appeals, the appeal is shared with the victim/complainant, who may also wish to file a response), and then the Title IX Office will draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the appeals officer/committee for initial review to determine if the appeal meets the limited grounds and is timely. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing, the documentation is forwarded for consideration. The party requesting appeal must show error as the original finding and sanction are presumed to have been decided reasonably and appropriately. The ONLY grounds for appeal are as follows:
1. A procedural or substantive error occurred that significantly impacted the outcome of the investigation (e.g., substantiated bias, material deviation from established procedures, etc.);
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
3. The sanctions imposed are substantially disproportionate to the severity of the violation.

If the appeals officer or committee determines that new evidence should be considered, it will return the complaint to the original investigative body to reconsider in light of the new evidence, only. The reconsideration of the investigative body is not appealable.

If the appeals officer or committee determines that a material procedural [or substantive] error occurred, it may return the complaint to the original investigative body with instructions to reconvene to cure the error. In rare cases, where the procedural [or substantive] error cannot be cured by the original investigative officers (as in cases of bias), the appeals officers or committee may order a new investigation on the complaint with a new body of investigative officers. The results of a reopened investigation cannot be appealed. The results of a new investigation can be appealed once, on the three applicable grounds for appeals.

If the appeals officer or committee determines that the sanctions imposed are disproportionate to the severity of the violation, the appeals officer or committee will return the complaint to the Title IX Office, which may then increase, decrease or otherwise modify the sanctions. This decision is final.

The procedures governing the hearing of appeals include the following:
- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- Every opportunity to return the appeal to the original hearing body for reconsideration (remand) should be pursued;
- Appeals are not intended to be full re-hearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original investigation, and pertinent documentation regarding the grounds for appeal;
- This is not an opportunity for appeals officers to substitute their judgment for that of the original hearing body merely because they disagree with its finding and/or sanctions. Appeals decisions are to be deferential to the original hearing body, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so;
- Sanctions imposed are implemented immediately unless the University President stays their implementation in extraordinary circumstances, pending the outcome of the appeal;
- The appeals committee or officer will render a written decision on the appeal to all parties within seven (7) business days from hearing of the appeal. The committee’s decision to deny appeal requests is final.

DEFINITIONS

ALCOHOL IMPAIRMENT – the state of being diminished or weakened due to the consumption of alcohol.

ALCOHOL INTOXICATION – an act or instance of inebriation or drunkenness (BAC level of .08 or greater).

ALCOHOL INCAPACITATION – reached when the individual no longer has the legal ability to act in a specified manner. In sexual misconduct situations the individual lacks the mental capability to understand the situation and is incapable of giving consent.

ACTUAL NOTICE OF COMPLAINT – a complaint, written or verbal, given to a responsible person.

AWARENESS PROGRAM – community-wide and audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Bystander Intervention – Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. This includes recognizing situations of potential harm and understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene.
CLERY ACT – the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 requires all colleges and universities that receive federal financial aid to keep and disclose information about crime on and near their respective campuses to provide the campus community with timely, accurate and complete information about crime and the safety of campus so that they can make informed decisions to keep themselves safe.

COMPLAINANT- A person who reports he or she has been subjected to discrimination, harassment, or related retaliation.

CONSENT- Consent is an affirmative, conscious and voluntary agreement to engage in sexual activity. It is an informed decision made freely, actively and voluntarily by all parties. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. Lack of protest or resistance does not mean consent, nor does silence mean consent. Consent cannot be obtained by threat, coercion, or force. Furthermore, a current or previous dating or sexual relationship between the persons involved should never by itself be assumed to be an indicator of consent. Being intoxicated does not diminish one’s responsibility to obtain consent.

CONSTRUCTIVE NOTICE OF COMPLAINT – in the absence of an actual notice a preponderance of evidence exists to suspect an incident occurred even without a written or verbal complaint.

DATING VIOLENCE – Violence committed by a person who has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined by factors such as length, type, and frequency of interaction.

DISCRIMINATION – treatment or consideration of, or making a distinction in favor of or against, a person based on the group, class, or category to which that person or thing belongs rather than on individual merit.

DOMESTIC/INTIMATE PARTNER VIOLENCE – Violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, a person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

FONDLING – the touching of the private body parts of another person for the purpose of sexual gratification without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or temporary or permanent mental or physical incapacity.

FINDING OF NON-RESPONSIBILITY – a civil investigation finding that does not indicate a preponderance of evidence that a violation occurred.

GENDER EQUITY – the process of allocating resources, programs, and decision making fairly to both males and females without any discrimination on the basis of sex.

HARASSMENT- Verbal, emotional, or physical conduct related to a person’s protected class that unreasonably interferes with an individual’s work or academic performance or creates an intimidating or hostile work or educational environment.

HOSTILE ENVIRONMENT – Unwelcome conduct by an individual or individuals against another individual based upon her/his protected class that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile, or offensive. A hostile environment can be created by a school employee, another student, or even someone visiting the school, such as a student or employee from another school.

INCAPACITATION/IMPAIRMENT- Incapacity to evaluate or control conduct, because an individual is unconscious, asleep, intoxicated, or under the influence of other drugs or, for any other reason, physically, mentally or legally unable to communicate or grant consent.

INCEST – non-forceible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Legal definitions and prohibitions vary by state.

INTIMIDATION- Unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
OFFICE OF CIVIL RIGHTS (OCR) – U.S. Department of Education sub-agency that is tasked with protecting civil rights in federally assisted education programs and prohibiting discrimination on the basis of race, color, national origin, sex, disability, age, or membership in patriotic youth

ONGOING PREVENTION AND AWARENESS CAMPAIGNS- Programming, initiatives and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the university.

PRIMARY PREVENTION PROGRAM- Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction.

PROFESSIONAL AND PASTORAL COUNSELORS- Professional, licensed counselors and pastoral counselors who provide mental–health counseling to members of the university community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Administrator without a victim/complainant’s permission

QUID PRO QUO (Sexual Harassment) – occurs when a school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity. It can also occur when an employee causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct.

RAPE – penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, regardless the gender of the victim or perpetrator.

RESPONDENT- A person who is charged with committing acts of discrimination, harassment, or retaliation.

RESPONSIBLE EMPLOYEE- A “responsible employee” is a university employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. A responsible employee must report to the Title IX Coordinator all relevant details about the alleged sexual violence shared by the victim and that the university will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

RETALIATION- An individual’s adverse action against another person because that person has filed a complaint or participated in an investigation. Retaliation is prohibited by Wayland Baptist University policy.

RISK REDUCTION- Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

SEXUAL ASSAULT – is defined as any form of sexual penetration, no matter how slight, or attempted sexual penetration occurring without consent and includes, but is not limited to, sexual intercourse committed by physical force or coercion. Sexual Assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniformed Crime Report (UCR) program.

SEXUAL EXPLOITATION – Occurs when a person or group of people takes advantage of another person personal advantage or benefit or for the advantage or benefit of someone else by doing something sexual in a nonconsensual, abusive, or unjust manner. Examples include nonconsensual video or audio taping of a sexual activity, nonconsensual photography of a sexual nature, voyeurism, knowingly transmitting a sexually transmitted infection (STI) or HIV, or prostituting another person.

SEXUAL HARASSMENT – includes unwelcome harassment based on sex, which may include unwelcome sexual advances, requests for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise, when the conditions outlined in (1) and/or (2), below, are present.

Gender-based Harassment- includes unwelcome harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic,
physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions outlined in (1) and/or (2), below, are present.

(1) Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment, academic standing, or participation in any University programs and/or activities or is used as the basis for University decisions affecting the individual (often referred to as “quid pro quo” harassment); or

(2) Such conduct creates a hostile environment. A “hostile environment” exists when the conduct is sufficiently severe, persistent, and/or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the University’s education or employment programs and/or activities. Conduct must be deemed severe, persistent, and/or pervasive from both a subjective and an objective perspective. In evaluating whether a hostile environment exists, the University will consider the totality of known circumstances, including, but not limited to:

- The frequency, nature and severity of the conduct;
- Whether the conduct was physically threatening; The effect of the conduct on the Complainant’s mental or emotional state;
- Whether the conduct was directed at more than one person;
- Whether the conduct arose in the context of other discriminatory conduct;
- Whether the conduct unreasonably interfered with the Complainant’s educational or work performance and/or University programs or activities; and
- Whether the conduct implicates concerns related to academic freedom or protected speech.

