



# **Wheaton College Student Handbook**

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**2025-2026**

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### **Notice of Responsibilities and Disclaimers—Please Read!**

This Student Handbook provides information about policies, procedures, regulations, and resources at Wheaton College. This document does not include Academic policies and procedures, as they are found in the [College's Catalog](https://catalog.wheatoncollege.edu/) (<https://catalog.wheatoncollege.edu/>).

***All students are responsible for regularly reviewing, understanding, and adhering to the policies, procedures, and regulations outlined in this document, the [College Catalog](https://catalog.wheatoncollege.edu/) (<https://catalog.wheatoncollege.edu/>), and [Residential Life Policies](https://wheatoncollege.edu/campus-life/housing-dining/residential-life/policies-resources/) (<https://wheatoncollege.edu/campus-life/housing-dining/residential-life/policies-resources/>) and any changes made to it during the academic year.***

The information contained in this Student Handbook is in effect at the date of publication, **August 1, 2025**. The Student Handbook does not constitute a contract. The contents of the Student Handbook neither create, express, nor imply contractual obligations on Wheaton College. The contents of the Student Handbook can be changed, modified, or updated at the sole discretion of the College at any time.

## **A Message from the Vice President for Student Affairs**

At Wheaton, the community is at the center of the work we do in the division of student affairs. The division of student affairs is committed to holistically developing and supporting students' success through innovative opportunities and resources. We provide a person-centered experience that prioritizes agency, engagement, and preparedness for students to live and design an abundant life.

What makes Wheaton an exceptional place is our students, who are committed to a liberal arts experience. Whether it is in the classroom, residential life programs, programs through our office of Student Activities, Involvement, and Leadership, eating in dining halls, joining clubs and organizations, participating in or supporting athletic teams, or exploring interests through the Life and Career cycle.

As you arrive at Wheaton, it is important for you to know that the Office of the Vice President for Student Affairs and Dean of Students serves as a central place for information. You might be seeking assistance with a difficult personal or academic situation, or you would like an objective point of view, or perhaps mediation with other students or faculty. You may be sorting out family or health concerns that might affect your academic plans, or you have ideas about how to make your own and others' Wheaton experiences better.

Parents can call the Office of the Vice President and Dean of Students when they're concerned about their student's well-being, or have questions about the services and support Wheaton provides. Our goal is to partner with parents and guardians to help students problem solve and gain more confidence.

Dean Irish, Dean Noyes, Mrs. McNary, and I look forward to being part of what connects you to Wheaton as you begin your journey.

Sincerely,

Darnell T. Parker, Ed.D.  
Vice President for Student Affairs

# **The Mission, Vision, and Honor Code of Wheaton College**

## **The Mission of Wheaton College**

Wheaton College provides a transformative liberal arts education, combining theory and practice, for intellectually curious students within a collaborative and vibrant extended community and network that values and strives to create an equitable and just world.

## **The Vision of Wheaton College**

Wheaton educates students for purposeful, abundant lives and evolving careers.

### **Essential Elements**

- Creating a student-centered, action-oriented environment with a shared and sustained sense of belonging
- Fostering students' skills, habits of mind, and confidence to make meaningful differences in the world
- Maintaining high standards of academic excellence, ethical integrity, intellectual freedom
- Providing an innovative and flexible liberal arts curriculum embedded in experiential learning to ensure a transformative education
- Empowering all faculty and staff to shape a diverse and inclusive community
- Engaging alums in mentoring and career design within a lifelong network of support and connection

## **Wheaton College Honor Code**

Established by students for the purpose of self-governance in 1921, The Honor Code is a commitment to the ideals of academic excellence and individual responsibility:

As members of the Wheaton community, we commit ourselves to act honestly, responsibly, and above all, with honor and integrity in all areas of campus life. We are accountable for all that we say and write. We are responsible for the academic integrity of our work. We pledge that we will not misrepresent our work nor give or receive unauthorized aid. We commit ourselves to behave in a manner that demonstrates concern for the personal dignity, rights, and freedoms of all members of the community. We are respectful of college property and the property of others. We will not tolerate a lack of respect for these values.

## Good Standing Policies

In order to participate in leadership positions, study abroad programs, and a variety of other programs and opportunities, students must fulfill their academic and social responsibilities to Wheaton College by maintaining “Good Standing” in each of these areas.

*Academic Good Standing* is achieved through the following:

- Earning the appropriate number of credits and maintaining a satisfactory G.P.A.
- Abiding by the College’s Academic Policies and abiding by any other standard or policy of the College that applies to academic conduct.
- Students placed on academic probation or suspension are not considered to be in Academic Social Standing with the College.

Questions regarding issues relating to academic good standing and related academic matters may be directed to the Registrar’s Office or the Office of Academic Advising.

*Social Good Standing* is achieved through abiding by:

- The Honor Code and Community Standards
- Any other standard or policy of the College that applies to community standards
- Students placed on conduct probation, suspension held in abeyance, or suspension are not considered to be in Good Social Standing with the College.

Questions related to social good standing and expectations of conduct may be made to the Dean of Students Office.

## Community Reporting Options

### Student and/or Community Concern Referral Form

Faculty, staff, and students are encouraged to report concerning behaviors within the community. Some examples of concerning, worrisome, or threatening behaviors may include but are not limited to changes in appearance, concerning speech and/or illustrations, and other concerns relating to health and safety for individuals and the community.



### Sexual and Gender-based Misconduct Report Form

Faculty, staff, and students are encouraged to report any incidents regarding sexual or gender-based misconduct within the community. The College's policies for addressing sexual or gender-based misconduct can be found on the College's website and at these links: [College's Title IX Policy](#) and the College's [Non-Title IX Sexual and Gender-based Misconduct Policy](#). This form may be used to report information to the Wheaton College Title IX Coordinator about any conduct that may constitute sexual misconduct under Title IX, which includes all forms of sexual harassment (dating violence, domestic violence, sexual harassment (quid pro quo and hostile environment harassment), sexual assault, stalking, and retaliation. This form may also be used to report sexual or gender-based misconduct that falls outside of the jurisdiction of Title IX and/or does not meet established harassment thresholds under Title IX.



*Please note that there are a variety of other reporting options available, including confidential resources included in the Policy on the College's website. This report form is not a confidential resource.*

### Bias Incident Report Form

Faculty, staff, and students are encouraged to report behavior that violates the College's Bias Incident Response Policy. A bias incident is defined as an act, whether intentional or unintentional, consisting of conduct, speech, or expression, that is motivated by bias and personally directed against an individual or group based on perceived or actual characteristics such as race, color, mental or physical disability, genetic information, national origin or ancestry, citizenship, age, religion, sex, gender, sexual orientation, gender identity, gender expression, pregnancy, marital status, veteran or military status, or membership in the Uniformed Services.



## Academic Integrity Report Form

Report any conduct that threatens the high standards of academic integrity and the College's Honor Code, including, but not limited to: Cheating, Plagiarism, Falsification, Fraud, or misrepresentation in academic claims, or other academic misconduct. Please review the Community Standards for more detailed definitions of these policy expectations.





## Campus Offices and Resources

### Office of the Vice President for Student Affairs and Dean of Students

Park Hall, 1st Floor

(508) 286 - 8218 | [deanofstudents@wheatoncollege.edu](mailto:deanofstudents@wheatoncollege.edu)

[Dean of Students](https://wheatoncollege.edu/campus-life/dean-of-students/) (https://wheatoncollege.edu/campus-life/dean-of-students/)

The Office of the Vice President for Student Affairs and Dean of Students staff are prepared to assist students in the challenges they face in their time at Wheaton. We connect students with resources on and off campus to address short- and long-term academic, social, emotional, and mental support. The Campus Assessment, Response, and Education (CARE) Team is managed out of the Dean of Students Office to try to identify and intervene with students who may be experiencing challenges and provide them with the support and resources they need to lead their own experience on campus.

In addition to working with students on an individual basis, the Dean of Students Office also coordinates New Student Orientation and Family and Friends Weekend.

### Academic Advising

Kollett Hall | Filene Center for Academic Advising

(508) 286 - 8215 | [advising@wheatoncollege.edu](mailto:advising@wheatoncollege.edu)

[Academic Advising](https://wheatoncollege.edu/academics/filene-center-for-academic-advising-and-career-services/academic-advising/) (https://wheatoncollege.edu/academics/filene-center-for-academic-advising-and-career-services/academic-advising/)

Academic advising is a teaching and learning process that engages the student-advisor team in an ongoing relationship focused on helping each student connect higher education with educational, career, and life goals. Advising promotes active student participation and engagement, and supports intellectual and personal development. The relationship established between students and advisors is crucial to academic success at Wheaton College.

Academic Advising at Wheaton supports a college experience that empowers students to engage in self-awareness and exploration by helping them build relationships, connecting them to resources, and fostering their investment in our local and global community.

#### Advisors support students as they:

- Explore learning opportunities in and out of the classroom
- Reflect upon their goals, and navigate academic choices/pathways
- Plan their academic program(s)
- Monitor their progress toward completion of all degree requirements

## Each Student Has the Support of an Advising Team at Wheaton:

### ***MAP (Mentored Academic Pathway) Advisor***

[The Compass curriculum](https://wheatoncollege.edu/academics/the-wheaton-curriculum/) (<https://wheatoncollege.edu/academics/the-wheaton-curriculum/>) gives students freedom and flexibility to create their own paths to success, with individualized advising and professional mentorship. Academic advising is an essential component of the undergraduate experience and is embedded within and throughout every stage of each student's academic journey. Each first-year student has a **Mentored Academic Pathway (MAP) Advisor**, a faculty member who will be a student's advisor for the first two years at Wheaton.

The Mentored Academic Pathway (MAP) itself is a focused opportunity for reflection and is a central component of the Compass curriculum. The MAP guides students' advising conversations: from identifying strengths and interests to exploring options for [study abroad](https://wheatoncollege.edu/academics/global-and-intercultural-education/global-education/study-abroad/) (<https://wheatoncollege.edu/academics/global-and-intercultural-education/global-education/study-abroad/>), [LEAPS \(Liberal Education and Professional Success\)](https://wheatoncollege.edu/academics/the-wheaton-curriculum/liberal-education-and-professional-success-leaps/) (<https://wheatoncollege.edu/academics/the-wheaton-curriculum/liberal-education-and-professional-success-leaps/>), and [Honors & Scholars programs](https://wheatoncollege.edu/academics/the-wheaton-curriculum/honors-program/) (<https://wheatoncollege.edu/academics/the-wheaton-curriculum/honors-program/>) academic advising discussions are targeted and personalized at each critical step of the way.

*Your MAP Advisor will be in touch with you regularly to offer guidance and support, answer questions, and help you explore your goals within the COMPASS curriculum.*

### ***Major advisor***

Once a student declares a major at Wheaton, they will be assigned to a faculty **Major Advisor** by the academic department. Major Advisors help students find courses inside and outside of the major that fit their field of interest, find faculty members who share their academic focus, and assist students in setting and making progress on their postgraduate goals. While students transition primarily to a faculty advisor within their declared major for the rest of their time at Wheaton, faculty MAP Advisors continue to provide valuable guidance and mentorship.

### ***Student Success Advisors***

The Filene Center in Kollett Hall/Discovery Center provides further academic support and guidance for all students, forming a tight network of support as students navigate daily college life. Our professional **Student Success Advisors (SSAs)** are available full-time for all students to help answer questions, support students' academic progress, help them understand academic policies and meet deadlines, provide programming for time management/organization and strategic learning skills, and connect students with other important campus resources.

Our **Peer Advisors and Coaches** (student leaders) provide strength-based support with setting and working towards academic/personal goals, developing effective study habits, managing challenges, and building strong and supportive peer connections.

## Accessibility Services

Kollett Hall | Filene Center for Academic Advising

(508) 286 - 8215 | [accessibility@wheatoncollege.edu](mailto:accessibility@wheatoncollege.edu)

[Accessibility Services webpage](https://wheatoncollege.edu/academics/filene-center-for-academic-advising-and-career-services/accessibility-services/) (<https://wheatoncollege.edu/academics/filene-center-for-academic-advising-and-career-services/accessibility-services/>)

Wheaton is committed to ensuring equitable access to programs and services and to prohibiting discrimination in the recruitment, admission, and education of students with disabilities. We strive to support you in reaching your potential in learning and living within the College community and the world at large.

### Our Goals

- provide appropriate and reasonable accommodations and support services;
- educate the Wheaton community on the rights and needs of students with disabilities;
- ensure a welcoming, safe, and accessible environment; and
- comply with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 and their respective amendments.

## Athletics and Campus Recreation

[Recreation and Fitness](https://wheatoncollege.edu/campus-life/recreation-fitness/): (<https://wheatoncollege.edu/campus-life/recreation-fitness/>)

[Wheaton College Lyons](https://wheatoncollegelyons.com/) (<https://wheatoncollegelyons.com/>)

The majority of students participate in some form of physical activity, as Wheaton aims to provide a wide array of opportunities. Wheaton students have the opportunity to engage in sports and activities at a variety of levels. Wheaton offers 26 NCAA Division III Varsity sports as well as a variety of club, recreational, and intramural sports.

Our Recreational facilities include the Haas Athletic Center, Clark Recreation Center, Diane Nordin turf field, and Pappas Fitness Center. Students can take advantage of these facilities, including the 40-meter pool during open recreation hours. Outdoor facilities include a running and walking path, basketball courts, sand volleyball court. Additionally, Clark Recreation Center offers a variety of sports equipment that students can utilize during open recreation hours. All facilities listed are intended to be used by Wheaton community members with a valid ID.

Wheaton's growing intramural programs include basketball, floor hockey, pickleball, soccer, and volleyball while exploring new offerings to meet the interests of current students. Intramural sports feature low-key competition and high-spirited fun. A highlight each year is the Head of the Peacock Regatta, when fearless Wheaton students attempt to propel their homemade vessels across the college pond.

## **Campus Safety**

30 Taunton Ave.

(508) 286 - 8213 | [campussafety@wheatoncollege.edu](mailto:campussafety@wheatoncollege.edu)

[Campus Safety Department webpage](https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/) (<https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/>)

### ***Emergency Phone Number: (508) 286 - 3333***

Wheaton College Campus Safety delivers comprehensive safety and security 24 hours a day, 365 days a year, with patrol officers, investigative services, parking enforcement, and educational services to our community. Campus Safety operates under a hybrid model of sworn officers and contracted security officers and dispatchers. Sworn officers are granted police powers under Massachusetts General Law, Chapter 22, section 63, providing them with full powers of arrest as Special State Police Officers. All sworn officers are POST Certified and meet the standards put forth by the Massachusetts Peace Officer Standards and Training Commission. POST is charged with maintaining the certification process for all law enforcement officers within the state as well as conducting annual reviews for any reprimands or misconduct that could lead to the suspension of certification or decertification.

Wheaton Campus Safety, whose administrative office is located at 30 Taunton Avenue (Route 140), handles matters related to parking, lost and found identification cards, and the general safety of the Wheaton campus community. All officers are trained in CPR, first aid procedures, as well as fire and emergency medical services.

Working in concert with contract security officers and dispatchers provided by Securitas, we provide a network of safety services, recognizing the importance of integrity, respect, and service excellence for all.

### ***LiveSafe App***

LiveSafe is a free mobile app available to Wheaton students, providing a direct line to Campus Safety, allowing students to quickly and anonymously report tips as well as seek help. The free app can be installed on iPhone and Android mobile devices and is linked to Wheaton services and resources. Download the app from Google Play or the Apple App Store.

## Center for Global Education

5 Howard Street

[gloaled@wheatoncollege.edu](mailto:gloaled@wheatoncollege.edu)

[Center for Global Education webpage](https://wheatoncollege.edu/academics/global-and-intercultural/global-education/) (<https://wheatoncollege.edu/academics/global-and-intercultural/global-education/>)

The Center for Global Education was created because Wheaton College understands the need for everyone to develop an international perspective. Read our [CGE brochure \(pdf\)](https://wheatoncollege.edu/wp-content/uploads/2018/04/17_Global_Ed_Brochure_v5.pdf) ([https://wheatoncollege.edu/wp-content/uploads/2018/04/17\\_Global\\_Ed\\_Brochure\\_v5.pdf](https://wheatoncollege.edu/wp-content/uploads/2018/04/17_Global_Ed_Brochure_v5.pdf)) to learn more.

In collaboration with individual students, faculty members, clubs, and special interest groups, the Center for Global Education strives to promote global awareness throughout our community and offers opportunities to learn beyond our borders.

We're proud of where our students come from, representing 44 countries and 39 states. A total of approximately 85 international students, which comprises around 6% of the student body, bring unique perspectives to our campus. This incoming class includes students from Madagascar, Bhutan, Israel, Italy, Ghana, Switzerland, and Brazil. The Center for Global Education is here to help these students acclimate to the broader campus community and to encourage them to explore what the region has to offer.

We're also proud of where our students are going, and how we help them get there. The Center for Global Education connects students to more than 100 study abroad programs, plus work and internship opportunities, in more than 45 countries around the world. The number of Wheaton students who study abroad is consistently high in comparison to other institutions. In fact, over the last ten years, on average 45% of the student body participated in an overseas program of study. Many of our study abroad students go on to win Fulbright Scholarships, Watson Scholarships, and other prestigious awards, which allow them to further their international endeavors.

## Center for Religious and Spiritual Life

Cole Memorial Chapel Base

(508) 286 - 3370 | [rsi@wheatoncollege.edu](mailto:rsi@wheatoncollege.edu)

[Center for Religious and Spiritual Life webpage](https://wheatoncollege.edu/campus-life/center-for-religious-and-spiritual-life/) (<https://wheatoncollege.edu/campus-life/center-for-religious-and-spiritual-life/>)

Part of becoming an informed and engaged person is understanding that religion and spirituality are significant components of the identity of many people. While Wheaton is a secular college, we think it is important for our students to learn more about the different beliefs and traditions of others, and to provide space and support for those who have a religion or spiritual practice they are committed to observing.

The Center for Religious and Spiritual Life (RSL) is here to help students interested in asking complex questions about life and its meaning. That's another way of learning about who you are and who you want to become at Wheaton and beyond. Whether you are curious about religion and spirituality, looking for a local worship community, or finding out who on campus is interested in exploring life's Big Questions, RSL is the place for you.