A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. A single incident of Sexual Assault, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment

SEXUAL MISCONDUCT – term that encompasses sexual harassment, sexual violence, and stalking. Can occur between individuals who know one another, have an established relationship, have previously engaged in consensual sexual activity, or individuals who do not know one another.

SEXUAL VIOLENCE – category that includes sexual assault, rape, stalking, domestic/intimate partner violence, and dating violence. Sexual Violence represents conduct involving physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s incapacity. An individual’s incapacity may arise from use of drugs or alcohol or individual conditions including intellectual or other disability.

STALKING – A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or other’s safety, or to suffer substantial emotional distress

STATUTORY RAPE – non-forcible sexual intercourse with a person who is under the statutory age of consent. Legal definitions and prohibitions vary by state.

TITLE IX – portion of the 1972 Education Amendments to the Civil Rights Act of 1964 which states “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

UNFOUNDED CRIME – a crime may be “unfounded” only if sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of the full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Both “founded” and “unfounded” crimes must be reported on the Clery Annual Security Report.

VAWA – the Violence Against Women Act passed in 2013 amended the Clery Act to include Dating Violence, Domestic Violence and Stalking incidents (DVDVS). It also details the role of law enforcement, the types of crimes mandated for reporting, and stipulates the need for violence prevention programming.
VOYEURISM - Trespassing, spying, or eavesdropping.

FREQUENTLY ASKED QUESTIONS

Here are some of the most commonly asked questions regarding the university’s Title IX policy and procedures.

**Does information about a report remain private?**
The privacy of all parties to a report of sexual misconduct must be respected, except insofar as it interferes with the university’s obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. The university will not disseminate information and/or written materials to persons not involved in the resolution process without the consent of both parties. Witnesses are also required to maintain the privacy of information shared with them during interviews and/or hearings. Violations of the privacy of the reporting party or the responding party may lead to conduct action by the university, though both parties are allowed to share their perspectives and experiences. All parties, including witnesses, involved in an allegation are strongly encouraged to maintain the privacy of information and/or written materials.

**Will my parents be told?**
No, not unless you tell them. Whether you are the reporting party or the responding party, the University’s primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. University officials will directly inform parents when requested to do so by a student, when the student is in a life-threatening situation, or if an individual has signed the permission form at registration which allows such communication.

**Will the responding party know my identity?**
Yes, if the university determines there is reasonable cause to believe a violation has occurred and investigates the matter. The responding party has the right to know the identity of the reporting party. If there is a hearing, the university does provide options for questioning without confrontation.

**Do I have to name the responding party?**
Yes, if you want formal disciplinary action to be taken against the responding party. You can report the incident without the identity of the responding party, but doing so may limit the institution’s ability to respond comprehensively.

**What do I do if I am accused of sexual misconduct?**
DO NOT contact the reporting party. You may immediately want to contact someone who can act as your advisor; anyone may serve as your advisor. You may also contact the Title IX Office, which can explain the university’s procedures for addressing sexual misconduct reports. You may also want to talk to a confidential counselor at the counseling center or seek other community assistance. See below regarding legal representation.

**What about legal advice?**
Victims of criminal sexual assault need not retain a private attorney to pursue criminal prosecution because representation will be handled by the District Attorney’s office. You may want to retain an attorney if you are considering filing a civil action or are the responding party. The responding party may retain counsel at their own expense if they determine that they need legal advice about criminal prosecution and/or the campus conduct proceeding. Both the responding party and the reporting party may also use an attorney as their advisor during the campus’ resolution process.

**How is a report of sexual misconduct decided?**
The university investigates allegations of sex/gender based harassment, discrimination or misconduct to determine whether the evidence to indicate a policy violation is “more likely than not.” This standard, called the preponderance of the evidence, corresponds to an amount of evidence indicating a policy violation is more than 50% likely.

**What about changing residence hall rooms?**
You may request a room change if you want to move. Room changes under these circumstances are considered emergencies. If you prefer that the responding party be moved to another residence hall, that request will be evaluated by the Title IX Administrator or Deputy Title IX Coordinator to determine if it can be honored. Other assistance and modifications available to you might include:
- Assistance from university support staff in completing a room relocation;
- Assistance with or rescheduling an academic assignment (paper, exams, etc.) or otherwise implementing academic assistance;
- Taking an incomplete in a class;
- Assistance with transferring class sections;
- Temporary withdrawal;
- Assistance with alternative course completion options;
- On or off-campus counseling assistance;
- Other accommodations for safety as necessary.

What should I do about preserving evidence of a sexual assault?
Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim’s person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the closest Hospital Emergency Room, before washing yourself or your clothing. The Sexual Assault Nurse Examiner (a specially trained nurse) at the hospital is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). A victim advocate from the institution can also accompany you to Hospital and law enforcement or Security can provide transportation. If a victim goes to the hospital, local police will be called, but s/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligation him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

For the Reporting Party: the hospital staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

Will the use of drugs or alcohol affect the outcome of a sexual misconduct conduct resolution?
The use of alcohol and/or drugs by either party will not diminish the responding party’s responsibility. On the other hand, alcohol and/or drug use is likely to affect the reporting party’s memory and, therefore, may affect the resolution of the reported misconduct. A reporting party must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove that policy was violated. If the reporting party does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the responding party without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by a responding party.

Will either party’s prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?
Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present matter.

What should I do if I am uncertain about what happened?
If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of the institution’s sexual misconduct policy, you should contact the institution’s Title IX Administrator (not confidential) or Counseling Center (confidential).

RISK REDUCTION AND ACTIVE BYSTANDER

It is important to remember that sexual misconduct is never the fault of the victim.

A Guide for the Wayland Baptist University Community
Most sexual assaults among college students involve people who know each other, and the majority involve use of alcohol or other drugs. Whether someone is sober or under the influence of alcohol or other drugs, if they are sexually assaulted they are not responsible for the assault.

Anyone can be sexually assaulted, and there are no sure means to prevent sexual assault because the only people who can prevent sexual assault are those who perpetrate it. However, you can take steps to lessen the likelihood that you or your friends will be assaulted or will assault someone.

If you or someone you know has been sexually violated
DO:
- Be supportive, listen to them.
- Share your feelings of concern for them.
- Communicate to your friend that they are not responsible for the violation.
- Make sure your friend has a safe place to stay.
- Allow your friend to regain control by making their own decisions.
- Make yourself available to accompany your friend to a helping resource (e.g., Hospital, Health Services, Counseling Center).
- Realize that you, too, have been affected and seek support if you need it.

DON’T:
- Attempt to seek revenge.
• Make jokes.
• Be angry with your friend.
• Force your friend to talk and/or take control from them.
• Ask your friend how they could “let this happen”.
• Assume you understand how your friend feels.
• Discuss the incident with others unless you have permission from your friend.

Tell Someone
Collect your thoughts, then call 911 or any police department.

Get Medical Care
As soon as possible, seek medical care from a hospital emergency room. A general exam by a rape/sexual assault nurse at your local emergency room is advised to collect information for documentation of evidence should you decide to prosecute. The exam may also include testing and treatment to help prevent sexually transmitted diseases.

Report the Rape
It is your decision whether to report the rape; however, most rapists are repeat offenders and your report may prevent future attacks from occurring. University personnel will assist you in notifying the police if needed. If you plan to file a report, do not clean up the area or alter it in any way prior to arrival of the WBU Police Department or local law enforcement officials and follow the steps below to preserve evidence.

Dr. Justin Lawrence
Title IX Administrator
(806) 291-1173
Report Online: www2.wbu.edu/reportcrime/defaultIX.aspx

If after hours call WBU Police: (806) 774-4225

For incidents in progress or emergencies – DIAL 9-911 on campus, or 911 off campus. If you use your cell phone or phone off campus, DIAL 911.

Preserve Evidence
Even if you have no immediate intention to report the incident to the police, preserving evidence will be important in case you later decide to press criminal charges or pursue university disciplinary action against another person. Physical evidence may also help you obtain an order from a court or the university requiring the other person involved to stay away from you.