RSL is housed in the same space as the Center for Social Justice and Community Impact in The Base (garden level in Cole Memorial Chapel), and shares its commitment to living out the best of our values in our actions.

#### **Spiritual and Religious Student Organizations**

RSL staff members work with student-run organizations like Hillel (for Jewish life), InterVarsity Christian Fellowship (IVCF), the Muslim Student Association (MSA), the Newman Catholic Students Club, and the Interfaith Theme House.

RSL also works with student groups and local partners to create opportunities for students to attend weekly religious services and High Holiday observances of many traditions represented in our student body, including Rosh Hashana, Yom Kippur, Eid al-Adha, All Saints Day/Día de los Muertos, Diwali, and more.

#### ***Meditation Room***

The Meditation Room downstairs in the chapel offers a quiet space for individuals and small groups to pray or meditate. No reservation is required to use the Meditation Room. Feel free to come check it out or reach out with any questions.

### **Center for Social Justice and Community Impact**

Cole Memorial Chapel Base

(508) 286 - 3370 | [sjci@wheatoncollege.edu](mailto:sjci@wheatoncollege.edu)

[Center for Social Justice and Community Impact webpage](https://wheatoncollege.edu/campus-life/social-justice-community-impact/) (<https://wheatoncollege.edu/campus-life/social-justice-community-impact/>)

Social Responsibility is Wheaton shorthand for informed and inclusive activism.

The Center for Social Justice and Community Impact (SJCI) encourages and supports passionate and informed political activism, creative approaches to social justice work, and respectful bi-partisan dialogue on issues of importance to our community, country, and world through speakers, dialogues, film, art, and spoken word events, and other programs.

SJCI and the Center for Religious & Spiritual Life are located in the basement of the Cole Memorial Chapel on Wheaton College's campus. Together, the Centers (affectionately known as "The Base") collaborate with campus and community partners to leverage our resources to foster equity, service, and solidarity at Wheaton, in Bristol County, and in the global community.

#### ***Community Engagement***

SJCI works with student-run organizations like Students United to Serve (SUS) and local partners in Norton, Attleboro, Taunton, and surrounding areas to create opportunities for students to put the tenets of social justice into practice not only within the Wheaton community but also beyond our campus borders as global citizens.

We brought in youth organizers from the March for Our Lives Boston Chapter to speak about their organizing against gun violence. We've hosted "Elephant Room" talks to speak about important, but uncomfortable social issues. We strongly encourage students to be productively involved in advocacy for themselves and others.

Community service—locally and elsewhere—provides a concrete and transformative learning experience that prepares us all to be better scholars, citizens, and leaders. The Center for Social Justice and Community Impact collaborates with the student-led organization Community Initiatives and Volunteer Involvement Club (CIVIC) and encourages students, faculty, and staff to move beyond a charity-based model of service to one of full and sustainable partnerships in which all participants benefit in significant ways.

## **Counseling Center**

Doll's House, Garden Level  
(508) 286 - 3905

[Counseling Center webpage](https://wheatoncollege.edu/campus-life/student-health-and-counseling/counseling-center/) (<https://wheatoncollege.edu/campus-life/student-health-and-counseling/counseling-center/>)

### ***24-hour Counseling Support Line: (508) 286 - 3905***

The Counseling Center's mission is to decrease emotional, psychological, or behavioral barriers in order to support the intellectual growth and academic success of students. We strive to promote a safe and healthy environment for students by providing developmentally-appropriate, culturally sensitive assessment, diagnosis, recommendations, and treatment to full-time students free of charge.

The Counseling Center is open for clinical services when classes are in session. Services are offered in a hybrid modality, with both Zoom teletherapy and in-person counseling available. Please note that all triage or emergency appointments must be in-person, and it is at the discretion of the clinician if Zoom teletherapy is appropriate. It is at the discretion of the provider to request that students wear masks, reschedule their appointment, or switch to a telehealth appointment if a student presents to their appointment as ill.

As a reminder, the Mental Health Support line is available 24/7, no matter where a student is in the world, even during breaks. Call us at 508-286-3905 and press 1 when the voicemail comes on to speak with a clinician in the moment.

### ***Services Offered in the Counseling Center***



Counseling services are evidence-based, best practice therapeutic interventions and structures for emerging adults within a higher education setting. We follow state and federal ethical, licensure, and legal requirements for the provision of services and focus on meeting students we work with, where they are at. The Counseling Center offers a variety of FREE services, including but not limited to:

- Emergency same-day crisis evaluation, intervention, and referral when necessary
- Short-term, solution-focused counseling
- Group therapy options
- Case management (referrals to off-campus providers, groups, psychiatry, etc.)
- Alcohol/drug consultation and referrals
- Outreach and educational programs, workshops, consultations, and trainings for departments, groups, and individuals on campus
- Referrals for medication evaluations

Ultimately, it is an individual student's decision whether or not to accept the professional recommendations of clinical staff. Clinicians value self-determination, personal choice, and voluntary participation in addressing concerns and problems.

### ***How do I make an appointment?***

Beginning on the first day of classes each semester, students may request a clinical appointment by going to InsideWheaton and filling out the Appointment Request Form, by calling us at 508-286-3905, or stopping by (Doll's House Garden Level) during office hours. (Monday-Friday 8:30 a.m. – 4:30 p.m. Please note we are closed for lunch daily from 12:30 – 1:30 p.m.)

## **Dining Services**

[Dining Services webpage](https://wheatoncollege.edu/campus-life/housing-dining/dining/) (<https://wheatoncollege.edu/campus-life/housing-dining/dining/>)

At Wheaton, dining services is more than just providing meals—it's about choice, convenience and community. Enjoy endless variety at our all-you-care-to-eat dining center, select fresh, on-the-go options from our 24/7 AI-powered vending machines, or grab a late-night snack. No matter what's on your plate, you'll feel good about every bite. We're proud to support sustainability through local sourcing, fair trade coffee, and composting food scraps with a nearby farm.

### ***Dining locations***

- ***Chase Commons:*** Swipe your meal card at Chase Commons for all-you-care-to-eat breakfast, lunch or dinner. Enjoy daily rotating entrees, global cuisine nights, and a wide range of food stations—from omelets, smoothies and acai bowls to vegan entrees, salad bar, soups, pizza and deli favorites. Make your own rice and pasta bowls in our Create Kitchen. Then, add a little sweetness to your day with our house-baked goods and Hershey's ice cream station with all your favorite toppings.



- **1834 Grill:** 1834 Grill, located in Emerson Hall, features great options for all your lunch, dinner, and late-night cravings. Use your Lyons Bucks to purchase burgers, fries, sandwiches, quesadillas, steak bombs, milkshakes, and more. Vegan and gluten-free options available. In Emerson Hall, you can also pick up a Starbucks on your way to class or select from a variety of fresh options in our Smart Cafe day or night.
- **Lyon Bites:** Whether you're craving a healthy-on-the-go meal or a late-night snack, stop by our Lyon Bites vending machines, located in Emerson Hall, Balfour-Hood Campus Center, and the Diana Davis Spencer Discovery Center. These AI-powered Smart Cafes offer 24/7 access to warm and cold foods and nutritious snacks, including:
  - Costa hot and iced coffee
  - Smoodi custom smoothies made just for you
  - Ben & Jerry's ice cream straight from the freezer
  - Our Smart Cafés are also stocked with fresh sandwiches, sushi, salads, fruit cups, and more.

Along with enjoying great flavor, you can feel good about what you eat at Wheaton because of our sustainability efforts, which include buying local produce, using fair trade coffee, and sending leftover scraps to a local farm.

### ***Meal plans***

Wheaton offers three [meal plan options](https://wheatoncollege.edu/about-wheaton-college/offices-services/business-services/meal-plan-policy/) (<https://wheatoncollege.edu/about-wheaton-college/offices-services/business-services/meal-plan-policy/>) for students. First-year students are automatically enrolled in the Unlimited Plan (all-you-care-to-eat) plan, which includes unlimited dining at Chase Commons, plus a set of guest meals and Lyons Bucks that can be used throughout the semester to purchase items at other dining locations on campus.

### ***Enhance Your Dining Experience with these Simple Actions***

- ***Clean up after yourself:*** Please ensure to tidy up your dining area and dispose of any waste properly.
- ***Respect the dining team:*** Always show consideration and courtesy to our dining team members.
- ***Only take what you can eat and go back for seconds:*** Take only the amount of food you can consume, and if you wish for more, feel free to return for seconds.
- ***Do not steal dishes and flatware from the dining hall:*** Return any items that slipped out: Dishware and flatware are for dining hall use only. If anything accidentally leaves the premises, kindly return it promptly.
- ***Self-advocate for dietary restrictions and accommodations:*** If you have any dietary restrictions or need accommodations, please communicate your needs to our dining staff.
- ***Report any issues to the Dining Manager so we can correct the problem:*** If you encounter any issues or have suggestions, inform the Dining Manager for prompt resolution and improvement.

## Facilities Operations

(508) 286 - 3879

[Facilities Operations webpage](https://wheatoncollege.edu/about-wheaton-college/offices-services/facilities-operations/) (<https://wheatoncollege.edu/about-wheaton-college/offices-services/facilities-operations/>)

Facilities Operations includes nine departments: Grounds, Building Services (custodial, moves and events support), Carpenters, Electrical, HVAC, Locksmith, Painters, Plumbers, and the Central Heating Plant. In addition to ongoing custodial and maintenance, Facilities Operations provides support and guidance for capital improvement projects: from oversight of construction, installation, and updating of fire protection services to the creation of new living spaces.

During regular business hours, faculty, staff, and students should submit a work order request via the SchoolDude platform for all requested work orders and support, such as moving a file cabinet, maintenance-related repairs, painting, transferring records to storage, etc.

[Submit a Work Order here](https://v1-identity.dudesolutions.io/app/login/username) (<https://v1-identity.dudesolutions.io/app/login/username>) or on *InsideWheaton*.

### Building Services

The Building Services Department includes Building Service Workers and the Materials Management group, which includes a mail person and a truck driver. Building Services is responsible for the daily cleaning of all campus buildings, delivery of mail and supplies, event and conference set-ups and take-downs, office relocations, and, in partnership with Cove/Halcyon, the consolidation and pick-up of recyclable materials.

### Building Trades Group

The Building Trades Group consists of three departments responsible for maintaining and repairing buildings campus-wide. These are the Carpenters, Painters, and Locksmith. The Carpenters repair and maintain buildings. Their tasks range from screening repairs to roofing, to glazing, to renovation and repair projects.

### Electrical Department

This department maintains all electrical systems, including the electrical distribution to all buildings, exterior lighting, and interior building systems. They also administer fire alarm testing, which is conducted semi-annually in all buildings, and perform all necessary repairs for issues discovered as a result of the testing. This group coordinates the audio and electrical setups for daily events and, if needed, provides coverage for all significant events. In the event of an emergency, electricians will respond promptly, as they are available 24 hours a day.

### Grounds Department

The Grounds Department's primary responsibility is maintaining the Wheaton campus, including athletic fields. While their primary activity involves mowing over 50 acres of grass, planting, and caring for trees, shrubs, and flowers, the department is also responsible for snow and ice removal and sanding during the winter months. Additional tasks include rubbish and recycling

pick-up, pest control, maintaining a fleet of 17 vehicles and over 100 pieces of equipment, moving furniture and supplies, cleaning drains and gutters, and providing jump-starts to motorists in need. During the summer, Grounds hires several temporary workers (often students) to supplement the regular staff.

### **Locksmith**

The Locksmith Office is responsible for installing, maintaining, servicing, replacing, and updating all locks used to secure college-owned keys. This responsibility encompasses all aspects of lock system design, maintenance and servicing locks, issuance of keys, and upkeep of cores, keys, and records. No outside vendor may perform any work at any of the College's owned or leased facilities without prior approval from the Facilities Manager and/or Locksmith.

### **Mechanical Trades**

The Mechanical Trades Group comprises the Utilities Department, the HVAC (Heating, Ventilation, and Air Conditioning) Department, the Plumbing Department, and the Central Heating Plant, all of which report to the Manager of MEP and the Chief Engineer.

## **Health Services**

14 Taunton Ave.

(508) 286 - 8210 | [health\\_services@wheatoncollege.edu](mailto:health_services@wheatoncollege.edu)

[Health Services webpage](https://wheatoncollege.edu/campus-life/student-health-and-counseling/student-health-services/) (<https://wheatoncollege.edu/campus-life/student-health-and-counseling/student-health-services/>)

The Associate Director for College Health Administration is a liaison between the College and Sturdy Health Primary Care - Norton to ensure health services access for Wheaton Students. Questions or concerns regarding Wheaton's policies, procedures, and services, please contact the Associate Director for College Health Administration at [health\\_services@wheatoncollege.edu](mailto:health_services@wheatoncollege.edu) or (508) 286-8210.

Sturdy Health Primary Care - Norton (formerly Norton Medical Center), Wheaton's designated student health center, is a private neighborhood facility located on-campus, which is owned and operated by Sturdy Health. Same-day appointments are generally available. Please call for an appointment; Sturdy Health Primary Care - Norton is not a walk-in clinic. If you're experiencing a medical condition/illness or a minor injury, the medical providers at Sturdy Health Primary Care - Norton can offer evaluation and treatment.

### ***Student Health Services at Sturdy Health Primary Care - Norton (Formerly Norton Medical Center)***

Located at 14 Taunton Avenue.

Call for an Appointment: 508-285-9500 (main desk)

Weekday hours:

Monday through Thursday: 9 a.m.-12:30 p.m.; 1:30-4:30 p.m.

Friday: 9 a.m.-12:30 p.m.; 1:30-4 p.m.

Medical or Mental Health Emergency: Call 911 or Campus Safety at 508-286-3333

*After Hours on Weekends and Holidays:*

A doctor-on-call is available to address your concerns. This may be through a phone call with the doctor-on-call, or via Physician One Urgent Care telehealth. Please call the answering service at 508-285-9500, identify yourself as a Wheaton student, and ask to speak with the covering physician.

All students, regardless of enrollment in personal or college-sponsored health insurance, are eligible to receive care at Sturdy Health Primary Care - Norton. During the academic year, many student appointments are free of charge regardless of insurance coverage; however, additional procedures such as lab work, immunizations, imaging, etc., will be billed to students' insurance. Copays are waived; deductibles apply. During the summer months, the visit, lab work, and procedure costs are charged to a student's insurance. For medical advice after hours, a doctor-on-call and/or telehealth services are available at 508-285-9500 to address your concerns.

Find more information about Sturdy Health Primary Care - Norton on the [Student Health Services webpage](https://wheatoncollege.edu/campus-life/student-health-and-counseling/student-health-services/) (<https://wheatoncollege.edu/campus-life/student-health-and-counseling/student-health-services/>).

**Walk-in Care Options**

- Sturdy Health Urgent Care – Plainville is located at 60 Messenger Street, Plainville, MA (508-809-6262) and is Wheaton Health Service's preferred Urgent Care option.
- CVS Minute Clinic is located one block from campus
- Tristan Medical Urgent Care (508-824-0243) is located 1.5 miles from campus
- Brigham and Women's Urgent Care (508-718-4400) is located 25 minutes away in Foxboro at Patriot Place

CVS is a local pharmacy located 1 block from campus.

Student immunization records are maintained for ten years from graduation, after which they are shredded. Copies of immunization records may be obtained without cost by contacting [health\\_services@wheatoncollege.edu](mailto:health_services@wheatoncollege.edu).

**Information Technology Support Services (ITSS)**

Wallace Library, Periodical Level

(508) 286 - 3900 | [support@wheatoncollege.edu](mailto:support@wheatoncollege.edu)

[Information Technology Support Services \(ITSS\) webpage](https://wheatoncollege.edu/about-wheaton-college/offices-services/technology/support/) (<https://wheatoncollege.edu/about-wheaton-college/offices-services/technology/support/>)

**Helpdesk Location**

Monday to Friday (Excluding College Holidays) 8:30 a.m. to 4:30 p.m. in the Wallace Library

### **Best ways to reach IT Support Services**

Submit a support ticket (Best way to reach us): [support.wheatoncollege.edu](https://support.wheatoncollege.edu)

E-mail: [support@wheatoncollege.edu](mailto:support@wheatoncollege.edu)

Stop by the IT Support Services Help Desk - Wallace Library

Call 508-286-3900

### **Email**

Every Faculty, Staff, and Student is assigned an email address to which all communications are sent and received. We do not support any 3rd party email applications such as Outlook or Thunderbird. Please use Google Mail for your email application needs.

To set up your account, change your or recover your password, go to:

[account.wheatoncollege.edu](https://account.wheatoncollege.edu)

Setting up email requires a number of steps; if you need assistance, contact the technology helpline at x3900 or Email: [support@wheatoncollege.edu](mailto:support@wheatoncollege.edu) from your personal account.

### **File Services on NetSpace**

Everyone on campus has personal file storage that is accessible from any networked computer on campus. It's called File Services on NetSpace, and you can use it to store and transfer large files and distribute them to a large number of people without resorting to email attachments.

Read more about Connecting to File Services on NetSpace.

### **Networks at Wheaton**

Wheaton College offers a robust Wi-Fi Network along with a Secure VPN service that allows everyone to access the internet and internal campus resources. For more information, please visit Wheaton College Wi-Fi Network Access (<https://wheatoncollege.edu/about-wheaton-college/offices-services/technology/networks-wheaton/wi-fi-network-access/>)

## **Institutional Equity and Belonging**

Park Hall, 1st Floor

(508) 286 - 3482| [equityandbelonging@wheatoncollege.edu](mailto:equityandbelonging@wheatoncollege.edu)

[Institutional Equity and Belonging webpage](https://wheatoncollege.edu/about-wheaton-college/offices-services/office-for-institutional-equity-and-belonging/) (<https://wheatoncollege.edu/about-wheaton-college/offices-services/office-for-institutional-equity-and-belonging/>)

The Office for Institutional Equity and Belonging (OIEB) is an integral part of Wheaton's pursuit of excellence. Enabling the college to fulfill its [mission](https://wheatoncollege.edu/about-wheaton-college/history-mission/) (<https://wheatoncollege.edu/about-wheaton-college/history-mission/>) to provide a transformative liberal arts education, OIEB and its campus partners strengthen Wheaton's capacity to envision and achieve a radically imaginative understanding of [engagement, affirmation, and belonging](https://wheatoncollege.edu/about-wheaton-college/diversity-equity-inclusion-belonging/vision-and-mission-statement/) (<https://wheatoncollege.edu/about-wheaton-college/diversity-equity-inclusion-belonging/vision-and-mission-statement/>) in our community.