1. If you have been sexually assaulted, it is better if you DO NOT shower or bathe, douche, wash hands, use the toilet, brush your teeth, change clothing, or wash clothing or bedding. If you change clothes, carefully place all clothing worn at the time (or bedding) into a paper bag.
2. At a hospital, a sexual assault examination (also known as a forensic examination) can be conducted to gather evidence, whether or not you intend to press criminal charges. This procedure includes a physical exam where a doctor or a trained nurse collects the evidence of the assault. You will need to bring an extra set of clothing. The clothing worn during the assault may be collected as evidence.
3. If you believe you have been drugged, traces of the drug may still be detected for up to 96 hours after ingestion (depending on dosage, and individual metabolism). The chances of getting proof are best when the sample is obtained quickly. In general, evidence collection is best if done immediately following an assault. The more time that passes between the sexual assault and medical collection of evidence, the less likely it is that the evidence will be useful in the prosecution of a criminal case.
4. It may be helpful for you to immediately write down everything you can remember about the incident, including what the assailant(s) looked like (e.g., height, weight, scars, tattoos, hair color, clothes); any unusual odor; any noticeable signs of intoxication; anything the assailant(s) said during the assault; what kinds of sexual activities were demanded and/or carried out; if weapons, threats, or physical force were used; and any special traits noticed (e.g., limp, speech impediments, use of slang, lack of erection, etc.). Writing it down will not only aid you in recalling details should you choose to report, it also can be empowering as it allows you an element of control in a situation where control had previously been taken away.
5. Remember to preserve electronic evidence. Text messages, emails, voicemails, records of recent phone calls, and posts on social media may all provide critical evidence and should not be deleted from your cellphone, computer, or other device. Police or university investigators can help you document and preserve electronic evidence.
Reduce the Risk of Committing Sexual Assault

1. **Listen carefully.** Take time to hear what the other person has to say. If you feel they are not being direct or are giving you a “mixed message” ask for clarification.

2. **Don’t fall for the cliché “if they say no, they really mean yes.”** If your partner says “no” to sexual contact, believe them and stop. If they seem uncomfortable or uncertain, stop and check in. It is never acceptable to force sexual activity, or to pressure, coerce, or manipulate someone into having sex, no matter the circumstances. The campus has employed an affirmative consent policy. Yes means yes.

3. **Don’t make assumptions about a person’s behavior.** Don’t assume that someone wants to have sex because of the way they are dressed, they drink (or drink too much), or agree to go to your room. Don’t assume that if someone has had sex with you before they are willing to do so again. Also don’t assume that if your partner consents to kissing or other sexual activities, they are consenting to all sexual activities. Obtain clear consent for each sexual activity.

4. **Be aware that having sex with someone who is mentally or physically incapable of giving consent is rape.** If you have sex with someone who is incapacitated due to alcohol or drugs, passed out, or is otherwise incapable of saying no or knowing what is going on around them, you may be guilty of rape.

5. **Remember sexual assault is a crime punishable via campus conduct, criminal, and civil proceedings.**

6. **Be careful in group situations; resist pressure from friends to participate in violent acts.**

7. **Get involved if you believe that someone is at risk.** If you see someone in trouble or someone pressuring another person, don’t be afraid to intervene or get help to do so.

Reduce the Risk of Being Sexually Assaulted

Anyone can be sexually assaulted, and there are no sure means to prevent sexual assault because the only people who can prevent sexual assault are those who perpetrate it. However, you can take steps to lessen the likelihood that you or your friends will be assaulted or will assault someone.

1. **Know where you are going and speak up** if you are uncomfortable with the plans.

2. **Pay attention to behavior that doesn’t seem right.** Power stares, someone who grabs or pushes, someone who doesn’t listen or disregards what you are saying, someone who blocks your way, or someone sitting or standing uncomfortably close are all clues that you should stay alert.

3. **Set sexual limits. You don’t “owe” anyone sex.** Communicate those limits. People can’t read your mind. If you give consent, you have the right to revoke it at any time.

4. **Know your sexual intentions and limits.** You have the right to say “NO” to any unwanted sexual contact. If you are uncertain of what you want, ask your partner to respect your feelings.

5. **Trust your feelings.** If you feel pressured, you probably are. Listen to your gut feelings. If you feel uncomfortable or think you might be at risk, leave the situation immediately and go to a safe place. If you feel you are being pressured or coerced into sexual activity, you have a right to state your feelings and/or leave the situation. If you are concerned about the other person becoming angry, it is okay to make up an excuse to leave or create time to get help.

6. **Be assertive.** Get angry and act immediately with a negative response if things seem out of hand. Stand up for yourself. It’s OK to make a scene or be rude if someone is pressuring you.

7. **Communicate with your partner:** NO MEANS NO; CLEAR verbal or non-verbal CONSENT MEANS YES.

8. **Control your environment.** Decide whether you want to be in a particular place or not, and don’t depend on casual acquaintances for money, shelter, transportation, etc.

9. **Be aware of your surroundings.** Knowing where you are and who is around you may help you to find a way to get out of a bad situation.

10. **Be aware** that some people mistakenly believe drinking, dressing provocatively, or going to your or someone else’s room means you are willing to have sex. Be clear up front about your limits in such situations.

11. **Try to avoid isolated areas.** It is more difficult to get help if no one is around.

12. **Walk with purpose.** Even if you don’t know where you are going, act like you do.

13. **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.

14. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.

15. **Make sure your cell phone is with you** and charged and that you have cab money.

16. **Don’t allow yourself to be isolated** with someone you don’t trust or someone you don’t know.

17. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.

18. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad
situation. Attend large parties with friends you trust. Agree to “look out” for one another. Leave with the group, not
alone. Avoid leaving with people that you don’t know very well.
19. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law
enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
20. **Know that drinking and drug use can impair your judgment.** You might not be able to make the same decision you
would make if you were sober.
21. **Don’t leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you’ve left your
drink alone, just get a new one.
22. **Don’t accept drinks from people you don’t know or trust.** If you choose to accept a drink, go with the person to the bar
to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large,
common open containers. Mixed drinks can have more alcohol in them than you might want to drink. Also, drugs (e.g.,
Rohypnol, GHB) can be dissolved in a drink, causing side effects such as nausea, dizziness, disorientation, &/or loss of
consciousness.
23. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol
they’ve had, or is acting out of character, get him or her to a safe place immediately.
24. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be
reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will
need a urine test and possibly others).
25. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
   a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is
      making you uncomfortable that is to blame.
   b. **Be true to yourself.** Don’t feel obligated to do anything you don’t want to do. "I don’t want to" is always a good
      enough reason. Do what feels right to you and what you are comfortable with.
   c. **Have a code word with your friends or family** so that if you don’t feel comfortable you can call them and
      communicate your discomfort without the person you are with knowing. Your friends or family can then come to get
      you or make up an excuse for you to leave.
   d. **Lie.** If you don’t want to hurt the person’s feelings it is better to lie and make up a reason to leave than to stay and be
      uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member,
      not feeling well, having somewhere else that you need to be, etc.
26. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there
    people around who might be able to help you? Is there an emergency phone nearby?
27. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full
    judgment before doing anything you may regret later.

**How to Be an Active Bystander**

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or
witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do
something about it.”¹ We want to promote a culture of community accountability where bystanders are actively engaged in the
prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list² of
some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is
in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe
for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or
   need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal
   assistance.

**Seek Counseling**

The local Rape Crisis Hotline and the Wayland Baptist University Counseling Center are staffed with well trained and compassionate

¹ Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. Sex Roles, 60,
779-792.
² Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse
counselors. They can assist you in dealing with the emotional trauma and pain associated with sexual assault. University officials will also help you change academic and living situations if that is your choice and such options are reasonably available. In addition you can contact the Rape Abuse Incest National Network (RAINN) which offers national anonymous hotline support to survivors and allies at 1.800.656.HOPE FREE (4673). If you would rather chat with someone online, RAINN also operates the National Sexual Assault Online Hotline, a live, secure, anonymous crisis chat support. To access help 24 hours a day, visit: https://ohl.rainn.org/online/

SUBSTANCE ABUSE POLICY

Wayland Baptist University adheres to a high standard of moral conduct which includes prohibition of the use, possession, or distribution of alcohol or illegal drugs/controlled substances (this includes illegal use, possession or distribution of prescription medication, by students or university personnel, and strictly enforces this prohibition on university owned or controlled property or in conjunction with any university activity. The university may take action against students for off-campus use, possession or distribution of alcohol or controlled substances if deemed appropriate by university officials. The Wayland Police Department also strictly enforces federal, state and local law regarding the use, possession or distribution of alcohol and illegal drugs/controlled substances. Violation of federal, state, or local law regarding the use, possession or distribution of alcohol and/or illegal drugs/controlled substances may constitute a violation of the substance abuse policy.

To ensure that the university continues to provide a drug-free workplace, the university will:

1. Publish annually a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited and specifying those actions which will be taken against employees or students for the violation of this policy.

2. Establishing an ongoing drug-free awareness program to inform employees about:
   a. The dangers of drug abuse
   b. The university’s policy of maintaining a drug-free workplace
   c. Available drug counseling, rehabilitation, and employee assistance programs
   d. The penalties which may be imposed upon employees for drug abuse violations

3. Ensure that each employee of the university receives a copy of this policy and that as a condition of employment, each employee will agree to:
   a. Abide by the terms of this policy
   b. Notify the university in writing of his/her conviction for a violation of a criminal drug statute occurring on university property no later than five calendar days after such conviction

4. Notify the Director, Grants and Contracts Service, and The U.S. Department of Education, in writing, within ten calendar days after receiving notice of the conviction of an employee working with student financial aid programs.

UNIVERSITY SANCTIONS:

Wayland Baptist University, and appropriate cabinet level administrator will enforce the standard stated above by implementation of sanctions as outlined below.

STUDENT SANCTIONS

1. Students found to possess alcohol on university-owned or controlled property or in conjunction with any university activity may be placed on disciplinary probation for a period of two long semesters. The university reserves the right to use discretion in determining type or duration of sanction. Possession of paraphernalia used to consume alcohol, as well as empty alcohol containers will be considered as tantamount to possession of alcohol

2. Students found to distribute alcohol on university-owned or controlled property or in conjunction with any university activity may be suspended for a period of one long semester. The university reserves the right to use discretion in determining type or duration of sanction.

3. Students found to possess controlled substances, other than alcohol, on university-owned or controlled property or in conjunction with any university activity may be suspended from the university for a period of two long semesters. The university reserves the right to use discretion in determining type or duration of sanction.

4. Students found to manufacture or distribute controlled substances, other than alcohol, on university-owned or controlled property or in conjunction with any university activity may be expelled from the university. The university reserves the right to use discretion in determining type or duration of sanction.

The above sanctions and their duration are to be imposed at the discretion of university officials and represent a framework for disciplinary standards. Recurrence of offenses will incur more stringent sanctions. Completion of a rehabilitation program may be required as a part of a sanction at any level.

Imposition of sanctions will be made by university officials in the context of the university’s disciplinary system. The university may also take action against students for off-campus use, possession, or distribution of alcohol or controlled substances if deemed
appropriate by university officials.
The university may report any violations as outlined above to the local, state or federal law enforcement officials for prosecution. There are severe penalties including imprisonment and fines for violation of controlled substance statutes on the state and federal level. Most local governments follow state sanctions as far as penalties are concerned.

SERVICES AVAILABLE - The University provides crisis intervention counseling through the Office of Counseling, Career and Disability Services. Long term rehabilitation and therapy is not provided through the university, but information and referrals to such services available locally will be furnished by the counseling staff.

CRIMINAL SANCTIONS

Local and county governments follow state sanctions as listed below:
The State of Texas prohibits the following acts and prescribes the corresponding penalties:
1. Being intoxicated in public such that one is a danger to oneself or others is punishable by a fine of up to $200.
2. It is illegal to possess or distribute alcoholic beverages in dry areas. Violation of this law carries a penalty of up to $1000 and/or up to one year in prison.
3. The purchase, possession or consumption of alcoholic beverages by a person under twenty-one years of age subjects that person to a fine of up to $200 for the first offense and up to $500 for the second offense.
4. Furnishing alcoholic beverages to a minor is punishable by a fine of up to $500.
5. The possession of an intoxicating beverage on the grounds of any public school carries a penalty of up to $200.
6. Driving under the influence of alcohol is punishable by a fine of $100 to $2000 and/or three days to two years in prison for the first offense; and $500 to $2000 fine and 60 days to five years in prison for subsequent offenses. A person under age twenty-one who misrepresents his/her age for the purpose of purchasing alcoholic beverages may be punished by a fine of up to $500.
7. The illegal distribution, possession or use of controlled substances may be punished by five years to life in prison and up to a $20,000 fine for the first offense. Repeat offenders are subject to a sentence of ten to life in prison and a fine of up to $1,000,000.
8. The delivery or possession of controlled substances with the intent to manufacture controlled substances is punishable by a jail term of ten years to life and up to a $100,000 fine.
9. The possession of marijuana may be punished by two to twenty years in prison and/or up to a $10,000 fine depending on the amount of marijuana involved.
10. The distribution of marijuana to a minor is punishable by 5 to 99 years in prison and/or up to a $50,000 fine.

Federal Penalties and Sanctions for Possession of a Controlled Substance

21 U.S.C. 844(a)
1st conviction: Up to one year imprisonment and fined at least $1,000 but not more than $100,000 or both.
After one prior conviction: At least 15 days in prison, not to exceed two years and fined at least $2,500 but not more than $250,000 or both.
After two or more prior drug convictions: At least 90 days in prison, not to exceed three years and fined at least $5000 but not more than $250,000 or both.
Special sentencing provisions for possession of crack cocaine: mandatory at least five years in prison, not to exceed 20 years and fined up to $250,000 or both if:
a) First conviction and the amount of crack exceeds 5 grams
b) Second crack conviction and the amount of crack possessed exceeds 3 grams
c) Third or subsequent crack conviction and the amount possessed exceeds 1 gram

21 U.S.C. 853 (a) (2) and 881 (a) (7)
Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack)

881(a)(4)
Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal controlled substances.

21 U.S.C. 844a
Civil fine of up to $10,000 (pending final regulations).
21 U.S.C. 853a
Denial of Federal benefits, such as student loans, grants, contracts and professional and commercial licenses, up to 1 year for the first offense, up to five years for second and subsequent offenses.
18 U.S.C. 922(g)
Ineligible to receive or purchase a firearm.

Miscellaneous
Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

SERVICES AVAILABLE
The University provides crisis intervention counseling through the Office of Counseling Services. Long term rehabilitation and therapy is not provided through the University, but information and referrals are. Services available locally will be furnished by the counseling staff.

Local treatment options:

Central Plains MH/MR
2700 Yonkers
Plainview, TX 79072   PH: 806-293-2636

The university in no way endorses or affirms the competency or effectiveness of the services offered by this agency.

(FERPA) Family Educational Rights & Privacy Act
ANNUAL NOTIFICATION OF RIGHTS UNDER

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

(1) The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.
   • Students should submit to the University Registrar, external campus Executive Director/Campus Dean, Dean of the Academic School, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading.
   • Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading
   • If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
   • One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
   • A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
   • Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Directory Information

Wayland Baptist University has designated certain information in the education records of its students as directory information for the purposes of the Family Educational Rights and Privacy Act (FERPA). Students are required to complete a form in the Office of the University Registrar each academic year to control release of the information with respect to student’s records. Notification must be given prior to the census day of term.

The following types of information will be released to those requesting it unless the student specifically requests otherwise on the form provided or by submitting written notification to the Office of the University Registrar (Gates Hall 004):

- Student’s Name
- Local Address/Phone Number
- Permanent Address/Phone Number
- E-mail address
- Date and Place of Birth
- Hometown
- Degrees, Awards Received, Dates
- Dates of Attendance (Current, Past)
- Participation in Officially Recognized Activities
- Participation in Officially Recognized Sports
- Weight/Height of Members of Athletic Teams
- Most Recently Attended Educational Institute
- Major Field of Study
- Academic Level
- Residency Status
- Photographs

Directory information may be disclosed by this institution for any purpose in its discretion, without the consent of the student. Students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent the student, or as otherwise allowed by FERPA. Any student refusing to have any or all of the designated directory information disclosed must file written notification of this effect with this institution at the Office of University Registrar (Gates Hall Basement), on or before the tenth day of the semester. Forms for this purpose are available at that office.

In the event a refusal is not filed, this institution assumes that neither a parent of a student or eligible student objects to the release of the directory information designated.

STUDENT GRADE APPEAL

A basic aspect of the teaching-learning process is the evaluation of student performances and the assignment of grades. Student performance will be evaluated solely on an academic basis, and not on opinions or conduct in matters unrelated to the course taken.