The Office's role is two-fold: to foster decolonized learning and to advance cross-campus initiatives to produce bold, equity-driven outcomes. It does so by generating and disseminating evidence-based tools, initiatives, and frameworks. Above all, OIEB engages campus constituents and governance committees to anchor social justice, champion diversity, and weave equity and universal design into the operating norms of our college—our organizational practices, policies, and culture.

### ***Invitation for community input***

The Office of Institutional Equity and Belonging provides equity-minded approaches to ensure best practices are shared throughout the community. We implement data-informed programs and initiatives to improve the welcoming environment and climate to guarantee the success of our students from diverse backgrounds.

Throughout our services and programs, we offer opportunities for professional growth, education to implement wise practice skills, assessment, interventions, and action planning to support the needs of all members of our community:

- We develop strategies for leading and implementing equity-minded practices to support student success.
- We work to increase diverse student, faculty, and staff recruitment and retention.
- We equip our community by increasing sensitivity and awareness of diverse lives while building respect and acceptance for multiple diversities of identity.

We firmly believe that solid relationships and networking support the success of our community. The key to practical efforts is aligning resources to support the College's goals and priorities.

## **Life and Career Design Institute**

Kollett Hall

[lcdi@wheatoncollege.edu](mailto:lcdi@wheatoncollege.edu)

[Life and Career Design Institute webpage](https://wheatoncollege.edu/academics/filene-center-for-academic-advising-and-career-services/career-services/) (<https://wheatoncollege.edu/academics/filene-center-for-academic-advising-and-career-services/career-services/>)

**The Life and Career Design Institute (LCDI)** is your partner in shaping a purposeful life and career journey. Throughout your four years at Wheaton, our Career Navigators and LCDI Team will support you in clarifying your values, maximizing your impact, and actively designing your future. We combine design thinking principles and the [NACE Career Competencies](https://www.naceweb.org/uploadedFiles/files/2021/resources/nace-career-readiness-competencies-revised-apr-2021.pdf) (<https://www.naceweb.org/uploadedFiles/files/2021/resources/nace-career-readiness-competencies-revised-apr-2021.pdf>) to shape our solution-focused conversations and meaningful experiential learning opportunities.

Your LCDI Team will help you approach holistic life and career planning with structure and creativity. In collaboration with a Career Navigator, you will learn and work through the Wheaton College Life and Career Design Cycle. In the four segments (bolded), you will: develop robust **self-awareness**; engage with partners, opportunities, and access points to the supportive

**system** around you; weave your experiences and skills into a powerful **story**; and synthesize everything to create impactful, short-term plans.

Understanding who you are and what you need is key to a fulfilling career. Our experienced staff will guide you in aligning your choices with your values, interests, and skills, serve as your gateway to real-world experiences, support you with experiential learning funding, and connect you with the powerful Wheaton network.

At the LCDI, we're more than a career services office—we're your partners in designing a college experience and life that reflects your aspirations.

## **Mailroom (Office and Campus Mail Services)**

Balfour-Hood Campus Center, 1st Floor

(508) 286 - 3824

[Office and Campus Mail Services webpage](https://wheatoncollege.edu/about-wheaton-college/offices-services/office-campus-mail-services/) (<https://wheatoncollege.edu/about-wheaton-college/offices-services/office-campus-mail-services/>)

Hours of Operation during the Academic Year: Monday–Friday: 9:00 am - 4:00 pm

Campus Mail Services functions as the central resource for all mailing and shipping needs within the Wheaton community. Our team is dedicated to providing high-quality service to support your mailing and shipping requirements. Additionally, we oversee the maintenance and support of the multifunction printer (MFP) fleet situated throughout campus.

Our Mail Center handles the processing of incoming and outgoing mail and packages. Please note that Campus Mail Services is an independent unit and not operated by the US Post Office. Our team manages the distribution of campus mail, USPS shipments, and packages received from Amazon, FedEx, UPS, and other courier services.

Our office oversees the maintenance and supply management for the campus's multifunction printers (MFPs). To report any equipment issues or request supplies, please use the MFP Issue Reporting/Supplies Form.

## **Marshall Center for Intercultural Learning**

Corner of Howard Street and East Main Street

(508) 286 - 3532 | [marshallcenter@wheatoncollege.edu](mailto:marshallcenter@wheatoncollege.edu)

[Marshall Center for Intercultural Learning webpage](https://wheatoncollege.edu/academics/global-and-intercultural-education/marshall-center-for-intercultural-learning/)

(<https://wheatoncollege.edu/academics/global-and-intercultural-education/marshall-center-for-intercultural-learning/>)

The Marshall Center for Intercultural Learning offers a welcoming and inclusive shared learning space that supports students of color to thrive, succeed, and experience a sense of belonging. We work with all students to engage in the exploration of identities, experiences, as well as our



shared humanity through dialogue, cultural celebrations, intercultural events, and partnerships. We also work with campus partners to support first-generation college students.

Our programs and services aim to:

- Affirm Identity
- Build Community
- Cultivate Leaders

Each and every member of the Wheaton community has a role and responsibility in this process. We look forward to getting to know you and learning what you will contribute to our work.

## **Office of Title IX Coordinator**

Knapton Hall, Rooms 316/317

(508) 286 - 3261 | [titleix@wheatoncollege.edu](mailto:titleix@wheatoncollege.edu)

<https://wheatoncollege.edu/campus-life/campus-safety/title-ix-response-and-resources/>

Wheaton College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. If you or someone you know has experienced sex discrimination, there are people and processes here to support you. The College's Title IX Policy specifically addresses incidents of sex discrimination, defined as sexual harassment (dating violence, domestic violence, sexual harassment (quid pro quo and hostile environment harassment, sexual assault, stalking, and retaliation). These defined areas of prohibited conduct are prohibited under the College's Title IX Policy.

Further, some incidents of sexual (or gender-based) misconduct may fall outside of the jurisdiction of Title IX and/or do not meet established harassment thresholds under Title IX that instead fall under the College's "Non-Title IX Sexual and Gender-based Misconduct Policy." The Office of the Title IX Coordinator remains the central reporting and resource office for all reports of sexual and gender-based misconduct for either of the aforementioned policies.

It is noted, specifically, that Sexual Assault is any sexual contact that is unwanted and occurs without a person's consent. A sexual act is non-consensual if it is forced through coercion, manipulation, threats, intimidation, or incapacitation. Sexual assault can happen to anyone, regardless of age, gender identity, race, sexual orientation, or socioeconomic status. It's important to remember that no one deserves to be sexually assaulted. No one.

Wheaton takes sexual assault very seriously and is committed to establishing and maintaining a safe and healthy environment for all members of the community by providing resources for prevention, support, education, and a fair disciplinary process. All forms of sexual misconduct can be reported via [the Sexual and Gender-based Misconduct reporting options](#)



(<https://wheatoncollege.edu/campus-life/campus-safety/title-ix-policy/how-to-report/>) for response and support.

## Registrar's Office

Doll's House, First Floor

(508) 286 - 8247 | [registrar@wheatoncollege.edu](mailto:registrar@wheatoncollege.edu)

[Registrar's Office webpage](https://wheatoncollege.edu/about-wheaton-college/offices-services/registrar/) (<https://wheatoncollege.edu/about-wheaton-college/offices-services/registrar/>)

The Office of the Registrar can assist you with official transcripts, degree and enrollment verification, course registration, diploma replacements, transfer credits, and more.

Current Wheaton students and faculty are encouraged to access our webpage on insideWheaton for information related to monitoring the completion of degree requirements, major/minor and honors and scholars forms, academic standing, and more.

The most up-to-date information on Wheaton's curriculum, graduation requirements, and academic policies can be found on the College Catalog: <https://catalog.wheatoncollege.edu/>.

## Residential Life

Balfour-Hood Campus Center, 3rd Floor

(508) 286 - 8214 | [reslife@wheatoncollege.edu](mailto:reslife@wheatoncollege.edu)

[Residential Life webpage](https://wheatoncollege.edu/campus-life/housing-dining/residential-life/) (<https://wheatoncollege.edu/campus-life/housing-dining/residential-life/>)

Instagram: @reslife.wheatonma

Wheaton, as part of our identity as a residential college, believes essential learning takes place beyond the classroom. All full-time students are expected to live on campus, ensuring that our residence halls are communities of diverse individuals living and learning together. We offer a wide variety of residential hall spaces and community types for students to find their home on campus.

The Office of Residential Life is located on the 3rd floor of the Balfour-Hood Center with Student Activities, Involvement, and Leadership. Together, we provide students with a transformative experience in an inclusive and accessible environment that fosters personal development. In collaboration with campus and community partners, we embrace personal challenges and support students in becoming self-aware and socially responsible leaders.

Residential Life builds relationships through learning opportunities, accountability, and individualized support. We center inclusion to ensure all students experience belonging and connection.

The Office of Residential Life has a staff to support residential students on a variety of levels:

### ***Assistant Dean for Residential Life***

The Assistant Dean for Residential Life directs the Office of Residential Life, including housing, programming, student support, and student conduct. The Assistant Dean partners with multiple offices on campus to bring programming and initiatives for student support in the residence halls and theme houses.

### ***Associate Director for Residential Life***

The Associate Director for Residential Life oversees the Residential Life Coordinators, the Resident Advisor program, and student housing assignments. This position coordinates the room selection process each Spring semester.

### ***Assistant Directors***

The Assistant Directors are professional staff members who live in the residence halls and support both large departmental projects as well as the supervision of a quad area. These professionals serve in an on-call rotation to provide 24/7 support for students, hear conduct cases, meet with students of concern, and supervise the Resident Advisors within their area of responsibility. The Assistant Directors also lead Resident Advisor training, Resident Advisor selection, Theme House Support, and first-year housing assignments.

### ***Residential Life Coordinator***

The Residential Life Coordinator is a professional staff member who lives in the residence halls and manages a specific area of campus residential facilities. The professional serves in an on-call rotation to provide 24/7 support for students. They also hear student conduct cases, meet with students of concern, and supervise the Resident Advisors within their area of responsibility.

### ***Lead Resident Advisors***

There is one to two Lead Resident Advisors for each area of campus, reporting to the Residential Life Coordinator of that area of residential facilities. This experienced student staff member manages programmatic support for their area of responsibility and is an active advisor to both Residents and Resident Advisors. Two Lead Resident Advisors are assigned to the Theme House Community to assist with program planning and execution. These students also serve on call and provide support to students after hours.

### ***Resident Advisors***

The Resident Advisors are student staff members who are trained before each semester to assist residential students through their experience on campus. Resident Advisors sponsor programming and social connections in the residence halls, and are the first line

of support for students with any questions or concerns they have regarding their experience living and learning on campus.

## **Student Activities, Involvement, and Leadership (SAIL)**

Balfour-Hood Campus Center, 3rd Floor

(508) 286 - 8222 | [sail@wheatoncollege.edu](mailto:sail@wheatoncollege.edu)

[SAIL webpage](https://wheatoncollege.edu/campus-life/clubs-and-organizations/) (<https://wheatoncollege.edu/campus-life/clubs-and-organizations/>)

Instagram: @wheaton.campuslife

### ***Upcoming Events and Information about Clubs and Organizations:***

<https://engage.wheatoncollege.edu/>

The Office of Student Activities, Involvement, and Leadership (SAIL) enriches the Wheaton student experience by supporting student engagement through experiential opportunities such as involvement in the Student Government Association (SGA), SGA-recognized clubs and Common Connection Groups, and student employment positions. Our staff mentors and motivates students to interact socially, discover their inner leader, explore their passions, be productive team members, and reflect critically on their co-curricular involvement. SAIL offers and collaborates on programming and traditions that contribute to a sense of community and belonging at Wheaton.

[Engage](https://engage.wheatoncollege.edu/) (<https://engage.wheatoncollege.edu/>) with the SAIL Office if you are interested in:

- Joining or starting a student organization, learning about leadership opportunities
- Student Government Association (SGA) and Class Council
- Campus programs and events

## **Student Financial Services**

Admissions Building

(508) 286 - 8232 | [sfs@wheatoncollege.edu](mailto:sfs@wheatoncollege.edu)

[Student Financial Services webpage](https://wheatoncollege.edu/about-wheaton-college/offices-services/student-financial-services/) (<https://wheatoncollege.edu/about-wheaton-college/offices-services/student-financial-services/>)

Greetings from the Office of Student Financial Services! We are committed to your success and want to provide quality customer service so you can make informed decisions and successfully manage your financial aid and student account.

Students (and parents/guardians) who have questions about financing their educational costs are encouraged to make an appointment (we offer both virtual and in-person meetings) to discuss all options that are available. We can walk you through logging into your student account, applying for loans, and investigating employment options on campus.

***Wait - I can work on campus? Will I have time for that?***

Wheaton's Student Employment program, administered by the joint efforts of Student Financial Services (SFS) and Life and Career Design Institute (LCDI), offers students the opportunity to work to help defray college expenses, gives assistance to departments in running their day-to-day operations, and provides experiential learning outside of the classroom. Wheaton promotes a student-supervisor relationship that is mutually beneficial and productive. And, students work an average of 6-8 hours *per week* in their positions, which doesn't interfere with academics or co-curricular activities.

There are two types of on-campus student employment funding at Wheaton College. Federal Work Study is the need-based student employment program at Wheaton. Students who are eligible for Federal Work Study are granted these funds through the financial aid process.

Students who do not qualify for need-based financial assistance may seek employment through the Wheaton Work program. Wheaton Work awards are given after a student secures employment at a department with available funds. Please note that the College cannot guarantee available on-campus jobs for all students; however, students who are having difficulty finding employment on campus are welcome to set up an appointment with LCDI staff for assistance. Please contact [studentemployment@wheatoncollege.edu](mailto:studentemployment@wheatoncollege.edu) to discuss all things job-related on campus.

## Wallace Library

Wallace Library  
(508) 286 - 8224

[Wallace Library webpage](https://library.wheatoncollege.edu/) (<https://library.wheatoncollege.edu/>)

Instagram: [@wheatonwallacelibrary](https://www.instagram.com/wheatonwallacelibrary)

Library staff are delighted to help you with access to our collections and with your research. The library houses many opportunities for you to study in quiet spaces, with groups, and to seek assistance from a librarian. On the main floor, our information desk is staffed by students and staff, where you can ask questions and get help as you find your way. We encourage you to explore the building to find your favorite study nook! Schedule a meeting with a librarian, reserve a study room, borrow course textbooks, and more, all from the library's web page.

# Community Standards and Student Conduct Process

## Introduction

Wheaton College is dedicated to fostering a living and learning environment that promotes discussion and collaboration between and among its community members – an environment that empowers and enriches every student. The students of Wheaton College developed the following Honor Code, which has created an ethos of mutually shared respect and offers individual freedom to explore interests and learn in an open and collaborative environment:

*As members of the Wheaton community, we commit ourselves to act honestly, responsibly, and above all, with honor and integrity in all areas of campus life. We are accountable for all that we say and write. We are responsible for the academic integrity of our work. We pledge that we will not misrepresent our work nor give or receive unauthorized aid. We commit ourselves to behave in a manner which demonstrates concern for the personal dignity, rights, and freedoms of all members of the community. We are respectful of college property and the property of others. We will not tolerate a lack of respect for these values.*

The Community Standards and Student Conduct Process have been formulated to reaffirm the ideals and principles encompassed in the Wheaton College Honor Code and have been developed with an educational design focused on communal accountability and individual growth. The Community Standards provide an outline of expectations to promote individual and community success in their living and learning experience, while the Student Conduct Process provides an intentional opportunity for reflection and restoration around decision-making and goal-setting.

## Expectations

As Wheaton's Honor Code mandates, all members of the Wheaton community are expected to behave in ways that demonstrate care and respect for the personal dignity, rights, and freedoms of all members of the community, and to demonstrate care and respect for College property and the property of others. As members of the Wheaton community, we all share responsibility for safeguarding the rights and freedoms of other members and for maintaining community standards. Specifically, these shared expectations and responsibilities include, but are not limited to, the following:

1. To observe and adhere to the Honor Code and Community Standards and to comply with appropriate requests;
2. To accept responsibility for and monitor the behavior of guests and visitors; and
3. To address violations of the Honor Code and Community Standards.

Wheaton College assumes that students are adults and responsible for their own conduct. The fact that the College takes proactive steps to address violations, actions, or activities that may pose a risk to the well-being of the community does not absolve students from taking

responsibility for their own behavior. As such, students and Student Organizations, teams, and groups who breach the trust and values of the Honor Code shall be held accountable for their actions. This document, known as the Community Standards, defines the rights and responsibilities of students and provides a process for responding to allegations of student misconduct in a way that accords with the values of the College (the “Student Conduct Process”).

## **Jurisdiction**

The College’s Honor Code and Community Standards shall apply to any behavior on College premises or in connection with College-sponsored, College-supervised or College-affiliated events, programs, and activities (including students involved with off-campus internships, study abroad programs, and recognized or unrecognized Student Organizations) or off-campus behavior that adversely affects the College community or the pursuit of its objectives or calls into question the suitability of a student as a member of the Wheaton College community; such conduct is subject to review under the College’s Student Conduct Process. A student, defined as any individual who has been admitted to the College, registered for classes, currently living and/or learning at Wheaton College or its affiliated programs, up until the time of the actual award of the degree, shall be responsible for their conduct and must adhere to the Honor Code and Community Standards.