Faculty are responsible for providing syllabi which clearly specify course objectives and/or competencies, and for making clear the means of evaluation for purposes of grading students. Students are responsible for class attendance, for learning the content of any course of study and for those standards of academic performance established for a given course. Students who violate academic integrity and regulations (see policy 8.4.1 and current catalog) by plagiarism, classroom misdemeanor, or academic dishonesty will be held accountable to faculty and may have their grades adjusted accordingly.

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student, who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the following grievance and appeal procedures. Appeals are limited to the final course grade. Appeals may not be made for advanced placement examinations or course bypass examinations.

Students enrolled on the Plainview campus, WBUonline students associated with the Plainview campus (campus of record), and School of Nursing students - If a student in one of these enrollment categories feels the matter is not satisfactorily resolved at
the student-faculty level, the student should follow the steps below:

1. The student shall first present, in writing, the matter of grievance to the instructor of the course. This must be done within thirty calendar days after the beginning of the next regular term. If agreement is reached, the faculty member will either sustain the judgment made or make a change according to the agreement reached within two weeks.

2. If the student feels the matter is not satisfactorily resolved at the student-faculty level, the student should submit the grievance to the dean of the school in which the course is taught. The appeal must be made in writing within two weeks after the faculty member has acted on the grievance; otherwise, the grievance shall be considered withdrawn. The dean of the school will review all facts and evidence in the case and mediate a decision within two weeks after the receipt of the grievance. If the grievance is not further appealed, it will be considered resolved.

3. If the student is not satisfied, he/she may request the vice president of academic affairs to refer the appeal to the university Faculty Assembly Grade Appeals Committee. This request must be made in writing, must include the basis for the appeal, and must be submitted within two weeks following receipt of the decision of the dean of the school.

4. The student or faculty member may appeal the findings of the committee in writing to the vice president of academic affairs within one week after receiving the committee’s report. The vice president of academic affairs will render a decision within two weeks and copies of such decision will be sent to the student, the faculty member, and the dean of the school involved. This decision shall be final in all cases of grade appeals.

5. Failure to submit grievances within the required time period will negate the student’s complaint. No grievances will be considered after one full term has passed after the student has received the grade in question.

Students enrolled on external campuses and WBUonline students associated with an external campus (campus of record)

- If a student in one of these enrollment categories feels the matter is not satisfactorily resolved at the student-faculty level, the student should follow the steps below:

1. A student shall first present, in writing, the matter of grievance to the instructor of the course. This must be done within thirty calendar days after the beginning of the next regular term. If agreement is reached, the faculty member will either sustain the judgment made or make a change according to the agreement reached within two weeks.

2. If the student feels the matter is not satisfactorily resolved at the student-faculty level, the external campus student should submit the grievance to the campus executive director/campus dean within two weeks after the decision by the professor. The external campus executive director/campus dean will either sustain the judgment of the professor or make a change according to the agreement reached with the student within two weeks. The executive director/campus dean will notify the appropriate school dean of this decision.

3. If the student feels the matter is not satisfactorily resolved at student-executive director/campus dean level, the grievance should be submitted to the dean of the school in which the course is taught. The appeal must be made in writing within two weeks after the faculty member or external campus executive director/campus dean has acted on the grievance; otherwise, the grievance shall be considered withdrawn. The dean of the school will review all facts and evidence in the case and mediate a decision within two weeks after the receipt of the grievance. If the grievance is not further appealed, it will be considered resolved.

4. If the student is not satisfied, he/she may request the vice president of academic affairs to refer the appeal to the university Faculty Assembly Grade Appeals Committee. This request must be made in writing, must include the basis for the appeal, and must be submitted within two weeks following receipt of the decision of the dean of the school.

5. The student or faculty member may appeal the findings of the committee in writing to the vice president of academic affairs within one week after receiving the committee’s report. The vice president of academic affairs will render a decision within two weeks and copies of such decision will be sent to the student, the faculty member, the external campus executive director/campus dean, and the dean of the school involved. This decision shall be final in all cases of grade appeals.

6. Failure to submit grievances within the required time period will negate the student’s complaint.

WBUonline Degree Program students - Any students pursuing degrees through Wayland’s on-line programs will follow the appeal process outlined for the Plainview campus. If the student is associated with one of the external campuses, the student will follow the process outlines for external campus students. The process may end at any step if the grievance is resolved or if a party fails to follow the above procedures.

The Faculty Assembly Grade Appeals Committee - The Faculty Assembly Grade Appeals Committee is an ad hoc committee whose membership shall consist of five members of the Faculty Assembly. The membership and chair shall be appointed by the Faculty Assembly president, in consultation with the executive committee for each occasion that a grievance is referred to the committee. The chair will not be a representative from the school from which the appeal emanates. The chair retains the right to
vote on a case. The chair will keep appropriate records of meetings and committee actions and will make a report of the recommendation of the committee to the vice president of academic affairs. Should a member of the committee be involved in the case, that faculty member shall withdraw from the committee for the hearing of that case.

- **Quorum** - A quorum shall be four (4) members of the committee including the chair.
- **Committee proceedings** - The committee shall convene, hear the complaint, review the data pertaining to the appeal, and present its findings in writing to the student, the faculty member, and the vice president of academic affairs within two weeks after the grievance is referred. The case will be heard at a time and place chosen by the chair of the appeals committee. The burden of proof shall rest with the student bringing the charge. The committee shall hear all parties to the case and shall review all evidence presented. The chair of the committee may arrange telephone conference calls or a teleconference if a great distance is involved. Any cost associated with travel or accommodations will be borne by the student. Another person may accompany the student submitting a grievance during the hearing. The committee may also allow the faculty member or university counsel to be present during the proceeding. Witnesses, if deemed necessary, may be solicited by the committee. The committee will have the right to review the course objectives and syllabus, course criteria for grading, the student's work submitted for evaluation and the grade distribution for the course. The proceeding, findings and recommendations shall not be open to the general public or available to any individuals other than those concerned with the case. A simple majority vote shall be required in action. In case of a tie vote, this will become part of the written report.
- **Committee decision** - The committee will determine the facts of the case and attempt to render a fair and appropriate resolution of the problem. If it is determined that the student has not been treated in a fair manner, the committee will instruct that the course grade be changed to a more proper evaluation.

**HIV/AIDS POLICY**

**Introduction**

Wayland Baptist University recognizes that HIV-AIDS presents a serious public health threat. In light of this, the University is committed to providing information and education to students, faculty and staff in order to help prevent the spread of HIV infection and provide a safe educational and working environment. Every effort will be made to ensure the rights and wellbeing of the individual while meeting the needs of the University community as a whole. The University recognizes persons with HIV-AIDS as disabled and will not discriminate or tolerate discrimination against such persons.

**General Guidelines**

Realizing that information regarding transmission, treatment and prevention of HIV infection is changing almost daily, the University will respond to persons who are HIV positive on an individual basis and will not adopt specific, detailed policies at this time. The University will abide by the policies and guidelines set forth by the American College Health Association in its “General Statement of Institutional Response to AIDS” (AIDS on the College Campus: 1990). A copy of this report is available in the office of Student Health Services. The University reserves the right to deviate from the ACHA guidelines when in the best interest of the infected individual and the University community.

**DISABLED STUDENTS POLICY**

**General**

Disability statement -- In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Director of Counseling Services serves as the coordinator of students with disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

**Discrimination**

Wayland Baptist University does not illegally discriminate in employment opportunities or practices on the basis of race, color, sex, national or ethnic origin, age disability, or genetic information. Under federal law, the university may discriminate on the basis of religion in order to fulfill its mission and purposes.

**ACADEMIC HONESTY**

University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) Disciplinary action for academic misconduct is the responsibility of the faculty member assigned to the course. The faculty member
is charged with assessing the gravity of any case of academic dishonesty and with giving sanctions to any student involved. Penalties that may be applied to individual cases of academic dishonesty include one or more of the following:

1. Written reprimand.
2. Requirement to redo work in question.
3. Requirement to submit additional work.
4. Lowering of grade on work in question.
5. Assigning the grade of F to work in question.
6. Assigning the grade of F for course.
7. Recommendation for more severe punishment (see Student Handbook for further information).

The faculty member involved will file a record of the offense and the punishment imposed with the dean of the school, external campus executive director/campus dean, and the vice president of academic affairs. The vice president of academic affairs will maintain records of all cases of academic dishonesty reported for not more than two years.

Any student who has been penalized for academic dishonesty has the right to appeal the judgment or the penalty assessed. The appeals procedure will be the same as that specified for student grade appeals. (See Student Handbook for further information or, for external students, the external campus executive director/campus dean).

OWNERSHIP OF ACADEMIC WORKS

Student intellectual property includes academic works such as student projects, papers, and dissertations which are created while at the university. Students retain copyright and ownership of these works.

STUDENT COMPLAINT POLICY

General

In general, students wishing to review or file a complaint regarding the action of an individual, an academic entity or an administrative unit of the University should direct their questions to the person responsible for supervision of the individual, entity or unit. Procedures for specific problems are outlined below.

Sexual Harassment

Wayland Baptist University is committed to providing its students with an environment free from implicit and explicit coercive behavior used to control, influence or affect the well-being of any member of the university community. Sexual harassment of any kind is inappropriate, unacceptable and contrary to the Christian standards of conduct expected by all members of the university community, students, faculty and staff.

Records

Guidelines regarding student records are found on page 18 of this handbook.

Disciplinary Actions

Guidelines for appeal are found on page 11 of this handbook.

Grades

Guidelines for appeal of grades are found on page 20 of this handbook.

Procedure

Students must make a reasonable attempt to resolve the problem informally with the person or academic or administrative unit directly involved, or with the individual responsible for supervising the individual or unit against which the complaint is being lodged. If the student has made a reasonable attempt to resolve the problem informally, any student grievance or complaint not identified by one of the policies above should be addressed in the following manner:

Step 1 - A written complaint should be made to the immediate supervisor of the person against whom the complaint is made. If no resolution has been reached or the student has not received a satisfactory response from the supervisor within 10 working days of the date of the appeal, the student should proceed to Step 2.

Step 2 - The student should file a formal written complaint with the senior administrator having jurisdiction over the area in question, generally the Cabinet member with responsibility for the individual or unit against whom the complaint is lodged.
Step 3 - The senior administrator will assign a committee of university faculty and staff to recommend appropriate action relative to the grievance. The committee will present its recommendation within 30 calendar days of receipt of complaint from the administrator. The administrator will inform the student and the supervisor of the committee’s recommendation and the administrator’s decision.

Step 4 - The plaintiff may appeal the decision of the administrator to the president or the president’s designee. Such appeals must be presented to the president in writing within 10 working days of the initial ruling. A ruling on the appeal will be made within 15 calendar days of the filing of the appeal. Rulings made at this level are final.

Step 5 – For students residing in other states, contact information for state agencies handling student complaints can be found on the university’s website under “Disclosures”. Information is also available on the website concerning contacting any of the university’s accrediting bodies.

Records of formal complaints are maintained at the level at which resolution is reached. A summary of formal complaints will be documented on the form in Attachment A and forwarded to the Office of Institutional Research and Effectiveness. The Office of Institutional Research and Effectiveness will maintain a summary log of all formal complaints in accordance with the records disposition policy of the university.

UNIVERSITY POLICE ON PERSONAL SAFETY

Wayland is concerned about your safety and security. We place a high priority on maintaining a safe environment for students, faculty and staff. We cannot, however, guarantee the absolute safety of any particular student. Since safety must begin with the individual, you must take the responsibility for your own personal safety.

Resident students have the option of identifying an individual to be contacted by the Executive Director of Student Services not later than 24 hours after the time that the student has been determined to be missing. Students can register this confidential contact information through the Office of Executive Director of Student Services.

If the resident student is under 18 years of age, and not an emancipated individual, the Executive Director of Student Services is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.

A complete listing of campus safety and security services, programs and policies are available for inspection on the Wayland Web site at www.wbu.edu under the heading of Campus Security or at the Wayland UPD, 801 Smythe Street.

When you fail to take precautions, you are putting yourself at risk. We ask that you educate yourself about your surroundings and become familiar with the security services and information available. But remember, no security measures can be successful without your personal support and cooperation.

Campus security is provided by the Wayland Police Department and staffed by commissioned peace officers. After hours security is staffed by off-duty local peace officers who are hired, trained, and supervised by the UPD. Regular patrol of the campus and university apartments is made by these officers and consists of checking all campus buildings including residence halls. These officers enforce campus rules and regulations.

Crimes should be reported to the UPD at 806-774-4225 this is a cellular phone carried by the on-duty officer. If there no answer you should call 806-296-1182, this number will be answered by the Plainview Police Department and they will contact the on-duty officer or dispatch a Plainview officer. During normal Wayland business hours, you may also call 806-291-3492.

All emergencies should be reported by dialing 9-1-1 from any phone. If you dial 9-1-1 from a cellular phone you will be connected with either the Plainview Police Department or the Hale County Sheriff’s Department.

Fire alarms are maintained in all dormitories and an emergency preparedness plan is in place to deal with any emergency the campus may encounter.

Firearms are strictly prohibited on the Wayland Campus.

TIMELY WARNING/CRIME ALERTS

Under appropriate circumstances, the Wayland Baptist University (WBU) Police Department (WBUPD) will issue a Timely Warning/Crime Alert regarding criminal activity or safety issues concerning the campus as required by law. A WBU Timely Warning/Crime Alert is a notification of Clery crime(s) that have already occurred and are considered by the institution to represent a serious or continuing threat to students and employees.

The (WBUPD) is responsible for confirming facts that indicate a warning is necessary. The WBUPD Chief of Police (or designee) will develop the contents of a Timely Warning/Crime Alert notice for the University community. The purpose of the warning is to notify members of the community about a serious crime that occurred on campus, on non-campus property, or on public property that is immediately adjacent to the campus, where it is determined that the crime may pose a serious or continuing threat to members of
the WBU community. These warnings will be distributed if the crime is reported either to the WBUPD directly or to the WBUPD indirectly through a campus security authority or any local police agency. Crime Alerts will be issued on a case-by-case basis based on the information received by the WBUPD. Information that might compromise law enforcement efforts would not be included in the crime alert.

The department will issue/post a Timely Warning/Crime Alert for incidents of:

1. Murder/Non-Negligent Manslaughter
2. Aggravated assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case by case basis to determine if the individual is believed to be an on-going threat to the larger WBU community)
3. Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning/Crime Alert, but will be assessed on a case by case basis)
4. Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the WBUPD). In cases involving sexual assault reported long after the incident occurred there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning/Crime Alert Notice.
5. Major incidents of arson

Other Clery crimes as determined necessary by the Chief of Police, or designee

Timely Warnings/Crime Alerts may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of WBU.

A Timely Warning/Crime Alert notice will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts:

1. Date and time or timeframe of the incident
2. A brief description of the incident
3. Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips)
4. Suspect description(s) when deemed appropriate and if there is sufficient detail (see below)
5. Police/Public Safety agency contact information
6. Other information as deemed appropriate by the Chief or his/her designee

The description of subjects in a case will only be included in the alert if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, that will not be included in the alert.

Timely Warnings/Crime Alerts are distributed by sending a blast email to the University community, including all students and employees. Updates to the WBU community about any particular case resulting in a crime alert also may be distributed electronically via blast email.

Timely Warnings/Crime Alerts will be distributed as soon as pertinent information is available, in a manner that withholds the names of victim/complainants as confidential, and with the goal of aiding in the prevention of similar occurrences.

WBU is not required to issue a Timely Warning/Crime Alert with respect to crimes reported to a pastoral or professional counselor.

The department does not issue Timely Warnings/Crime Alerts for the above listed crimes if:

1. the department apprehends the subject(s) and the threat of imminent danger for members of the WBU community have been mitigated by the apprehension.
2. a report was not filed with UPD or if a local police agency was not notified of the crime in a manner that would allow the department to post a “timely” warning for the community. A general guideline will include a report that is filed more than fourteen days after the date of the alleged incident may not allow the WBUPD to post a “timely” warning to the community. This type of situation will be evaluated on a case by case basis.

the threat was mitigated in some other manner.

**EMERGENCY NOTIFICATION**

Under appropriate circumstances, emergency notifications will be utilized to inform the university community of critical emergency related information.

The Wayland Baptist University (WBU) Police Department (WBUPD) Chief of Police, Vice President of Enrollment Management, Executive Director of Information Technology, External Campus Executive Directors, or their designee will develop an emergency notification by determining the content of a message that will be used to notify members of the community immediately upon
confirmation of a significant emergency or dangerous situation currently occurring on, or imminently threatening the campus. Situations that might warrant an emergency notification may include but are not limited to the following:

1. serious crime-in-progress,
2. active shooter on campus,
3. natural disaster,
4. dangerous weather warning,
5. manmade emergency, or
6. any emergency that poses an immediate threat to the health and safety of the WBU community or a segment of the community.