1. Each student shall be responsible for their conduct from the time of admission through the actual awarding of a degree, or moving out of College-sponsored housing after graduation, whichever comes last, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded).
2. The Community Standards shall apply to a student’s conduct even if the student withdraws from the College while a Community Standards matter is pending. The College may, at its discretion, continue with the Student Conduct Process even after a respondent has withdrawn, graduated, or taken a leave of absence if the alleged violation occurred while the respondent was an active student.
3. Each Student Organization may be held responsible for the conduct of any of its members or guests in addition to any sanctions received by any student members in their individual capacity.
4. The College does not regularly monitor the language and/or actions of students on public social media platforms. If the College learns of and/or receives a complaint about a social media posting, the College may hold students accountable for use of social media that violates the Community Standards, College Policy, and/or the law. Examples of such conduct include, but are not limited to, harassing and threatening behavior.
5. Student Conduct proceedings may be initiated against a student or Student Organization charged with conduct that potentially violates both the criminal law and Community Standards (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil litigation or criminal arrest and prosecution. Proceedings under the Community Standards may be carried out before or

simultaneously with civil or criminal proceedings at the discretion of the Procedural Coordinator or designee. The College cooperates with law enforcement or other agencies in the enforcement of laws on campus and in regards to its students. This includes providing information requested by subpoena or as otherwise permitted by law. Determinations made or sanctions imposed under the Community Standards shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

6. Any conduct that may constitute sexual harassment (dating violence, domestic violence, and sexual harassment (quid pro quo and hostile environment harassment), sexual assault, stalking and retaliation) is prohibited under the College's "Title IX Policy" (<https://wheatoncollege.edu/campus-life/campus-safety/title-ix-response-and-resources/title-ix-policy/>). Other forms of sexual or gender-based misconduct that fall outside of the jurisdiction of Title IX and/or do not meet established harassment thresholds under Title IX may instead fall under the College's "Non-Title IX Sexual and Gender-based Misconduct Policy" (<https://wheatonma.s3.us-west-2.amazonaws.com/public/web/Legal+Policies/Non-Title-IX-SGBM-Policy-for-Students.pdf>).
7. Alleged violations involving Academic Integrity violations of the Honor Code, where a student does not have a previous Academic Integrity violation, may be adjudicated by the Faculty Member. The Faculty Member, acting as the Conduct Officer, is required to meet with the student to discuss the allegations and determine a finding based on the preponderance of evidence standard. The Respondent is entitled to the same appeals process as outlined in the Student Conduct Process. Any subsequent alleged violations involving Academic Integrity will be referred to a Conduct Review Meeting or College Hearing Board as part of the Student Conduct Process.
8. Generally, the influence of drugs and/or alcohol on a student's judgment or behavior will not be accepted as a mitigating factor with respect to the resolution of an act of misconduct.
9. Students are responsible for the consequences of their actions even when the conduct may have been influenced by their physical or emotional state (irrespective of any medical or clinical diagnoses). Students seeking an accommodation are encouraged to review Section VI.3.I: Accommodations for Students with Disabilities of this document for additional information.
10. Students are responsible for the contents of their rooms, cars, lockers, or persons regardless of claims of personal ownership. Students may also be held responsible for shared common areas.
11. Students and Student Organizations are responsible for the conduct of their guests and should be with guests at all times. Guests may be removed from the College at the discretion of Campus Safety and the Dean of Students.
12. Students and Student Organizations may be held accountable under the Community Standards for the Student Organization's misconduct and/or for the misconduct of any one or more of its leaders, members, guests, or other representatives.

13. Students and Student Organizations are prohibited from conducting their own student conduct review proceedings before or in place of the Student Conduct Process.
14. Nothing in the Community Standards shall preclude holding students who are members of a Student Organization responsible for their individual violations of the Community Standards committed in the context of or in association with the Student Organization's alleged violation of the Community Standards. Both the Student Organization and individual students may be found responsible for violations of the Community Standards in connection with the same behavior.
15. Parental Notification: As permitted by the Family Educational Rights and Privacy Act (FERPA), the College may notify parents/guardians when students under the age of 21 have been found responsible for violating the College's alcohol or drug policies.
16. Inter-departmental Notification: As permitted by the Family Educational Rights and Privacy Act (FERPA), the Procedural Coordinator, or designee may notify other College officials and/or College offices and departments (including but not limited to Athletics, SAIL, Academic Advising, and Global Education) with a legitimate educational interest of situations with potential impact on a student's ability to participate in activities sponsored by these offices and/or continue their education at Wheaton College.

## Definitions

**Advisor.** Any person who accompanies a respondent, for the limited purpose of providing support and guidance during the conduct process. An advisor of your choice may not directly address the Conduct Officer, College Hearing Board, or Appellate Officer, question witnesses, or otherwise actively participate in the Student Conduct Process. An advisor cannot be a reporting party, respondent, witness, or other party involved in the case being discussed. Typically, requests to change proposed meetings to accommodate an Advisor's schedule will not be considered.

**Appellate Officer.** The Vice President for Student Affairs, or designee.

**Business Day.** Any day, Monday through Friday, when the College is open.

**Campus Safety.** Responsible for the general safety of the Wheaton community. More information can be found on the [Campus Safety website](https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/) (<https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/>).

**College.** Wheaton College of Massachusetts.

**College Official.** Any person authorized by the College to perform administrative, instructional, or professional duties.

**College Hearing Board.** A board composed of faculty, staff, and students to adjudicate alleged violations of the Honor Code and Community Standards, assigned by the Procedural Coordinator.



**College Premises.** All land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College.

**Community Member.** Any student, faculty, College official, alumni, or any other person employed by the College. The Vice President for Student Affairs, or designee, will determine a person's status with the institution.

**Student Conduct File.** Any printed, written, or electronic file that may include, but is not limited to, incident report(s), correspondence, academic transcript, witness statements, and student conduct history.

**Complainant.** The College will act as the complainant in all Student Conduct procedures. Individuals who may have been impacted by the misconduct of a student may be invited to participate in the process as a witness, when applicable, as outlined in the Policy.

**Conduct Officer.** A College official designated and trained by the Procedural Coordinator or designee, to facilitate an Educational Conference or Conduct Review Meeting to determine responsibility for alleged violations of the College's Community Standards, impose sanctions, and serve on a College Hearing Board.

**Conduct Review Meeting.** A formal meeting between a Respondent and a Conduct Officer, to determine if a violation of the Honor Code or Community Standards has occurred based on the preponderance of the evidence. Conduct Review Meetings will still occur if a student accepts responsibility for the violation of the Community Standards to allow for an educational conversation and determine appropriate sanctioning.

**Designee.** A staff or faculty member who is responsible for implementing or administering the Student Conduct Process, in part or in whole, at the direction of the Procedural Coordinator, or other College official.

**Disciplinary Hold.** An administrative hold is placed on a student's record or on a Student Organization's activities or privileges when the student or Student Organization does not respond to the request of a College official to attend a Conduct Review Meeting, has not completed an assigned sanction, or, with respect to a student, has withdrawn from the College while a conduct matter is pending.

**Guest.** A non-student who is an associate or invitee of a student and/or Student Organization, or any person visiting a residential space that they are not assigned to.

**Honor Code.** The [Honor Code](https://wheatoncollege.edu/about-wheaton-college/honor-code/) (<https://wheatoncollege.edu/about-wheaton-college/honor-code/>) serves as an understanding and expression of how the Wheaton College community should act in all areas of campus life.

**Incident Report.** A written summary of an incident.

**Interim Administrative Action.** Non-disciplinary, immediate action taken by the College to protect its community when there is information to indicate that alleged behavior is threatening the health or well-being of a community member or the community at large. Interim Administrative Actions may include, but are not limited to, an Order of No Contact, interim restrictions, removal from campus, or relocation within the residential system. More information is listed in Section VII of this document.

**May.** A term that is used in the permissive sense.

**Preponderance of the Evidence.** Determinations of responsible or not responsible are based on the preponderance of evidence (i.e., “more likely than not”) as determined at a Conduct Review Meeting or by the College Hearing Board.

**Procedural Coordinator:** The Associate Vice President for Student Affairs and Dean of Students, Assistant Dean for Residential Life, or designee responsible for the day-to-day oversight of the Student Conduct Process.

**Respondent.** A student alleged to have violated the Honor Code and/or Community Standards and who becomes a party to the Student Conduct Process.

**Shall and Will.** Words that are used in the imperative sense.

**Safety Always Matters Most (SAMM).** Student health and safety is a responsibility shared by all members of the Wheaton community, and it is our obligation to act with care and respect for each other. Students who seek appropriate medical aid due to an incident of intoxication (alcohol or other intoxicants) either for themselves or for other students generally will not be subject to conduct review through the Student Conduct Process.

**Sanction(s).** Assigned outcomes that a Respondent must abide by and/or complete when found responsible for violating the Honor Code and/or Community Standards.

**Sex Harassment.** Sexual harassment, as defined by Title IX, includes dating violence, domestic violence, sexual harassment (quid pro quo and hostile environment harassment), sexual assault, stalking, and retaliation, and is prohibited under the College’s Title IX Policy.

**Student.** Any person who has been admitted to, registered or enrolled in, or attended/attends the College, any College course, or College-sponsored program.

**Student Organization.** An association or group of persons, including, but not limited to, any Student Organization, team or club, that has complied with the formal requirements for recognition by the Student Government Association, or are otherwise recognized by the College.

**Witness.** Any person with knowledge of an alleged violation of the Honor Code and/or Community Standards and may be invited to participate in the investigation or Conduct Review Meeting/College Hearing Board portions of the Student Conduct Process.

## Community Standards

The following list of behaviors is intended to represent the types of acts that constitute violations of the Community Standards. Although the list is extensive, it should not be regarded as all-inclusive. The College may, in its discretion, determine if an action or behavior, not listed below, is detrimental to the community and constitutes a violation of the Wheaton College Honor Code and/or Community Standards. All community members are responsible for knowing and observing all Policies.

### Abuse of College Resources and Policies

Any conduct that disrupts, discourages participation, or manipulates College Resources and Policies, including, but not limited to:

- Disruption or interference with the orderly conduct of a College process or proceeding, including but not limited to a student conduct proceeding, Title IX process, or other non-disciplinary meeting and/or process.
- Falsification, distortion, or misrepresentation of information to a College Official.
- Influencing or attempting to influence another person to commit an abuse of College Resources and/or Policies.
- Attempting to discourage an individual's proper participation in or use of the College's Resources and Process, including but not limited to leveraging the community reporting mechanisms and participation in the Student Conduct Process.
- Entering a meeting with a College Official in bad faith, including but not limited to a Conduct Review Meeting.

### Academic Integrity

Any conduct that threatens the high standards of academic integrity and the College's Honor Code, including, but not limited to:

- **Cheating:** Using or attempting to use unauthorized materials, information, or study aids. Cheating may occur on an assignment, examination, test, quiz, laboratory work report, theme, online work, or on any other work submitted by a student. This applies whether the work is performed in class or out of class. Cheating includes but is not limited to:
  - The use of artificial intelligence software to produce an assignment, unless otherwise permitted by the faculty member.
  - Copying from the work of another student, unauthorized notes or textbooks, unauthorized electronic devices, or other unauthorized materials. The instructor has final authority to determine what devices or aids are permissible. In the absence of guidance, the University expects that students will consult with the instructor.

- During a quiz, test, or examination, or in-class assignment, all materials, information, or aids are considered unauthorized unless specifically permitted by the instructor. The mere presence of unauthorized materials, information, or aids in the testing area or in bathrooms during the administration of a quiz, test, examination, or in-class assignment is a violation of this policy.
- The substantive use of translation services (online translation, in-person language tutors, or other assistive persons, applications, or devices) without prior authorization. For example, the use of translation services becomes substantive when the aid is more than correcting mere word choices or the structure of particular sentences.
- Giving or receiving substantive information or assistance on assigned work when it is expected that students will do their own work, or engaging in any similar act that violates the concept of academic integrity. The general expectation is that all students will work independently on all assignments unless specifically authorized by the instructor in the syllabus or assignment materials.
- **Plagiarism:** Representing the work, words, and/or ideas of another (including work created by generative artificial intelligence) as one's own, whether deliberate or accidental, with or without the consent of the originating person(s), organization(s), and/or entity(ies). Plagiarism violates long-established ethical norms of attribution and is fundamentally an act of intellectual theft. Thus, it is a serious violation wherever it occurs. In academic settings, plagiarism may result in a failing grade on an assignment or a course, and in some cases, probation or expulsion. In many professional settings, it can result in a range of disciplinary actions, which may or may not also include legal consequences. Plagiarism may occur on virtually any type of work submitted for a grade or other form of credit to fulfill either in whole or in part a course requirement, or as part of an educational activity (e.g., design shows, conferences). This includes submitting as one's own, either in part or in whole, work done by one or more individuals, one or more enterprises or entities, whether commercial or non-commercial, including websites. A common misperception about plagiarism is that it is only an issue in formal academic writing, such as analytical essays and research papers. Plagiarism may also occur in creative writing, blog posts, journalism, informal writing, classroom or other public presentations, speeches, lab reports, and in mathematical solutions, computational code, musical composition, visual art or design, etc. Plagiarism includes, but is not limited to:
  - Misrepresentation caused by failure to document acknowledged sources accurately, thoroughly, and appropriately;
  - The use of unacknowledged sources: use of information or phrasing from any source not cited or included in the bibliography and referenced by the student;
  - Submitting as one's own work done by, copied from, substantively translated by, or purchased from another person or entity.

- **Falsification:** Invention or alteration of any information or citation. Falsification includes knowingly reporting data, research or reports so that either the process or the product is shown to be different from what actually occurred; falsely reporting having met responsibilities of attendance or participation in class, practicum, internship or other types of field work experience; or submission of falsified excuses for tardiness or not attending or participating in such experiences.
- **Text recycling or self-plagiarism:** The submission of work to meet the requirements of one assignment when it was done in whole or in part to meet the requirements of another assignment, exercise, or similar academic purpose, unless approval to do so has been granted by the instructor.  
Facilitating or soliciting academic dishonesty: Soliciting the assistance of another to commit an act of academic dishonesty; intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty. Facilitation is any offer, whether acted upon or not, for unauthorized assistance on any academic work. Solicitation is any request, whether acted upon or not, for unauthorized assistance on any academic work. Students should be aware of a request or assistance that violates this code, because it either violates another provision of this code, such as plagiarism, cheating, or falsification, or it is expressly forbidden by the instructor or the culture of the academic discipline.
- **Fraud or misrepresentation in academic claims:** Fraud or misrepresentation is the verbal or written submission of any information or document to a College official, which the student knows or reasonably should have known to be inaccurate, false, fraudulent, or otherwise misleading. The College does not need to have relied on this information in order for the act to be fraud or misrepresentation. For example, fraud or misrepresentation may occur at any point in the admissions process. Examples of behaviors that would constitute fraud or misrepresentation in the admissions process include, but are not limited to, failure to disclose student disciplinary or criminal record, falsely reporting grades or test scores, and submitting forged transcripts, letters of recommendation, or other records.
- **Other academic misconduct:** No specific set of rules or definitions can embrace every act of academic misconduct. A student who employs any form of academic deceit has violated the intellectual enterprise of the College.

### **Acceptable Data/Network Use**

Students are expected to maintain appropriate use of the Wheaton College campus data network, including in-room connection services in all residence halls, computer systems, and other electronic services, in compliance with all College, Town, County, State, and Federal laws and regulations. For more information, review the [Student Acceptable Use Policy](#).

### **Alcohol**

The policies outlined below attempt to reduce many of the risky situations that accompany alcohol use, keeping safety foremost in choices related to alcohol use while complying with state and local regulations:

- Persons under 21 years of age may not possess or consume alcohol, including having other students, regardless of age, possess or consume alcohol in their assigned room.
- No person over the age of 21 may possess or consume alcohol in any place other than their assigned room, or an assigned room of another student who is over the age of 21, unless it is a college event where alcohol is permitted in the event guidelines.
- Persons 21 years of age or older may not purchase or distribute alcoholic beverages to persons under 21 years of age.
- No person or room may possess a common source of alcohol, defined as kegs, beer balls, boxed wine, or any other source of alcohol that can be distributed or consumed by multiple people.
- No person may use or possess funnels, tables used for beer pong, or other drinking game paraphernalia. Possession or use of these items, or any other drinking game paraphernalia, is a violation of this policy, whether or not alcohol is involved.
- Excessive consumption and/or presenting signs of intoxication, including not being able to care for oneself due to alcohol consumption, are not permitted.
- Students may not keep empty alcohol containers as decoration in campus residences.

### **Animals**

For the safety, health, and well-being of all residents, pets are prohibited in all College Residential Buildings and houses except small fish in no more than a 10-gallon tank. All approved Service or Support animals must be approved through Campus Accessibility Services and documented with Residential Life before their arrival on campus, as outlined by the [Service and Assistance Animals Policy](https://wheatoncollege.edu/academics/academic-advising/accessibility-services/rights-responsibilities/service-animal-policy/) (<https://wheatoncollege.edu/academics/academic-advising/accessibility-services/rights-responsibilities/service-animal-policy/>).

### **College Policies**

Any conduct that violates any published college policies or rules, whether or not specifically listed in the Community Standards.

### **Collusion**

Any conduct, through actions or inactions, assisting, facilitating, or encouraging others to violate the Honor Code and/or Community Standards.

### **Damage and Destruction**

Any conduct that facilitates or engages in damaging or misusing property, which includes, but is not limited to, attempted or actual damage to or misuse of College property or other personal or public property. Any conduct that requires another person or the College to clean or otherwise repair.

### **Disruptive Behavior**

Any conduct that unreasonably interferes with the activities of individuals or groups on campus or in the College community, and/or creates a disruption or disturbance in an off-campus

setting. This can include, but is not limited to, classroom or community disruptions (e.g., classroom outbursts, unreasonable noise, large parties, rude and abusive language, or behavior).

## **Drugs**

Wheaton College's policy on drugs complies with the laws of the Commonwealth of Massachusetts and the Town of Norton, as well as with federal legislation that requires the College to provide drug prevention programs for students.