If the institution utilizes the procedures regarding notification of the WBU community of an immediate threat, the institution is not obligated to utilize the timely warning notice procedures, however the institution will provide adequate follow-up information as needed.

The notification will be distributed if the incident is reported either to the WBUPD directly or to the WBUPD indirectly through a campus security authority, any local police agency, or other appropriate agency.

The WBUPD has a responsibility to respond to such incidents to determine if the situation does in fact pose an immediate threat to the community. WBU and WBUPD have various systems in place for communicating information quickly to the WBU community, including:

1. Wayland Network emails (Students, Faculty and Staff)
2. Pioneer Alert (text message)
3. Pioneer Alert (mobile phone)
4. Pioneer Alert (land line phone)
5. Pioneer Alert (email)
6. Pioneer Alert (social media)
7. Wayland Website Notifications
8. Carillon Bells System (Bells and Public Address System on Plainview campus only)

Each student and employee at WBU has the opportunity to sign up for the Pioneer Alert mass notification system. This system is a significant resource in WBU's efforts during emergency situations. To ensure that you are made aware of emergency information sign up for Pioneer alert at https://www.wbu.edu/university-police/pioneer-alert.htm.

MISSING STUDENTS

Wayland Baptist University (WBU) takes student safety seriously and will investigate any report received concerning a missing student who lives on campus. The following policy has been established to assist in locating students who live in WBU on-campus housing, who, based on the facts and circumstances known to WBU, have been determined to be missing.

Students residing in campus housing will be informed annually that each student has the option to identify a person designated as a confidential missing person contact to be notified by WBU. Such notifications must occur no later than 24 hours after the time the student is determined to be missing by the designated University officials authorized to make that determination. Those individuals include the Wayland Baptist University Police Department (WBUPD) or the local law enforcement agency where the student went missing.

When students are informed of their option to provide a confidential missing person contact, they are advised that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation.

Anyone who believes a student is missing should immediately report their concern to the WBUPD and the Office of the Executive Director of Student Services. If the incident is reported to the Office of the Executive Director of Student Services, they will immediately notify the WBUPD.

In accordance with the Higher Education Opportunity Act of 2008, Wayland Baptist University has specific procedures regarding missing students. Upon notification from any source that a student may be missing, Wayland personnel will attempt to locate the missing student, and will conduct an investigation, which may include:

1. Inspecting the student’s assigned room
2. Conducting a search of campus locations to find the student (library, cafeteria, etc.)
3. Attempting to contact known friends or faculty members for last sighting or additional contact information
4. Reviewing email logs for last login and use of the WBU email system.

A student is determined to be missing when the WBUPD has verified that reported information is credible, they have conducted an investigation as described above and they believe the person may be missing. If the WBUPD investigates and determines that a residential student may be missing, WBU will notify the missing student’s confidential contact(s), if provided, within 24 hours of the determination that the student is missing. In the event a student under 18 years of age and not emancipated, WBU must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students, UPD will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Some or all of these procedures may also be implemented for non-residential students, as determined appropriate by the WBUPD.

INFORMATION TECHNOLOGY AND TELECOMMUNICATION SERVICES

It is the intention of the WBU Information Technology department to provide students with good Internet connectivity for academic purposes. The academic use of the Internet will be given a priority over recreational use. By using the Internet connectivity provided by Wayland Baptist University, the student indicates their compliance to abide by this agreement. In addition, the student is subject to applicable Texas and Federal laws. Any violation of these guidelines may result in the termination of internet access without notification, along with to referral to the appropriate campus, local, state or federal authorities. The I.T. (Information Technology and Telecommunication Services) department at Wayland provides the following services to students with the following expectations:

1. The I.T. department, in cooperation with ResNet, provides high speed Internet access to each dorm room via a standard Ethernet port. The network jack provided in each dorm room is not be altered, removed or damaged. Students are responsible for providing their own CAT5 network cable that will connect the network card in their personal computer, gaming system, or other device to the internet port provided in the room. Internet services in the classrooms, Library and administrative buildings is provided by the WBU I.T. Department.

2. The I.T. department will provide each student with a username and password for connecting to the Internet in the classrooms, library and other administrative buildings on campus. Students are responsible for remembering their passwords. When a student network account becomes locked out due to forgotten or mistyped passwords, that student must come to the I.T. department or contact the I.T. Help Desk, and provide their student ID number in order for the network account to be reset. Student accounts may also be locked out if the student fails to log off a computer. Locked out network accounts will only be reset during normal office hours in the I.T. department (located in the basement of the Library).

3. Internet services for students in the dorms are provided by ResNet. Students must register each device utilized on the dorm internet with ResNet before the device can be used on the dorm internet. This applies to all internet ready devices, such as computers, mobile phones, tablets, gaming systems, televisions, etc. ResNet provides a portal that easily allows students to register their devices. ResNet also provides 24 by 7 support for dorm students. That support is available via telephone, chat or email. Students are requested to contact ResNet support for internet issues in the dorms, and not the WBU I.T. Department. Information for contacting ResNet is posted in each dorm in multiple places.

4. The I.T. department will run frequent scans of student network circuits to ensure compliance with these guidelines. The I.T. department will never access any student’s computer without the knowledge and permission of that student. However, students should understand that network circuits are monitored for security and privacy reasons. Any violations of these guidelines discovered in a network scan are reported to the Executive Director of Student Services.

5. Students are responsible for keeping their computers free of viruses, worms, trojans, or any other malicious code. The I.T. department may be consulted for problems and remediation of those problems, but students are solely responsible for any maintenance or remedial services that may be required on personal computers. There is no charge for the I.T. Department to assist with repair or virus cleaning of student computers. Students will need to complete a document authorizing the I.T. Department to work on their personal computer prior to any work starting. If a student computer is still under warranty from the original manufacturer, the I.T. Department will encourage repairs from the vendor under the existing warranty and assist the student in the proper contact for warranty repair.

6. Students are responsible for keeping their computers secure with current updates and/or patches for the operating system, browser, antivirus, and any other program that needs frequent updates to stay secure in a networked environment. All computers must be protected by an antivirus program that runs in active-protect mode, and is updated with the latest virus definitions on a consistent basis.

7. Wayland Baptist University prohibits the installation and use of peer-to-peer file sharing programs (P2P) that violate copyright material on computers using the University network, as well as the installation or operation of any program that assists others in violating copyright. Users will be considered in violation of this policy if identified as using a prohibited P2P program or protocol. The University also reserves the right to suspend or terminate network access to any campus user...
if the violation is deemed severe. If a user is impacting the operations of the network, that user will be suspended. Repeated or severe violations may also be subject to additional, appropriate corrective action and may be reported to authorities for criminal or civil prosecution.

8. Students may not download copyrighted files of any type from the Internet. This includes movies, books, pictures and other copyrighted materials. Students may not share files and folders between computers located on this campus or beyond the Plainview network. ResNet receives email notifications of alleged copyright infringement cases from the reporting company. If such a notification is received by ResNet, the WBU I.T. Department will be notified. The following procedures will be followed if a student is identified as downloading copyrighted materials:
   a. **First Offense** - an email notification is sent to the end user by ResNet notifying the user that they are downloading or sharing copyrighted material. The user is asked to stop and to remove any downloaded material from their device. The first offense is a warning only and the internet account will remain active.
   b. **Second Offense** - an email notification is sent to the end user by ResNet notifying the user that they are downloading or sharing copyrighted material. The user is asked to stop and to remove any downloaded material from their device. The second offense is also a warning only and the internet account will remain active. However, the user is notified that should a third offense occur, their account will be deactivated for three days.
   c. **Third Offense** - an email notification is sent to the end user by ResNet notifying the user that they are downloading or sharing copyrighted material. The user is requested to stop and to remove any downloaded material from their device. The user’s internet account is shut off for three (3) days, and the WBU Director of Information Technology is notified. The Director of Information Technology will forward that notification to the Executive Director of Student Services for action.
   d. **Fourth Offense** - an email notification is sent to the end user by ResNet notifying the user that they are downloading or sharing copyrighted material. The user is requested to stop and to remove any downloaded material from their device. The user’s internet account is shut off for seven (7) days, and the WBU Director of Information Technology is notified. The Director of Information Technology will forward that notification to the Executive Director of Student Services for action.