- The unlawful possession and/or use of controlled substances is prohibited on College property and at College-sponsored events.
- The cultivation or distribution of marijuana and any controlled substances is strictly prohibited on and off campus.
- The use, possession, distribution, or cultivation of marijuana for medical or recreational purposes is prohibited on campus, including the residence halls and theme houses; nor is it allowed at any College-sponsored event or activity off campus.
- The misuse of medication or prescription drugs, including opiates/painkillers and other psychoactive drugs, is prohibited. This includes possession or consumption of medication or prescription drugs by someone other than the person on the prescription, consumption of more than the recommended dose, sharing prescriptions, or the consumption of prescriptions for a reason other than the intended use.
- The use and possession of drug paraphernalia are prohibited in any Wheaton College residence hall or on any other premises; nor is it allowed at any College-sponsored event or activity off campus or any Student Organization event or activity. Drug paraphernalia includes, but is not limited to, any product which intended use is for drug consumption (i.e., bong or pipe) or preparation for consumption (i.e., grinders and rolling papers).

## **Failure to Comply**

Any conduct that does not comply with the Community Standards as outlined in this document and/or the instructions from College officials (e.g., Residential Life staff, Campus Safety, Faculty etc.) acting within the scope of their duties, including but not limited to the request to produce a student ID or other form of identification, and enforcement of the parameters of any restrictions issued as interim measures or sanctions as communicated by a College official.

## **Falsification**

Any conduct knowingly furnishing or possessing false information or forged materials, documents, records, instruments, or identification, or false reporting of emergency or threatening situations.

## **Fire Safety**

Students are expected to abide by the Fire Safety Regulations and Prevention policy:



- The burning of incense, candles, sterno, kerosene, or oil lamps, and the use of non-safety matches is prohibited, even during a loss of electrical power. Even if *unlit*, these items are prohibited in the residence halls and theme houses because they pose a potential serious fire hazard.
- Students are prohibited from creating or participating in a fire hazard or situation that endangers others, including but not limited to arson and constructing an open fire without a permit. Fire pits are prohibited.
- State regulations require any residence hall curtains or draperies to be of fiberglass or other non-combustible material and that upholstered furniture be flame-retardant. Mattress pads with exposed foam, commonly in an “egg shape,” are prohibited.
- Light-duty extension cords are prohibited (only UL-approved heavy-gauge extension cords with 3-prong connections are permitted).
- Appliances, such as hot plates, immersion heaters, electric space heaters, or any appliances with open heating elements, are not permitted. Irons may only be used in laundry rooms. Cooking in student rooms is prohibited.
- The storage and use of Hoverboards and electric scooters are prohibited.
- Hookahs, electronic cigarettes, and other smoking or vaping devices are prohibited.
- The use of paper or other flammable items as decorations is forbidden around lighting fixtures, exit signs, on hall doors, or on ceilings of rooms. The use of live Christmas (holiday) trees or wreaths are prohibited, and caution should be used with any other holiday decorations. Halogen lamps are prohibited.
- String lights that are battery-operated and/or LED are permitted in individual residence hall rooms. These lights must not be wrapped around pipes, displayed over doorways, or near sprinkler heads, smoke detectors, or other forms of fire safety equipment.
- Wall coverings cannot exceed 25% of the total wall surface (per wall). Tapestries and other cloth banners are prohibited.
- No items can be hung from ceilings, lights, exit signs, pipes, or sprinkler heads; anything attached to the wall must be adhered at four corners.
- Furniture and personal belongings must be stored in areas clear from hallways and means of egress from an individual room, suite, or building. All doors must open more than 45 degrees to allow for appropriate entrance/exit from a room, suite, or building.
- Smoke detectors, located in each room, should not be covered or otherwise obstructed with any type of cloth or other decorative material.
- Tampering with fire detection and safety equipment, calling in false fire alarms, and possession of explosive or incendiary materials and devices are serious offenses subject to disciplinary action and/or criminal charges. The Norton Fire Department reserves the right to issue a \$500 charge for responding to malicious false alarms. This charge will be assessed to the responsible parties or the residents of the hall involved. Students found in possession of/or setting off fireworks or other incendiary devices are subject to a \$100 fine and other possible sanctions by the college.
- Any resident who fails to evacuate a residence hall immediately after a fire alarm or refuses to cooperate with hall staff members and/or Campus Safety/Fire personnel is



subject to student conduct review and may be suspended or removed from the residence hall.

- The storage of athletic equipment, bags, furniture, motorbikes, bicycles, automotive equipment, and other personal items in corridors and stairwells of College buildings and residence halls is prohibited.

### **Gambling**

Any conduct that violates federal, state, or NCAA policies regarding illegal gambling activities.

### **Guest Policy**

Students are responsible for their guests' behavior at all times, including ensuring that guests comply with all Wheaton College policies, and assume the consequences for violations and/or damages incurred by their guests. Students may be subject to student conduct review by the College due to the behavior of their guests. All students share responsibility for maintaining a sense of community in their residence hall. This includes greeting and inquiring about anyone unfamiliar to them.

Arrangements for having visitors should be negotiated and mutually agreed upon by roommates. However, overnight guests may remain for a maximum of three days per week, and no more than six nights in a month, and only with the prior approval of the roommate. Students may have no more than two guests at a given time.

To register an overnight guest, you must complete the guest registration form prior to the guest's arrival. The form can be found on the Campus Life section of Inside Wheaton under Housing Services. Once your guest arrives on campus, they must check in at Campus Safety. Failure to register your guest, their vehicle, or to abide by the other policies listed above will result in student conduct review.

Students may not have so many visitors as to exceed the capacity of a residence hall room at any given time. A residence hall room is considered at capacity when each resident has two visitors. Any person not officially assigned to live in the residence hall room in question is considered a visitor.

The intent of guest privileges is to allow for reasonable visitation by a resident's friends, not long-term or live-in visitors. The College reserves the right to terminate an individual's guest privileges. The Residential Life staff may be called upon to help resolve problems regarding guests.

### **Harming Behavior**

- **Physical Assault:** Any non-consensual physical conduct directed toward another that causes physical harm or is intended to cause physical harm to the targeted individual or group.

- **Endangering the Well-Being of Another:** Any conduct, reckless or intentional, that may negatively impact or jeopardize the physical or emotional well-being of another person.
- **Threats of Violence:** Any language or conduct that could be reasonably interpreted as an effort to intimidate or threaten another.
- **Harassment Based on a Protected Class:** Unwelcome verbal, written, or physical conduct based on a protected classification (race, sex, color, national or ethnic origin, age, religion, marital status, handicap or disability, sexual orientation, gender identity, genetic information, or any other legally protected classification) that has the purpose or effect of unreasonably interfering with an individual's work or education (including living conditions, extracurricular activities, and social life); creating an intimidating, hostile, or offensive environment; or constituting a threat to an individual's personal safety.
- **Harassment Other Than That of a Protected Class:** Unwelcome behaviors that are persistent or repetitive and create an unreasonably uncomfortable educational, work, or living environment for an individual, or unreasonably interfere with an individual's academic or job performance and opportunities.

Please note that not every act that might be offensive to an individual or a group will necessarily be considered a violation of Community Standards. Alleged acts of sexual misconduct will be addressed through the College's Title IX Policy (<https://wheatoncollege.edu/campus-life/campus-safety/title-ix-response-and-resources/title-ix-policy/>). Alleged acts of sexual or gender-based misconduct that fall outside of the jurisdiction of Title IX and/or do not meet established harassment thresholds under Title IX will be addressed through the College's Non-Title IX Sexual and Gender-based Misconduct Policy (<https://wheatonma.s3.us-west-2.amazonaws.com/public/web/Legal+Policies/Non-Title-IX-SGBM-Policy-for-Students.pdf>).

### **Hazing**

Any conduct or method of initiation into or admission into a student organization, club, athletic team, or association, or of continuation of membership therein, which willfully or recklessly endangers the physical or mental health of any student or other person. All students are expected to abide by the [College's Hazing Policy](https://wheatoncollege.edu/policies/hazing/) (<https://wheatoncollege.edu/policies/hazing/>), outlined later in this Student Handbook.

### **Hygienic living and learning environment.**

Any conduct that fails to maintain a hygienic living and learning environment.

### **Invasion of Privacy**

Any attempt or actual invasion of a person's reasonable right to privacy. This includes, but is not limited to, any attempted use or actual use of electronic devices that invade a person's privacy. This also includes the audio recording of another person without their consent.

### **Lewd Conduct**

Any conduct that is lewd, indecent, or disorderly, including but not limited to public urination, public defecation, streaking, stripping, solicitation of a stripper, non-consensual touching of

another, and/or participation in acts of a sexual nature publicly or in the presence of others that do not meet established prohibited conduct as defined in the [College's Title IX Policy and Non-Title IX Sexual and Gender-based Misconduct Policy](https://wheatoncollege.edu/campus-life/campus-safety/title-ix-policy/) (<https://wheatoncollege.edu/campus-life/campus-safety/title-ix-policy/>).

### **Residential Life Policies**

Any student residing in Wheaton College residence halls must follow all policies and procedures outlined in the Residential Living Handbook and [Residential Life Policies webpage](https://wheatoncollege.edu/campus-life/housing-dining/residential-life/policies-resources/) (<https://wheatoncollege.edu/campus-life/housing-dining/residential-life/policies-resources/>) as well as in the Housing Contract. Additionally, students who agree to live in specialty housing, such as Living Learning Communities, are also subject to the policies of those communities, such as abstaining from substances in substance-free areas.

#### **Noise**

All residence halls and houses have 24-hour courtesy hours. All students must consider the other residents and neighbors living nearby and must honor the request of any resident or staff member when asked that noise (stereos, radios, TVs, loud talking, etc.) be quieted. This includes reasonable requests from members of the surrounding community. Repeated failure to respect the reasonable requests of others may result in a conduct meeting.

#### **Quiet Hours**

Sunday through Thursday, quiet hours begin at 11:00 p.m.; Friday and Saturday, quiet hours in all halls and houses begin at 2:00 a.m.

#### **Furniture**

Each room is supplied with a bed, desk, and dresser for each resident, as well as shared hanging clothes storage. Due to the lack of available storage for unwanted furniture and to maintain proper inventory, all pieces must remain in the residence hall rooms they are assigned. Furniture can only be used for its designed purpose and must remain set up at all times. Lofts (not provided by the College) or lofting of beds on other furniture or by any other means is prohibited.

#### **Damages**

Each student is responsible for the care of College property in the rooms, facilities, lounges, public areas, and the campus in general. Any resident who is responsible for damaging College property will be billed for the necessary repair work. Student conduct review may also result.

All students assigned to a specific room are responsible for the physical condition of the assigned area and may not paint their rooms. In addition, residents are responsible for any damages caused by their guest(s). Students may also be charged for damages and excessive cleaning. Students are expected to have their room inspected by hall staff and the inspection form signed to avoid any conflicts in the condition of the room upon

leaving or at the end of a semester. All residents of a particular floor or building are responsible for the common areas within the building.

### **Hanging Items in Rooms**

Items may not be tacked, screwed, nailed, bolted, or glued to the walls or woodwork in the residence halls/house. Any tape or other material used to hang items must be removed from the walls when you move out of the room. Any cloth item (tapestries, flags, jerseys, etc.) cannot be hung on the walls. Curtains may be hung over windows only if they have NFPA 701 certification.

### **Propping Doors**

External doors to residence halls are locked to prevent entry by possibly unwanted individuals. Propping these doors open increases the risk of harm to the community and is a violation of policy.

### **Retaliation**

Any acts or words that constitute intimidation, threats, or coercion because of that person's: (1) report of misconduct; (2) assistance in reporting of misconduct; (3) participation in any proceeding under the Student Conduct Process; or (4) protest of misconduct, and that would also deter a reasonable person from reporting or assisting in reporting misconduct, participating in any proceeding under the Student Conduct Process, or protesting of misconduct. Retaliation does not include minor annoyances or another's lack of good manners, as those actions will not deter a reasonable person from engaging in the process.

### **Smoking and Vaping**

Smoking or Vaping of any substance is prohibited in and within 25 feet of all College buildings and facilities, including all campus residence halls and houses. This includes, but is not limited to, the use of bongos, hookahs, pipes, electronic cigarettes, and vaporizers.

### **Solicitation**

The College's policy on non-solicitation is intended to avoid disruption of college operations and for the safety and privacy of students, faculty, staff, and visitors. Please refer to other applicable College policies for additional guidance, including but not limited to the Student Business Policy, the Posting Guidelines, and the Student Organization Fundraising Policy.

- No sales or solicitations are permitted on college property or in college buildings and facilities or using college resources or systems without the express written permission of designated college officials.
- Door-to-door sales or solicitation in residence halls, theme houses, and all other administrative and academic buildings is prohibited.
- Recognized student organizations must receive permission from the Director of Student Activities, Involvement, and Leadership, or designee, as outlined in the Fundraising Policy.

- Any sales or solicitation at a college athletic event or facility must be approved by the Athletic Department, and must be conducted in compliance with all college policies and applicable laws.
- Solicitations that relate to the promotion or consumption of alcoholic beverages or tobacco products are strictly prohibited.
- No non-college outside organization, business, or individual may engage in sales or solicitation (including distributing any kind of written or printed materials) on college property or using college resources or systems at any time.
- Any charitable organization that wishes to solicit funds must be sponsored by a recognized student organization, faculty member, or employee and obtain the advance approval of the appropriate college official.
- Vendors approved for vending privileges to the college community may, at the discretion of designated college officials, be permitted to sell their products at approved events, locations, and times.

### **Theft**

Theft, which includes but is not limited to, attempted or actual unauthorized use or possession of another person's, another organization's, or college property, resources, or services.

### **Title IX Policy and Non-Title IX Sexual and Gender-based Misconduct Policy**

Any conduct that may constitute sexual harassment as defined by Title IX (dating violence, domestic violence, sexual harassment- quid pro quo and hostile environment harassment, sexual assault, stalking, and retaliation) is prohibited under the College's Title IX Policy (<https://wheatoncollege.edu/campus-life/campus-safety/title-ix-response-and-resources/title-ix-policy/>) and is addressed by a process separate from the Student Conduct Process. The College's Title IX Policy. Sexual or gender-based misconduct that falls outside of the jurisdiction of Title IX and/or does not meet established harassment thresholds under Title IX may instead fall under the College's Non-Title IX Sexual and Gender-based Misconduct Policy (<https://wheatonma.s3.us-west-2.amazonaws.com/public/web/Legal+Policies/Non-Title-IX-SGBM-Policy-for-Students.pdf>).

### **Trademark**

Unauthorized use (including misuse) of the College name and trademarks in association with any work, regardless of the ownership of the work.

### **Unauthorized Use or Entry**

- The unauthorized use or access of any College property, including but not limited to vehicles, office equipment, letterhead, college seal, and campus resources without permission from a College official is prohibited.
- The unauthorized entry, use, or occupancy of College facilities, including the misuse of access privileges to College facilities, is prohibited. This includes but is not limited to: roofs and balconies, windows, fire escapes, and other facilities that are locked, closed, or have access restrictions.

- Tampering with locks to College buildings, unauthorized possession or use of College keys or keycards, and alteration or duplication of College keys and/or keycards is prohibited.
- The unauthorized use or misuse of furniture is prohibited.

### **Violations of Law**

Evidence of violation of local, state, or federal laws, when substantiated through the College's Student Conduct Process.

### **Weapons**

No individual may possess, carry, store, use, or have in their custody or control, a firearm or other weapon anywhere on the campus grounds, in any campus building, or at any College-sponsored event. This policy includes, but is not limited to, firearms of any nature including: shotguns, rifles, pistols and revolvers, paintball guns, or BB/pellet guns; firearm replicas; ammunition; martial arts-type weapons; explosives (including fireworks); bows, crossbows, arrows; slingshots; switchblade knives, double-edged knives, hunting (fixed-blade)-style knives of any length, throwing knives, or folding (pocket-style) knives with a blade length of four inches or greater; swords; axes; mace, pepper gas/spray, and other dangerous chemicals; or any other destructive device or instrument that may be used to do bodily injury or damage to property.

## **Student Conduct Process**

This section outlines how the College will address reports of misconduct that could constitute a violation of the Honor Code and/or Community Standards and determine what if any, interim measures and/or sanctions are appropriate.

### **Sexual and Gender-based Misconduct**

Reports of sexual misconduct are addressed through separate processes outlined in the College's Title IX Policy (<https://wheatoncollege.edu/campus-life/campus-safety/sexual-and-gender-based-misconduct-response-and-resources/misconduct-policy-students/>) and the College's Non-Title IX Sexual and Gender-based Misconduct Policy (<https://wheatonma.s3.us-west-2.amazonaws.com/public/web/Legal+Policies/Non-Title-IX-SGBM-Policy-for-Students.pdf>) do not apply to the conduct processes set forth in this section.

### **Academic Integrity**

Reports of academic integrity will follow similar procedures outlined below. In situations where the Respondent does not have a previous academic integrity violation in their student conduct record, the faculty member may serve as the Conduct Officer. Respondents have the same rights and responsibilities as outlined in this policy, including the right to appeal. The Faculty Member, acting as a Conduct Officer, is required to meet with the student to discuss the allegations and determine a finding based on the preponderance of evidence standard. The Faculty Member will communicate the findings with the Dean of Students Office, and it will be

attached to the student's student conduct record. The Dean of Students Office will follow up with the student regarding the option to appeal the decision.

The Respondent and faculty member may request that the allegation be referred to a College Hearing Board. This referral can be made at any time prior to and during the meeting to review the alleged misconduct and should be communicated to the Dean of Students Office immediately.

Any subsequent alleged violations of academic integrity after a responsible finding of academic integrity will be referred to a Conduct Review Meeting or College Hearing Board as part of the Student Conduct Process as outlined below.

## 1. Reporting an Incident

In an effort to promote a culture of reporting, the College encourages anyone to report potential violations of the Honor Code or Community Standards. Community Members can utilize a number of reporting options, which include, but are not limited to:

1. **Community Reporting Options.** The Community Reporting Options are available on the [InsideWheaton portal](https://portal.wheatonma.edu/web/inside-wheaton/campus-life/community-reporting-options) (<https://portal.wheatonma.edu/web/inside-wheaton/campus-life/community-reporting-options>) for faculty, staff, and students under the Campus Life tab, that allows all members of the community to submit a variety of reports based on different incidents and concerns.
2. **LiveSafe App.** The [LiveSafe](https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/safety/livesafe-app/) (<https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/safety/livesafe-app/>) app is available to the Wheaton community and provides a direct reporting line to Campus Safety, allowing community members to anonymously report tips as well as seek help.
3. **Campus Safety.** Campus Safety is located at 30 Taunton Avenue and reachable via telephone at 508-286-8213 for non-emergencies or 508-286-3333 for an emergency.
4. **Residential Life Staff.** Residential Life is located in the Balfour-Hood Campus Center on the 3rd floor and is reachable via telephone at (508) 286-8214. Each residence hall/residential area consists of a staff of Resident Advisors and a Professional Staff Member from the Office of Residential Life, who can help work through the issues associated with living in a community. All Residential Life Staff are required to report concerns related to the College's [Title IX Policy](https://wheatoncollege.edu/campus-life/campus-safety/title-ix-policy/) (<https://wheatoncollege.edu/campus-life/campus-safety/title-ix-policy/>).
5. **Dean of Students Office.** The Dean of Students Office is located in Park Hall on the 1st floor, via email at [deanofstudents@wheatoncollege.edu](mailto:deanofstudents@wheatoncollege.edu), and via telephone at (508) 286-8218. The Dean of Students Office coordinates student support initiatives.

## 2. Rights and Responsibilities

All students at Wheaton College have certain rights afforded to them through the Student Conduct Process. These rights include:



1. To be informed of any alleged violations of the Honor Code or Community Standards at least three (3) business days before the scheduled Conduct Review Meeting, and five business days before the scheduled College Hearing Board;
2. To inspect a copy of the case materials, including but not limited to a redacted Campus Safety report or Student Affairs incident report;
3. An explanation of the Student Conduct Process, including the philosophy, the student's rights and responsibilities, and the procedures for the Conduct Review Meeting/College Hearing Board;
4. To be given the opportunity to respond to the report(s) and alleged violations within the parameters of this policy;
5. To request accommodations through the Office of Accessibility Services, including, but not limited to, the use of technology, etc.;
6. To provide the names of witnesses with direct knowledge of the incident who may participate in the investigation of the alleged incident and/or appear at a Conduct Review Meeting/College Hearing Board. Character witnesses are not permitted;
7. To be informed of the outcome of a student conduct proceeding, and request an appeal of the decision in accordance with the appeal process set forth below.

All students at Wheaton College have certain responsibilities that they are expected to fulfill through the Student Conduct Process. These responsibilities include:

1. Abide by the Honor Code, and more specifically: act honestly, responsibly, and above all, with honor and integrity.
2. Be accountable for all that is said or written.
3. Behave in a manner that demonstrates concern for the personal dignity, rights, and freedoms of all members of the community.
4. Engage in the Student Conduct Process by preparing for and attending meetings, and sharing as much information as possible to help maximize the educational value of the system for accountability.

### **3. Student Conduct Procedures**

The following procedures are the procedures followed to adjudicate all violations of the Community Standards, except allegations of the [College's Title IX Policy and Non-Title IX Sexual and Gender-based Misconduct Policy](https://wheatoncollege.edu/campus-life/campus-safety/title-ix-policy/) (<https://wheatoncollege.edu/campus-life/campus-safety/title-ix-policy/>) and allegations of a first violation of academic integrity, as referenced above at the start of this section.

Conduct Officers may involve or seek input from other College Officials in any or all parts of the Student Conduct Process as they deem appropriate.

#### **A. Allegations**

1. Any person may file a report regarding any student or Student Organization alleging misconduct. To initiate the Student Conduct Process, reports shall be prepared in writing



and directed to the Procedural Coordinator, or a designee, or using any of the methods listed above. A report should be submitted as soon as possible after the alleged misconduct takes place.

2. Based on the information available in the report(s), the Procedural Coordinator or designee shall determine if what has been reported alleges a potential violation of the Community Standards and/or if additional investigation is required to collect all available information before referring it to a student conduct proceeding.
3. Generally, the Procedural Coordinator or designee will assign a Conduct Officer(s) to the case who will schedule a Conduct Review Meeting/College Hearing Board with the Respondent(s) as deemed necessary and appropriate.
4. The Procedural Coordinator, or designee, will determine the relevancy of witnesses and other evidence and may exclude information or witnesses that are deemed immaterial and/or irrelevant.
5. If an incident report involves more than one alleged student, or if there is more than one incident involving the same student, the Procedural Coordinator, or designee, in their discretion, may determine whether a Conduct Review Process concerning each incident will be conducted either separately or jointly.

## ***B. Investigation***

1. If additional information or follow-up with the involved parties is required prior to notification of allegations to appropriate Respondents, the Procedural Coordinator, or designee, will assign a staff member to lead an investigation into the report(s).
2. Investigators may include, but are not limited to, staff in the Dean of Students Office, Residential Life, and Campus Safety.
3. Investigators may conduct interviews and/or collect statements from parties with knowledge of the reported behavior, such as the reporting part(ies), witness(es), and the Respondent.
4. Investigators may collect additional information to support or mitigate a report, such as but not limited to card reader data, campus camera footage, and screenshots, messages, and other materials available from the parties with knowledge of the reported behavior.
5. Students are expected to cooperate with investigations, including responding to the invitation for an interview and/or providing a statement within a timely manner, providing any evidence that pertains to the alleged misconduct, and being truthful at all times. Failure to comply with these expectations is a violation of the Honor Code and may be subject to Student Conduct Review.
6. At the conclusion of the investigation, the investigator will submit an investigative report to the Procedural Coordinator which includes a timeline of the alleged misconduct, a detailed summary of the interviews, and any additional evidence collected during the investigation. The investigation is completed when the assigned investigator has all of the information available for the alleged misconduct, including all identified parties have been interviewed and all identified materials have been collected.

### ***C. Student Conduct Proceedings (Options for Resolution)***

#### **Educational Conference**

1. When reported misconduct may not meet the definition of a violation of the Community Standards or other college policies, the Procedural Coordinator, or designee, reserves the right to schedule an Educational Conference to discuss the behavior of students and its impact on the community and on the mission of the College. The Procedural Coordinator or designee will assign a Conduct Officer to hold the Educational Conference. Conferences may result in an action plan agreed on by all parties to address the behavior. If the action plan is not honored, the College reserves the right to initiate a formal review under the Student Conduct Process.
2. Examples of incidents that may be adjudicated by an Educational Conference include, but are not limited to: minor disruptions and/or educational or behavioral concerns.
3. Educational Conferences are typically scheduled within ten (10) business days upon receipt of a report. Students who fail to respond to the request to meet for an Educational Conference, may be subject to a Conduct Review Meeting with proper notice, to review the allegations and the student's failure to participate in the Educational Conference.
4. The student can provide the Conduct Officer with names of witnesses with relevant information, and/or documents or information to be reviewed that pertain to the alleged violation, in advance of the meeting. Other students with whom the College wishes to speak are expected to be truthful and participate as requested. The Conduct Officer may impose limits upon the number of witnesses and the amount of information that may be introduced where the Conduct Officer determines that the proffered information is cumulative, redundant or immaterial.
5. Students are permitted to have an advisor accompany them during an Educational Conference. An advisor may not answer on behalf of the student, or otherwise actively participate in the Educational Conference. A student should select an advisor whose schedule allows attendance at the scheduled date and time for the meetings. Conferences will not be rescheduled due to schedule conflicts of the advisor.

#### **Adjudication by Letter**

1. The Procedural Coordinator, or designee, shall determine the appropriateness of adjudicating an incident by letter. The Procedural Coordinator or designee will assign a Conduct Officer to the matter. When an incident is to be addressed through an adjudication by letter, a student shall typically receive an emailed letter from the Conduct Officer outlining the violations, findings of responsibility, and sanctions within five (5) business days from receipt of notification of the alleged violation.
2. Students will have the opportunity to appeal said findings and sanctions within five (5) business days of the date on the outcome letter, following the appeal procedures outlined below.

3. If students choose not to appeal the decision communicated by letter, the findings and sanctions will be considered final.
4. Examples of incidents that may be adjudicated by letter include, but are not limited to, minor violations of Residential Life Policies, such as noise and prohibited items. Subsequent incidents of similar incidents may result in a formal Conduct Review Meeting.

### **Conduct Review Meeting**

A Conduct Review Meeting is a formal meeting between a Respondent and an assigned Conduct Officer to determine if a violation has occurred based on the preponderance of the evidence and issue the appropriate sanction(s). In certain situations, the Procedural Coordinator will allow for the Conduct Officer to meet with more than one Respondent during the same Conduct Review Meeting. The Procedural Coordinator or designee will determine whether the formal process will be managed by a Conduct Review Meeting or a College Hearing Board. This formal process is a matter of Wheaton College and will run parallel with any criminal or civil matter. However, the Respondent or College may choose to involve pertinent information from any related criminal or civil matter as evidence. Conduct Review Meetings typically follow the following steps outlined below:

1. Notification: Notice to Respondent(s) of alleged violations, along with the date, time, and location of the Conduct Review Meeting, will be communicated to the Respondent(s) at least three (3) business days prior to the scheduled Conduct Review Meeting.
  - a. A Respondent can request the Conduct Review Meeting to be rescheduled to an earlier date, but all other deadlines in this procedure remain consistent.
  - b. A Respondent can request one postponement of the Conduct Review Meeting for extenuating circumstances. The Procedural Coordinator has discretion in approving the postponement and may request additional information in order to make that decision. If a postponement is granted, the Conduct Review Meeting will typically be rescheduled for two weeks from the original date. Subsequent requests for postponement will not be granted.
  - c. If the College requests that the Respondent attend a Conduct Review Meeting and the Respondent does not do so for any reason whatsoever, the College will still proceed to address the situation, and determine if the Respondent is responsible for the reported violation, or a related violation, and confirm the imposition of any appropriate student conduct action in the absence of the Respondent. The Respondent will be notified in writing of the outcome, any sanctions, and the opportunity to appeal.
2. Advisor: Students are permitted to have an advisor accompany them during a Conduct Review Meeting. An advisor may not answer on behalf of the student or otherwise, but actively participate in the Conduct Review Meeting. The Respondent must submit the name and contact information for their Advisor to the Conduct Officer at least 48 hours before the scheduled Conduct Review Meeting. The Advisor cannot be another party involved in the same alleged incident, including but not limited to: a reporting party, a

witness, or an investigator. The Conduct Officer can determine if the Advisor named by the Respondent is not permitted based on a conflict of interest with the alleged incident, a conflict of interest with an identified involved party, or for another reason deemed as an actual or perceived conflict of interest by the Conduct Officer. A student should select an advisor whose schedule allows attendance at the scheduled date and time for the meetings, as the Conduct Review Meeting will not be rescheduled due to schedule conflicts of the advisor.

- a. If a Respondent is unable to identify an Advisor and would like an Advisor for their Conduct Review Meeting, they may also submit a request for the College to provide an Advisor for the Conduct Review Meeting. The Respondent must submit this request to the Conduct Officer at least 48 hours before the Conduct Review Meeting. The Procedural Coordinator, or designee, will connect the Respondent with an Advisor, typically a trained Conduct Officer or member of the College Hearing Board.
3. **Witnesses:** The Respondent may request witnesses, including the investigator, to attend the Conduct Review Meeting or submit a statement ahead of the Conduct Review Meeting to present pertinent information. The Respondent must submit this request to the Conduct Officer at least 48 hours before the scheduled Conduct Review Meeting. The Conduct Officer may impose limits upon the number of witnesses and the amount of information that may be introduced where the Conduct Officer determines that the proffered information is cumulative, redundant, or immaterial. Approved witnesses will be permitted to attend a portion of the Conduct Review Meeting where they will present relevant information and answer questions from the Respondent and the Conduct Officer, or submit a statement ahead of the scheduled Conduct Review Meeting if their statement was not already collected during the investigation.
  - a. Witnesses must have pertinent information to the alleged misconduct. Character witnesses are not permitted. Witnesses, identified as impacted parties without first-hand knowledge of the alleged incident, may provide an impact statement to the Procedural Coordinator before the Conduct Review Meeting. The Procedural Coordinator will share the impact statements with the Conduct Officer to review when a finding of responsibility is determined and before issuing sanctions.
4. **Evidence:** The Respondent may present evidence that they believe is relevant and material to the alleged misconduct. The Respondent must submit these materials to the Conduct Officer at least 48 hours before the scheduled Conduct Review Meeting. The Conduct Officer may impose limits upon the amount of information that may be introduced where the Conduct Officer determines that the proffered information is cumulative, redundant, or immaterial.
5. The Conduct Officer may speak with other individuals or review written materials, oral materials, or property, as the Conduct Officer deems appropriate, to review the situation and to determine responsibility for the alleged violation. The Conduct Officer will make this information available to the Respondent to be able to respond before a decision on the matter.
6. The Conduct Officer will request that the Respondent review and acknowledge two forms at the beginning of the Conduct Review Meeting. The Rights and Responsibilities

Form lists the Rights and Responsibilities outlined in this Student Conduct Process and enables the Respondent to acknowledge that they have reviewed and understand the information. The Accountability Form lists the alleged violations and enables the Respondent to accept responsibility for one or more of the alleged violations. The purpose of this form is to enable the Respondent to take accountability as well as refine the scope of the College Hearing Board.

7. Determination of Responsibility: After the Respondent has the opportunity to present information to the Conduct Officer, the Conduct Review Meeting will adjourn, and the Conduct Officer will evaluate the totality of the information available to determine responsibility for the alleged violations of the Community Standards. The Conduct Officer may consult with the Procedural Coordinator or designee
8. The Conduct Officer is responsible for providing a summary of the Conduct Review Meeting, including a brief statement of the facts, findings from the Conduct Review Meeting (responsible or not responsible), and any sanctions that have been issued.
  - a. If a responsible finding is determined, past violations of the Community Standards and/or the Honor Code and any prior sanctions may be considered in determining current sanctions. The student will be responsible for completing all assigned sanctions, and failure to do so may result in additional student conduct review.
9. The Conduct Officer will communicate their findings with the Respondent(s) within 3 business days of the determination. Please note that this may not be within 3 business days of the Conduct Review Meeting for cases involving more than one Respondent. Additionally, the Respondent(s) will be informed of their right to an appeals process as part of the outcome.
  - a. The outcome of the Conduct Review Meeting will be made part of the student's student conduct record and maintained by the Procedural Coordinator. These records are confidential and may only be released by the College in specific circumstances.
    1. A member of the community identified before the Conduct Review Meeting as someone who may have been directly impacted by the misconduct, specific to violations of Harming Behavior, may be notified of the finding and any sanctions that may directly impact their experience at the College.
10. Information learned during a Conduct Review Meeting or in the course of an investigation may result in the College modifying the reported violation(s) originally presented to the student. In those situations, the College will determine if it is necessary to conduct an additional or follow-up Conduct Review Meeting in order to determine if the Respondent is responsible for the violation(s) as reported originally and as subsequently modified.
11. For Conduct Review Meetings involving Student Organizations:
  - a. Review of allegations of misconduct of individual student members will be determined under the Community Standards before the determination of Student Organization alleged violations.

- b. The Student Organization must designate one representative for the Student Organization by written notice to the Procedural Coordinator or designee within 3 days of being sent notice of alleged violations of the Community Standards. The designated representative will represent the Student Organization during the Student Conduct Process.
- c. The designated representative for the Student Organization is required to notify the advisor of the Student Organization of any alleged violations of the Community Standards and any sanctions imposed.

## **College Hearing Board**

A College Hearing Board is a formal meeting between a Respondent and the College Hearing Board to determine if a violation has occurred based on the preponderance of the evidence and issue the appropriate sanctions(s). In certain situations, the Procedural Coordinator will allow for the Conduct Officer to meet with more than one Respondent during the same College Hearing Board. The Procedural Coordinator or designee will determine whether the formal process will be managed by a Conduct Review Meeting or a College Hearing Board. This formal process is a matter of Wheaton College and will run parallel with any criminal or civil matter. However, the Respondent or College may choose to involve pertinent information from any related criminal or civil matter as evidence. College Hearing Boards typically follow the following steps outlined below:

1. Notification: Notice to Respondent(s) of alleged violations, along with the date, time, and location of the College Hearing Board, will be communicated to the Respondent(s) at least five (5) business days prior to the scheduled Conduct Review Meeting.
  - a. A Respondent can request one postponement of the College Hearing Board for extenuating circumstances. The Procedural Coordinator has discretion in approving the postponement and may request additional information in order to make that decision. If a postponement is granted, the College Hearing Board will typically be rescheduled for two weeks from the original date. Subsequent requests for postponement will not be granted.
  - b. If the College requests that the Respondent attend a College Hearing Board and the Respondent does not do so for any reason whatsoever, the College will still proceed to address the situation, and determine if the Respondent is responsible for the reported violation, or a related violation, and confirm the imposition of any appropriate student conduct action in the absence of the Respondent. The Respondent will be notified in writing of the outcome, any sanctions, and the opportunity to appeal.
2. Pre-Meeting: Included in the Notification Letter outlined above will be the invitation for a Pre-Meeting with the Procedural Coordinator, typically held 2-3 business days ahead of the scheduled College Hearing Board. This meeting is not an interview as part of the investigation or the College Hearing Board. The purpose of this meeting is for the Procedural Coordinator to ensure the Respondent(s) have access to inspect the case materials, to review the rights and responsibilities of the College Hearing Board



procedures, and to explain what to expect for an order of events at the College Hearing Board. This meeting is intended to support the Respondent(s) as they prepare for their College Hearing Board.