9. **What constitutes copyright infringement?** What follows is the definition of copyright infringement according to federal copyright laws:

   Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

   Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

   Willful copyright infringement an also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

10. Wayland Baptist University prohibits the installation and use of peer-to-peer (P2P) file-sharing programs on computers using the University network if those programs violate copyright or copyrighted material (e.g., downloading of copyrighted movies). Also prohibited is the installation or operation of any program that assists others in violating copyright. Users—be they faculty, staff, or students—will be considered in violation of this policy if the Director of Information Technology (IT) or his/her designee identifies internet traffic as prohibited P2P file-sharing activities. Depending on the type of student violation—be it student life or academic—the Director of IT will work with the Executive Director of Student Services or the Vice President of Academic Affairs to determine appropriate corrective action, such as suspending or terminating network access to a student user. If any user is impacting the operations of the network, that user’s access to the network will be suspended. Repeat or severe violations by any user may also be subject to additional corrective action and may be reported to authorities for criminal or civil prosecution.

11. Students may not allow any other person to use his or her network username and/or password. Any student account found to be logged on more than once concurrently will be immediately disabled by the I.T. department. Disabled accounts will require the permission of the Executive Director of Student Services to re-enable.

12. Students may not install wireless access points, routers, hubs, switches, servers, or any network related equipment at any place on this campus, including dorm rooms. If such a device is discovered in a student’s dorm room, it is subject to seizure by WBU staff. The device can be returned to the student only if the student agrees to not utilize the device in the dorm and to take it back home.
ACCESSING YOUR WBU E-MAIL
Wayland Baptist University provides an e-mail address to ALL students upon registration for courses. All official Wayland communication, including communications from instructors, Financial Aid, etc., will be sent to this e-mail address, so it is important that students activate their e-mail account as soon as possible. An e-mail, with instructions and login information, will be sent to the personal e-mail address WBU has on record for students as soon as registration for classes has occurred. If WBU has no valid personal e-mail address on record, students will receive a letter via regular mail. Students MUST activate their e-mail account to begin receiving WBU e-mails.

To activate student email:
2. Once on the site, enter the user name, which is the WBU email address. The username is normally in the following format: firstname.lastname@wayland.wbu.edu. If a student has a more common name, it is possible that the middle initial will be added to the email address. Be sure to read the information sent to you by the I.T. department in order to have the correct login information.
3. Enter the assigned password in the password field on the screen. Students are assigned a temporary password by the I.T. department, and it usually fourteen characters similar to the following: john.SMIT.1234. As soon as a student logs in with the temporary password, they will be asked to create a new password. The new password has to be at least eight characters, and have at least: one upper case letter, one lowercase letter and a number or symbol in it.
4. The next screen that opens asks you to verify your account information and change your password.
5. Once a student has completed the above initial logion, their Wayland email account is active, and will be able to receive e-mail from Wayland and instructors. IMPORTANT: Student Wayland e-mail accounts must be activated immediately upon enrollment at WBU. Additionally, students must check their Wayland e-mail often for important WBU communications. Wayland student email accounts are the ONLY e-mail account instructors have access to. If students do not log in to their Wayland email account for six months, it will become inactive, resulting in lost e-mails. If students are waiting on information about school, homework, etc., make sure and check the Wayland email account often! For more information on using the Wayland e-mail system (including instructions on forwarding to another mail service or password resets), please contact the I.T. Help Desk at (806) 291-3540 or (800) 209-9048.

FOOD SERVICE/DINING INFORMATION
Sodexo Campus Services is proud to be your food service provider at WBU. We are here to serve you! We are committed to providing services which will enhance the quality of student life on campus.

Monday – Friday
Breakfast: 7:30 -10:00a.m.
Lunch: 11 a.m. – 2:00 p.m.
Dinner: 5p.m.7:30p.m.M-Th 5p.m. -7p.m. Fri

Saturday - Sunday
Brunch: 10:30 a.m. - 2 p.m.
Dinner: 5 p.m. -6:30 p.m.
THE CAF, our main resident dining facility, located in the McClung Center, is open seven days a week and serves all-you-care-to-eat meals.

**Serving Hours:**
- Pete’s Place, located in the basement of the McClung Center, provides students a place to gather and fellowship. The Pioneer Bucks included in your meal plan can be used at Pete’s Place and at the WBU games at the Hutch.
- Serving Hours: Monday - Thursday 8:45 a.m.-midnight; Friday 8:45 a.m.-8 p.m. Sunday 6:30 p.m.-11:30 p.m.

**MEAL PLAN PROGRAM**
- Resident students are required to purchase a meal plan. We offer three traditional meal plans, 2 block plans and 1 off campus plan for use in the Caf. The traditional meal plan provides a set number of meals available each week – 19, 14, 10 – and include Pioneer Bucks. Meal counts are reset each Friday morning. Meals do not roll over from one week to the next and are not refunded.
- In addition to these plans, the Flex (block) plans offer 150 or 190 meals per semester which allows flexibility of how many meals per week to use with a declining balance. These can also be used in Pete’s for a combo meal instead of eating in the Caf. and include Pioneer Bucks. The meals do not roll over from one semester to the next. 5 of the 150 and 8 of the 190 block meals are set aside for guests or the student.
- Non-resident students may purchase a traditional meal plan or a 5-meal plan. Meal plans are in effect the entire academic semester, except official university holidays and academic breaks as scheduled in the university calendar.
- Pioneer Bucks are used on a declining balance basis. Balances will not be transferred from the fall semester to the spring semester. Plans can only be used by the student who purchases the plan; bucks can be spent on others if they wish. Additional Bucks can be purchased online: [https://shop-dinewbu.sodexomyway.com/dining-plans](https://shop-dinewbu.sodexomyway.com/dining-plans) or in person. These additional monies will be transferred from fall semester to spring if not used.

**CARRY-OUT POLICY**
- Inside of the Caf you may enjoy “all you care to eat and drink” inside the Caf using our buffet-style service. However, no food or beverages may be carried out of the Caf. In case you have class or work conflicts, you may request a carry-out or special meal by contacting the Caf or calling ext. 3775. You can receive box lunches or hot take-out meals of your choice.

**MEAL CARDS**
- Your university ID card will be used at The Caf, Pete’s Place and the Hutch. You must always present this card upon entering The Caf or when making a purchase at Pete’s Place and the Hutch. You cannot “share” your ID card with others. This ID card is intended for your use only, and the meals and funds are not transferable.
- You may purchase meals or other items for family and friends with Pioneer Bucks, but you must be present for this transaction. Alert Sodexo if your card has been lost or stolen so we can block it against unauthorized use.
- If you have any questions or concerns, please do not hesitate to contact us. Sodexo Campus Services, 291-3775 or via the Sodexo page on Wayland’s website.

**COMMUNITY RESOURCES**
- Texas Department of Public Safety (renew driver’s licenses), 1108 Highway 87 (Columbia Road), 806-293-2508
- U.S. Post Office, 725 Ash Street, 806-296-2744
- Unger Memorial Library, 825 North Austin Street, 806-296-1148
- Plainview-Hale County Health Department (immunizations), 1001 Ash Street, 806-293-1359
- YMCA (free for WBU students with ID), 313 Ennis Street, 806-293-8319

**VOLUNTEER OPPORTUNITIES**
- Opportunities for students are always available through the Wayland Mission Center. 806-291-1168
- Hale County Literacy Council, 806-291-1890
- Family Crisis Center of the Plains, 1403 West 5th Street, 806-293-7273
- Compassionate Care Pregnancy Center, 1209 Quincy Street, 806-296-5048
- Faith in Sharing House, 504 Joliet Street, 806-293-8008
- Senior Citizens Center, 1107 Smythe Street, 806-296-5147
- Salvation Army, 201 Ash Street, 806-296-6375
- Court Appointed Special Advocates, 705 West 6th Street, 806-293-1970
- Boy Scouts - South Plains Council, P. O. Box 542, 806-293-3217
* Girl Scouts - Caprock Council, 501 Joliet Street, 806-296-7295
* Big Brothers/Big Sisters - 705 West 6th Street, 806-288-9271

Numbers on campus can be reached at the four-digit extension. If off campus, dial a 291 prefix before the extension number. If out of town, the area code is 806.