3. **Rights and Responsibilities:** At the Pre-Hearing Meeting, the Procedural Coordinator will request that the Respondent review and acknowledge two forms, which will be included in the case files for the College Hearing Board to review at the time of the College Hearing Board. The Rights and Responsibilities Form lists the Rights and Responsibilities outlined in this Student Conduct Process and enables the Respondent to acknowledge that they have reviewed and understand the information. The Accountability Form lists the alleged violations and enables the Respondent to accept responsibility for one or more of the alleged violations. The purpose of this form is to enable the Respondent to take accountability as well as refine the scope of the College Hearing Board.
4. **Advisor:** Students are permitted to have an advisor accompany them during a College Hearing Board. An advisor may not answer on behalf of the student or otherwise, actively participate in the College Hearing Board. The Respondent must submit the name and contact information for their Advisor to the Procedural Coordinator at least 48 hours before the scheduled College Hearing Board. The Advisor cannot be another party involved in the same alleged incident, including but not limited to: a reporting party, a witness, or an investigator. The Procedural Coordinator can determine if the Advisor named by the Respondent is not permitted based on a conflict of interest with the alleged incident, a conflict of interest with an identified involved party, or for another reason deemed as an actual or perceived conflict of interest by the Procedural Coordinator. A student should select an advisor whose schedule allows attendance at the scheduled date and time for the meetings, as the College Hearing Board will not be rescheduled due to schedule conflicts of the advisor.
  - a. If a Respondent is unable to identify an Advisor and would like an Advisor for their College Hearing Board, they may also submit a request for the College to provide an Advisor for the College Hearing Board. The Respondent must submit this request to the Conduct Officer at least 48 hours before the College Hearing Board. The Procedural Coordinator or designee will connect the Respondent with an Advisor, typically a trained Conduct Officer or member of the College Hearing Board.
5. **Witnesses:** The Respondent may request witnesses, including the investigator, to attend the College Hearing Board or submit a statement ahead of the College Hearing Board to present pertinent information. The Respondent must submit this request to the Procedural Coordinator at least 48 hours before the scheduled College Hearing Board. The Procedural Coordinator may impose limits upon the number of witnesses and the amount of information that may be introduced where the Procedural Coordinator determines that the proffered information is cumulative, redundant, or immaterial. Approved witnesses will be permitted to attend a portion of the College Hearing Board, where they will present relevant information and answer questions from the Respondent and the College Hearing Board, or submit a statement ahead of the scheduled College Hearing Board if their statement was not already collected during the investigation.

- a. Witnesses must have pertinent information about the alleged misconduct. Character witnesses are not permitted. Witnesses, identified as impacted parties without first-hand knowledge of the alleged incident, may provide an impact statement to the Procedural Coordinator before the College Hearing Board. The Procedural Coordinator will share the impact statements with the College Hearing Board when a finding of responsibility is determined and before issuing sanctions.
6. Evidence: The Respondent may present evidence that they believe is relevant and material to the alleged misconduct. The Respondent must submit these materials to the Procedural Coordinator at least 48 hours before the scheduled College Hearing Board. The Procedural Coordinator may impose limits upon the amount of information that may be introduced where the Procedural Coordinator determines that the proffered information is cumulative, redundant, or immaterial.
7. Meeting Order of Events: A typical College Hearing Board will follow the following order of events:
  - a. Call to Order by the Procedural Coordinator
  - b. Introduction of the College Hearing Board and summary of procedures by the College Hearing Board Chair, or designee
  - c. Statement of alleged violations and confirmation of notification letter, receipt of case materials, and attendance at pre-meeting by the College Hearing Board Chair, or designee
  - d. Opening Statement by the Respondent(s)
  - e. Questioning of the Respondent(s) by the College Hearing Board
  - f. Questioning of the Witnesses, if applicable, by the College Hearing Board and Respondent(s)
  - g. Follow-up questioning of the Respondent(s) by the College Hearing Board
  - h. Closing Statement by the Respondent(s)
  - i. Closing by the College Hearing Board Chair, or designee
8. A digital recording will be made of all College Hearing Board meetings for the Board to use in its deliberations and for the Appellate Officer to use in considering any appeal. The deliberations of the Board will not be recorded. The recording of the hearing shall be the property of the College and will be destroyed ten (10) business days after the expiration of the period in which either party may file an appeal or ten (10) business days after the Appellate Officer renders a decision.
9. Determination of Responsibility: After the Respondent has the opportunity to present information to the College Hearing Board, the College Hearing Board will adjourn and the College Hearing Board will evaluate the totality of the information available to determine responsibility for the alleged violations of the Community Standards. The College Hearing Board may consult with the Procedural Coordinator or designee.
10. The Chair of the College Hearing Board is responsible for providing a summary of the College Hearing Board, including a brief statement of the facts, findings from the College Hearing Board (responsible or not responsible), and any sanctions that have been issued.



- a. If a responsible finding is determined, past violations of the Community Standards and/or the Honor Code and any prior sanctions may be considered in determining current sanctions. The student will be responsible for completing all assigned sanctions, and failure to do so may result in additional student conduct review.
- 11. The Procedural Coordinator or designee will communicate the findings of the College Hearing Board with the Respondents within 48 hours of the determination. Additionally, the Respondent(s) will be informed of their right to an appeals process as part of the outcome.
  - a. The outcome of the Conduct Review Meeting will be made part of the student's student conduct record and maintained by the Procedural Coordinator. These records are confidential and may only be released by the College in specific circumstances.
    - 1. A member of the community identified before the Conduct Review Meeting as someone who may have been directly impacted by the misconduct, specific to violations of Harming Behavior, may be notified of the finding and any sanctions that directly impact their experience at the College.
- 12. Information learned during a College Hearing Board or in the course of an investigation may result in the College modifying the reported violation(s) originally presented to the student. In those situations, the College will determine if it is necessary to conduct an additional or follow-up Conduct Review Meeting/College Hearing Board in order to determine if the Respondent is responsible for the violation(s) as reported originally and as subsequently modified.
- 13. For College Hearing Boards involving Student Organizations:
  - a. Review of allegations of misconduct of individual student members will be determined under the Community Standards before the determination of Student Organization alleged violations.
  - b. The Student Organization must designate one representative for the Student Organization by written notice to the Procedural Coordinator or designee within 3 days of being sent notice of alleged violations of the Community Standards. The designated representative will represent the Student Organization during the Student Conduct Process.
  - c. The designated representative for the Student Organization is required to notify the advisor of the Student Organization of any alleged violations of the Community Standards and any sanctions imposed.

#### ***D. Determination of Facts Relative to an Alleged Violation***

The standard used in determining whether or not the Respondent violated the Community Standards is a preponderance of the evidence: i.e., whether it is more likely than not that a violation occurred.

#### ***E. Sanctions***

If the Respondent is found responsible for violating the Community Standards, appropriate sanctions will be imposed. Sanctions are determined by considering the nature of the misconduct, precedent regarding such misconduct, the Respondent's complete educational record (including but not limited to the Respondent's academic transcript and community incident reports and associated information), the Respondent's participation and cooperation through the process, community impact statements, and/or mitigating or aggravating factors.

1. Sanctions for violations of the [College's Title IX Policy and Non-Title IX Sexual and Gender-based Misconduct Policy](https://wheatoncollege.edu/campus-life/campus-safety/title-ix-policy/) (<https://wheatoncollege.edu/campus-life/campus-safety/title-ix-policy/>) are included in the policy.
2. Sanctions for violations of Academic Integrity typically include a grade implication recommended by the faculty member and additional sanctions imposed by the Conduct Officer/College Hearing Board.
3. The College has a special concern for incidents in which persons are mistreated because of race, gender, disability, age, marital status, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran status, genetic information, or other legally protected personal characteristics. Such incidents damage not only individuals but also the free and open academic environment of the College. More severe sanctions will likely be issued to Respondent(s) who are found responsible for such misconduct.
4. A campus department, separate from the Dean of Students Office, may place a restriction on a student or Student Organization found responsible for violating the Community Standards. Examples include, but are not limited to: Athletics and Recreation, Office of Student Activities, Involvement and Leadership (SAIL), Residential Life, and Center for Global Education.
5. Sanctions such as Dismissal, Suspension, Permanent Residence Hall Suspension, or Temporary Residence Hall Suspension may result in the forfeiture of certain monies, as outlined in the College's Withdrawal and Leave of Absence Policy in the College Catalog.
6. In addition to other mitigating and aggravating factors considered in connection with imposing sanctions, additional factors may be considered with respect to Student Organizations, including, but not limited to:
  - The role of leaders and the seniority of the members of the Student Organization involved in the behavior supporting the violation;
  - Whether leaders had knowledge of the misconduct before or while it occurred and failed to take corrective action;
  - The number of members of the Student Organization involved in the behavior supporting the violation and the extent to which members acted in concert in connection with such behavior;
  - Whether the leaders of the Student Organization self-reported the behavior underlying the violation;

- The extent to which the Student Organization leaders and members cooperated, responded honestly to questions, and accepted responsibility for the behavior underlying the violation;
  - The misconduct involves a violation of the College's Hazing Policy, Alcohol Policy, Drug Policy, the [College's Title IX Policy and Non-Title IX Sexual and Gender-based Misconduct Policy](https://wheatoncollege.edu/campus-life/campus-safety/title-ix-policy/) (<https://wheatoncollege.edu/campus-life/campus-safety/title-ix-policy/>), the Harming Behavior Policy, or violations of the law.
  - Conduct Officers/the College Hearing Board may obtain recommendations from other applicable College departments and offices, and may also include a review of the Student Conduct history of individual members of the Student Organization.
7. In most cases where sanctions are issued, responsible students will receive a conduct status sanction(s) and educational sanction(s) to reflect the accountability and development aspects of the Student Conduct Process.
  8. The following sanctions may be imposed, individually or in various combinations, on any Respondent (an individual or Student Organization) found to have violated the Community Standards. Please note that this is not an exhaustive list of sanctions.
    - Conduct Status Sanctions:
      - Formal (Written) Warning: A written notice that the Respondent has violated College policy or the Community Standards and a warning that another violation will likely result in more severe sanctions, which could include Conduct Probation, Temporary or Permanent Residence Hall Suspension, College Suspension, or College Dismissal or Loss of Recognition with respect to a Student Organization.
      - Housing Probation: Housing Probation is a set period of time during which the Respondent is given the opportunity to modify behavior, to complete specific assignments, meet with designated persons, and demonstrate positive contributions to the Residence Hall community and greater College community in an effort to regain privileges within housing. Please be aware that a responsible finding of any violation will result in further student conduct review with additional sanctions, including, but not limited to: Suspension from the Residence Halls.
      - Conduct Probation: Conduct Probation is a set period of time during which the Respondent or Student Organization is given the opportunity to modify behavior, to complete specific assignments, meet with designated persons, and demonstrate a positive contribution to the College community in an effort to regain privileges within the College community. Please be aware that a responsible finding for any violation(s) of any College policy during the probationary period will be viewed as a violation of probation, and will result in further student conduct action being imposed, including, but not limited to, College Suspension or College Dismissal. Additionally, because students and Student Organizations that

are on Conduct Probation are not considered to be in good social standing with the College, this may impact their ability to participate in intercollegiate athletics, represent the College, hold student leadership positions, participate in study abroad opportunities, and/or participate in extracurricular and/or residential life activities.

- College Suspension from the College, held in Abeyance: Suspension from the College, held in Abeyance is a set period of time during which the Respondent or Student Organization is given the opportunity to modify behavior, to complete specific assignments, meet with designated persons, and demonstrate a positive contribution to the College community in an effort to regain privileges within the College community. Please be aware that a responsible finding for any violation(s) of any College policy during the probationary period will be viewed as a violation of probation, and will result in further student conduct action being imposed, including, but not limited to, College Suspension or College Dismissal. Additionally, as students and Student Organizations that are on Suspension in Abeyance are not considered to be in good social standing with the College, this may impact their ability to participate in intercollegiate athletics, represent the College, hold student leadership positions, participate in study abroad opportunities, and/or participate in extracurricular and/or residential life activities.
- College Suspension: College Suspension is a separation from the College for a designated period of time. Students who are suspended from the College are restricted from all College premises and activities, including but not limited to course registration, class attendance, participation in co-curricular activities, and College housing. Students found in violation of this restriction, including attempts to enter the lands or buildings of the College, will be subject to immediate arrest for trespassing under M.G.L. c. 266, s. 120, as well as further sanctions from the College. Students who have been separated from the College for a period of time must meet with the Vice President for Student Affairs or designee two weeks prior to the next registration period for which the student is eligible to review any outstanding sanctions and the readmission process. Please be aware that the student's academic record will be updated to reflect a suspension, including any grade change which may be assigned.
- College Dismissal: Permanent separation of the student from the College. A student who has been dismissed is prohibited from participating in any College activity or program. The individual may also not be in or on any College premises. Students found in violation of this restriction, including attempts to enter the lands or buildings of the College, will be subject to immediate arrest for trespassing under M.G.L. c. 266, s. 120. Please be aware that the student's academic record will be updated to reflect a dismissal, including any grade change which might be assigned.

- Residence Hall Separation, held in Abeyance: Residence Hall Separation, held in abeyance is a period of time during which the Respondent of Student Organization is given the opportunity to modify behavior, to complete specific assignments, meet with designated persons, and demonstrate a positive contribution to the College and residential community in an effort to regain privileges in residential community. Please be aware that a responsible finding for any violation(s) of any College policy during the probationary period will be viewed as a violation of probation, and will result in further student conduct review, with additional sanctions including, but not limited to, Residence Hall Separation, College Suspension, or College Dismissal.
- Residence Hall Separation/Loss of Housing Privileges: This may be a permanent or temporary separation of the student from the residence halls. Temporary separation of the student from the residence halls for a specific period of time, after which the student may reapply for housing. Reapplication for housing does not guarantee immediate placement. Conditions for returning to the residence halls may be specified.
- Revocation of Admission or Degree: Admission to the College or an awarded degree from the College may be revoked for fraud, misrepresentation, or another violation of the Community Standards committed during the course of obtaining the degree or for other serious violations committed by a student after admission or prior to graduation.
- Withholding Degree: The College may withhold awarding a degree otherwise earned until the completion of the procedures outlined in the Student Conduct Process, including the completion of all sanctions imposed, if any.
- Loss of Credit or Failure for the Piece of Work: Loss of Credit or Failure in the Course for the Semester in which the Offense Occurred:
- Educational Sanctions:
  - Assessment: A student may be referred to an appropriate office or local agency for consultation or assessment. These may include Alcohol and Other Drug (AOD) Assessments and Anger Assessments.
  - Educational Sanction(s) may include educational assignments and projects that encourage further reflection or conversation about the incident and behavior with a focus on decision making and goal setting for the student. This may also include participation in programs or classes (any cost is to be assessed to the student), completion of an alcohol or other drug course such as Alcohol Edu, service to the College or to the larger community, and other assignments as warranted.
- Other Sanctions:
  - Administrative Housing Relocation: As a result of the Student Conduct Process, the student is required to relocate their residence hall

assignment to another residence area as determined by the Office of Residential Life, in consultation with the Dean of Students Office.

- Removal from an Athletic Team, Campus Organization, or other campus or leadership position for a designated period of time or indefinitely.
  - Restriction: Denial of access to any campus facility, activity, class, or program. This includes No Contact Orders.
  - Fines and restitution: A student will be required to pay a fee or compensation for loss, damage, or injury as a result of a violation of the Community Standards. Students not able to pay the fine may complete community service hours.
9. The following sanctions may be imposed upon any Student Organizations found to have violated the Community Standards. Please note that this is not an exhaustive list of sanctions:
- Those sanctions listed above.
  - Loss of Recognition: Loss of all College privileges for a designated period of time.
  - Loss of recognition for more than two consecutive semesters requires a Student Organization to reapply for College recognition. Conditions for future recognition may be specified. Students may not continue to participate or associate in a Student Organization or accept further members during any Loss of Recognition.

## ***F. Appeals***

A Respondent (individual or Student Organization) who has been found responsible has the right to appeal the decision by the Conduct Officer/College Hearing Board. The Appeals Process, as outlined below, is a paper-based review and does not provide the opportunity for the Respondent to meet with the Appellate Officer.

1. A Respondent (an individual student or Student Organization) may submit a request for an appeal of an outcome resulting from a Conduct Review Meeting or a College Hearing Board within five (5) business days of receiving written notice of the decision on responsibility or sanctions by submitting an [appeal form](https://cm.maxient.com/reportingform.php?WheatonCollegeMA&layout_id=11) ([https://cm.maxient.com/reportingform.php?WheatonCollegeMA&layout\\_id=11](https://cm.maxient.com/reportingform.php?WheatonCollegeMA&layout_id=11)). This must be filed by 4:30 pm on the fifth (5) business day, unless an extension is requested and authorized by the Dean of Students Office.
2. Content for Appeal: A party may only appeal on the following grounds:
  - Newly discovered material information that was not known to the appellant party during the investigation and during the Conduct Review Meeting/College Hearing Board, and which likely would change the finding of responsibility or the sanction imposed had it been available;
  - Substantial procedural error that materially prejudiced the appellant party. The party submitting the appeal must outline in detail the grounds for review and must



attach all materials that the party wishes to have considered in the appeal process; or

- The sanctions are substantially disproportionate to the severity of the violation
3. Appellate Officer: The Appellate Officer will decide the merits of any appeal, and in doing so, may consult with the Conduct Officer, Procedural Coordinator, and any other individual that the Appellate Officer deems appropriate. The purpose of the appeal is not to rehear the case; rather, it is to determine if there is sufficient information presented that would require a reconsideration of the decision.
  4. Enforcement of the initial outcome from the Conduct Review Meeting or College Hearing Board: Any action assessed or recommended at the Conduct Review Meeting or College Hearing Board, including Removal or Suspension, may be enforced, in whole or in part, pending the outcome of the appeal at the sole discretion of the Procedural Coordinator.
  5. Appeal Determinations: The Appellate Officer will review the appeal and render a decision within ten (10) business days. The Appellate Officer may:
    - Affirm all or part of the decision (which includes the sanction, as well as the determination of responsibility) of the Conduct Review Meeting/College Hearing Board or,
    - May refer the matter back to the Conduct Review Meeting or College Hearing Board for further consideration. If the matter is referred back, the Appellate Officer will provide specific instructions in the referral. In the event of a referral, the Appellate Officer may mandate such further proceedings as the Appellate Officer deems appropriate under the circumstances, consistent with the Community Standards.
  6. The decision of the Appellate Officer will be provided in writing and is final. All parties to an appeal will receive simultaneous written notice of the outcome of the appeal.

### ***G. Accommodations for Students with Disabilities***

Wheaton College is committed to providing equal and integrated access for students with disabilities to participate in, and benefit from, all post-secondary education programs and activities, including educational, social, experiential, recreational, and residential. [Accessibility Services](https://wheatoncollege.edu/academics/filene-center-for-academic-advising-and-career-services/accessibility-services/) (<https://wheatoncollege.edu/academics/filene-center-for-academic-advising-and-career-services/accessibility-services/>) ensures that students with documented disabilities at Wheaton College, as required by the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act, receive appropriate accommodations and assistance in order to participate fully in College programs. Rules, policies, or physical space limitations that would inhibit students with disabilities from participating fully in a program or activity may not be imposed. Academic standards should not be compromised, but accommodations must be provided, on a case-by-case basis, to afford qualified students with disabilities an equal educational opportunity. For more information, please contact Accessibility Services ([accessibility@wheatoncollege.edu](mailto:accessibility@wheatoncollege.edu) or 508-286-8215).

A student with a documented disability who desires a reasonable accommodation regarding an Educational Conference, Conduct Review Meeting, or College Hearing Board must request an

accommodation by following the procedure for requesting an accommodation through Accessibility Services, at the time of notification of the Student Conduct Process. To protect the privacy and the rights of the student, the student does not need to disclose any details, but should notify the Procedural Coordinator that a request has been submitted to the Office of Accessibility Services and request a postponement of such proceeding until the request can be reviewed by the appropriate office. The staff in Accessibility Services will make a determination regarding the request and notify the appropriate parties, including the Procedural Coordinator. Please contact Accessibility Services to obtain further information regarding the registration process.

## **Interim Administrative Action**

The Procedural Coordinator, or designee, may impose an interim administrative action on a Respondent at any time from the time of the report until an outcome is delivered in the Student Conduct Process. Such action may be taken when the College's Behavior Intervention Team deems a threat of harm to persons or property, and to protect the safety of any person or the college community as a whole, based on the information learned through the report(s), investigation, or conduct process. Examples of interim administrative actions include, but are not limited to: interim suspension from the college, interim separation from college housing, interim administrative housing relocation, interim loss of recognition, and/or other necessary restrictions.

An interim administrative action is not a sanction. It is taken in an effort to protect the safety and well-being of the Respondent, other members of the College Community, the College, and/or property. Interim administrative actions are preliminary in nature and are only in effect until an outcome is communicated through the Student Conduct Process, or otherwise communicated by the College. Violations of interim administrative actions may result in additional student conduct review, resulting in sanctions up to and including suspension, dismissal, or loss of recognition.

## **Maintenance and Review of Student Conduct Files**

1. Student conduct files are deemed educational records and are maintained separately from any other academic or official file at the College by the Dean of Students Office. Generally, information from the files is not released without the written consent of the student. However, certain information may be provided without a student's prior consent to individuals within the College who have a legitimate legal or educational interest in obtaining it, and to individuals outside the College under certain circumstances.
2. A student conduct file is maintained digitally. A student may have more than one file. Generally, a Conduct File, including related documents, will be kept for seven (7) years from the date of the incident. The student conduct file that consists of a suspension or expulsion of a student shall be retained indefinitely.
3. In situations involving both a Respondent and a student who believes they were a victim of a student's misconduct, the records of the process, if any, will be considered to be the student conduct records of both the Respondent and the student who believes



themselves to be the victim because the educational career and chances of success in the academic community of each may be impacted.

4. Records of student conduct actions are maintained in the Dean of Students Office in compliance with the Family Educational Rights and Privacy Act ("FERPA").

## **Interpretation and Revision**

1. The Community Standards and Student Conduct Process were most recently approved by the Vice President for Student Affairs in August 2025.
2. Any questions or interpretations regarding the Community Standards and Student Conduct Process shall be referred to the Procedural Coordinator and the Dean of Students Office for determination. The determination is final.
3. The Community Standards and Student Conduct Process shall be reviewed annually by the Vice President for Student Affairs, or designee.

# College Title IX and Non-Title IX Sexual and Gender-based Misconduct Policies

Wheaton College is committed to fostering an environment that is free from all forms of discrimination on the basis of sex. Wheaton does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment. Wheaton complies with all state and federal antidiscrimination laws, including Title IX.

Title IX of the Education Amendments of 1972 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.”

The Wheaton College Title IX Policy (the “Policy”) has been developed in compliance with Title IX and accompanying regulations (“Title IX”) to provide: (1) a prompt, effective, and equitable investigation and adjudication process for complaints of conduct that may constitute sexual and gender-based misconduct (dating violence, domestic violence, sexual harassment (hostile environment and quid pro quo harassment), retaliation, sexual assault, and stalking), as defined by Title IX; and, (2) recourse for individuals whose rights have been violated.

This Policy sets forth Wheaton’s approach to addressing sexual misconduct, as defined by Title IX, in any education program or activity that it operates. This Policy applies to all members of the Wheaton community, including students, faculty, and staff. Wheaton maintains other policies that prohibit misconduct and discrimination, including the College’s [Non-Title IX Sexual and Gender-based Misconduct policy for students](#), the Student Handbook for students, and Human Resources policies such as the [Unlawful Discrimination and Harassment policy](#) for employees. To the extent that alleged misconduct does not meet the definitions or fall within the scope of prohibited conduct covered by Title IX, Wheaton may address such alleged misconduct under Wheaton’s other policies, as appropriate.

Caroline Somerville is Wheaton’s Title IX Coordinator (the “Title IX Coordinator”) and is responsible for coordinating Wheaton’s compliance with its obligations under Title IX. The Title IX office is located at 316/317 Knapton Hall. The Title IX Coordinator can be reached at [titleix@wheatoncollege.edu](mailto:titleix@wheatoncollege.edu), [somerville\\_caroline@wheatoncollege.edu](mailto:somerville_caroline@wheatoncollege.edu), 508-286-3261, or via the [Sexual and Gender-based Misconduct Reporting Form](#).

The College has also designated the following Deputy Title IX Coordinators:

- **Deputy Title IX Coordinator for Students:** Zachary Irish, Dean of Students and Associate Vice President for Student Affairs, 508-286-8218, [irish\\_zachary@wheatoncollege.edu](mailto:irish_zachary@wheatoncollege.edu)
- **Deputy Title IX Coordinator for Staff:** Omaira Roy, Associate Vice President for Human Resources, 508-286-3544, [roy\\_omaira@wheatoncollege.edu](mailto:roy_omaira@wheatoncollege.edu)

- **Deputy Title IX Coordinator for Faculty:** Avanti Seymour, Director of Faculty Affairs and Academic Operations: 508-286-3493, [seymour\\_avanti@wheatoncollege.edu](mailto:seymour_avanti@wheatoncollege.edu)
- **Deputy Title IX Coordinator for Athletics:** Madison Flowers, Assistant Director for Athletics and Recreation, 508-286-3356, [flowers\\_madison@wheatoncollege.edu](mailto:flowers_madison@wheatoncollege.edu)

The College's Title IX Policy and Non-Title IX Sexual and Gender-based Misconduct Policies can be found in their entirety on the Wheaton College website:  
<https://wheatoncollege.edu/campus-life/campus-safety/title-ix-policy/>.

## **Other Campus Policies**

### **Alcohol and Other Drug Policy**

#### **Introduction**

The Wheaton College policy on alcohol and drugs complies with the laws of the Commonwealth of Massachusetts and the Town of Norton, as well as with federal legislation that requires the College to provide alcohol and drug prevention programs for students.

Wheaton College seeks to ensure the health and well-being of all members of the Wheaton Community. Wheaton's policy on alcohol and drugs reflects the College's commitment to:

- educate students about the health risks associated with the use of alcohol and drugs
- provide confidential counseling and/or referral for individuals concerned about their own substance abuse, as well as those affected by the drug use of others
- inform students of the applicable legal sanctions under federal, state, and local laws for the unlawful possession or distribution of alcohol and illicit drugs
- prohibit the unlawful possession, use, or distribution of alcohol and illicit drugs on College property or at College-sponsored events

#### **The Risk to Personal Health and Well-Being**

The irresponsible use or abuse of alcohol and drugs is dangerous and can lead to addiction, psychological dependence, and serious physical health problems. Abuse is also harmful in other ways, as it can negatively impact relationships with family, peers, and other important support structures. Substance abuse often results in reduced academic, athletic, and work performance, and it increases the risk to personal safety because of the effect it can have on personal judgment and reaction time.

#### **Education**

The College provides regular programs of education and information for students on the risks associated with the use of drugs and ways for individuals to seek assistance for themselves and others. Programs are sponsored in collaboration with Health Services, the Counseling Center, Athletics, the Office of Residential Life, and other college and community resources.

Wheaton College considers both the welfare of its students and compliance with state and local laws to be of central importance. The policy of the College is to help anyone who is seeking assistance with a substance abuse problem. Anyone seeking assistance, advice, or information may approach the Residential Life staff, Campus Safety officers, Counseling Services, Health Services, the Dean of Students office, or existing peer support groups without fear of student conduct action by the College.

### **SAMM (Safety Always Matters Most)**

At Wheaton College, we value a healthy community and recognize that alcohol can be dangerous when abused; therefore, we encourage students to make good choices. However, we recognize that some students choose to drink, and in these situations, we believe that Safety Always Matters Most (SAMM). This is the philosophy and lens through which we hold all alcohol-related discussions.

The College believes that student health and safety is a responsibility shared by all members of the Wheaton community and that our obligation as a community is to act with care and respect for each other; this is the embodiment of the SAMM philosophy. Towards that end, students who seek appropriate help due to an incident of intoxication (alcohol or other intoxicants) either for themselves or for other students generally will not be subject to the Student Conduct Process. SAMM does not apply when the student does not seek to obtain help in addressing the alcohol or other intoxicant use at the time of the concern.

In order for SAMM to apply, the alleged student will meet with a Conduct Officer to discuss the incident and action steps for the student to reflect and learn from the situation to mitigate future incidents involving intoxication. Following the meeting, the student will be informed of the required educational sanctions, which may include but are not limited to educational activities and/or participation in an alcohol assessment. The steps will depend on the nature of the incident and the level of concern for the student's health and safety. Serious or repeated incidents will prompt a higher degree of concern. If the educational sanctions are completed within the required time and the student demonstrates a genuine motivation, effort, and commitment to address their use of alcohol (or other intoxicant), the student will not be subject to the Student Conduct Process concerning the College's Alcohol Policy.

The student's failure to comply with the meeting with the Conduct Officer, or completion of the required educational sanctions and follow-up promptly, will result in a formal Conduct Review Meeting, outlined in the Student Conduct Process.

It should be noted that SAMM does not exempt students from any criminal, civil, or legal consequences of their behavior.

### **Alcohol Policy**

The policies outlined below attempt to reduce many of the risky situations that accompany alcohol use, keeping safety foremost in choices related to alcohol use while complying with state and local regulations:

- Persons under 21 years of age may not possess or consume alcohol, including having other students, regardless of age, possess or consume alcohol in their assigned room.
- No person over the age of 21 may possess or consume alcohol in any place other than their assigned room, or an assigned room of another student who is over the age of 21, unless it is a college event where alcohol is permitted in the event guidelines.

- Persons 21 years of age or older may not purchase or distribute alcoholic beverages to persons under 21 years of age.
- No person or room may possess a common source of alcohol, defined as kegs, beer balls, boxed wine, or any other source of alcohol that can be distributed or consumed by multiple people.
- No person may use or possess funnels, tables used for beer pong, or other drinking game paraphernalia. Possession or use of these items, or any other drinking game paraphernalia, is a violation of this policy, whether or not alcohol is involved.
- Excessive consumption and/or presenting signs of intoxication, including not being able to care for oneself due to alcohol consumption, are not permitted.
- Students may not keep empty alcohol containers as decoration in campus residences.

## **Drug Policy**

The policies outlined below attempt to reduce many of the risky situations that accompany illicit drug use, keeping safety foremost in choices related to drug use while complying with federal, state, and local regulations:

- The unlawful possession and/or use of controlled substances is prohibited on College property and at College-sponsored events.
- The cultivation or distribution of marijuana and any controlled substances is strictly prohibited.
- The use, possession, distribution, or cultivation of marijuana for medical or recreational purposes is prohibited on campus, including the residence halls and theme houses; nor is it allowed at any College-sponsored event or activity off campus.
- The misuse of medication or prescription drugs, including opiates/painkillers and other psychoactive drugs, is prohibited. This includes possession or consumption of medication or prescription drugs by someone other than the person on the prescription, consumption of more than the recommended dose, sharing prescriptions, or the consumption of prescriptions for a reason other than the intended use.
- The use and possession of drug paraphernalia are prohibited in any Wheaton College residence hall or on any other premises; nor is it allowed at any College-sponsored event or activity off campus or any Student Organization event or activity. Drug paraphernalia includes, but is not limited to, any product which its intended use is for drug consumption (i.e., bong or pipe) or preparation for consumption (i.e., grinders and rolling papers).

## **Enforcement**

Responsibility for compliance with the college's alcohol and drug policies rests with each member of the Wheaton community. Specific responsibilities for policy enforcement are as follows:

- Individual students are responsible for activities that occur within the privacy of their rooms and are expected to take responsibility for their residence hall/house environment.

- The Student Affairs staff will intervene as appropriate when confronted with violations of this policy and will respond in any area (including student rooms) when there is evidence of violations, or when related behavior infringes upon the rights of other members of the college community or jeopardizes the health or well-being of any individual.
  - Campus Safety officers, Residential Life staff, and/or members of the Dean of Students Office, as agents of the college, will investigate alleged violations of policies and regulations. Areas of jurisdiction include all grounds and property of the college.
- Student(s) alleged to have violated the policies listed above will be referred to the Student Conduct Process. Behavior associated with the use of controlled substances is not considered a mitigating factor when it leads to other infractions of Community Standards and other college policies; it is considered a separate alleged violation.
  - Depending on the situation, the matter may also be referred to local law enforcement and is subject to referral for prosecution, independent of the College's Student Conduct Process.

### **Wheaton College Resources**

Students concerned about their substance abuse or who are affected by the substance abuse of others have access to campus resources. The Counseling Center provides confidential opportunities to seek assistance and support both on campus and by accessing local substance abuse resources. Additionally, other campus resources such as Health Services, Residential Life, and the Dean of Students Office are available to provide support, outreach, and education.

- Residential Life Office: 508-286-8214
- Counseling Center: 508-286-3905
- Dean of Students Office: 508-286-8218
- Health Services: 508-285-9500

## **Bias Incident Policy and Reporting**

Wheaton College values diversity, equity, and inclusion and is committed to maintaining an environment free from discriminatory conduct, including conduct that impedes the academic freedom, security, or well-being of any member of the Wheaton community. Wheaton's Bias Incident Response Policy (the "Policy") provides information about how to report a Bias Incident and outlines the protocols followed by Wheaton in response to reported incidents.

The Policy shall be interpreted and implemented in a manner consistent with Wheaton's commitment to academic freedom.

The full Bias Incident Policy is available on the Wheaton College website:

<https://wheatoncollege.edu/about-wheaton-college/honor-code/bias-incident-policy-reporting/>



## Fire Pits and Grills on Campus

In accordance with the Fire Safety Regulations of the Town of Norton and for the safety of our campus and local community, campfires and bonfires are prohibited on campus, unless they are part of a college-sponsored program and have been vetted and staffed appropriately by the Office of Campus Safety.

Additionally, outdoor grilling/barbecuing is prohibited on campus, unless it is part of a college-sponsored program registered with the Office of Student Activities, Involvement, and Leadership, the Office of Residential Life, and/or the Office of Conference and Events. Outdoor grilling/barbecuing is prohibited on campus, including at athletic events, unless it is part of a college-sponsored event approved by the Athletics and Recreation Department.

Theme Houses may have outdoor charcoal grills, but must adhere to the policy listed below.

- Prior authorization from Campus Safety and the Office of Residential Life is required, including personal use.
- Only charcoal grills are used. Propane grills are unauthorized and will be confiscated by Campus Safety.
- At any time that the grill is being used, there must be a designated individual who is responsible for the safe use of the barbecue and the proper disposal of ashes and coals.
- Possession and use of lighter fluid is prohibited. Use only "Match Light®" type charcoal briquettes, which do not require lighter fluid. Storage of unused briquettes in residential buildings is prohibited.
- All grilling must be done in a well-ventilated area at least 15 feet away from any building, and away from any other combustible material (wood, paper, cloth, etc.), including wooden decks.
- Grills are strictly prohibited on porches, balconies, roof decks, and under any structure with an overhang.
- Proper disposal of ashes is of the utmost importance. Hot coals can be well insulated in the ashes and can stay hot for days. Never empty ashes into a paper or plastic bag, cardboard box, plastic pail, or other combustible container. Before disposing of the ashes, they must be completely extinguished and cold to the touch. Douse the coals and ashes with water, then stir to ensure that they are fully extinguished. Completely extinguished ashes may be packaged and left for normal trash pickup (Do not bring them into the building) or placed in an outside trash receptacle.
- All grilling/barbecuing must follow Wheaton's Food Safety Guidelines.

Faculty and Staff living on campus, but not in the residence halls, should contact the Business Services Office with questions regarding grilling/barbecuing.

# Free Expression Policy

## INTRODUCTION

Exposure to a wide array of ideas, viewpoints, opinions, and creative expression is an integral part of participating in higher education as students prepare for life in a diverse global society. The rights of freedom of speech, expression, petition, religion, and public assembly are basic and essential to an individual's intellectual and social development. Wheaton College (the "College") is committed to the right of individuals to exercise free expression, including but not limited to political, symbolic, or artistic speech, provided only that such expression does not materially disrupt normal College activities, create a clear and present danger of the commission of unlawful acts, or infringe upon the rights of others. This policy establishes reasonable, non-discriminatory, content-neutral guidelines to protect the rights of speakers and non-speakers, to respect the rights of faculty and students in the classrooms, to ensure fair access and a fundamentally fair process for those who wish to use the College's public forums, and to maintain a safe environment on campus.

## GUIDING PRINCIPLES

Wheaton College is committed to free and open inquiry and it affords community members broad latitude to speak, write, listen, challenge, and learn. Except in cases where limitations on this freedom are necessary to the functioning of the College or to protect against infringement upon other individuals' rights, Wheaton fully respects and supports the freedom of all community members "to discuss," in the words of former University of Chicago President Robert M. Hutchins, "any problem that presents itself."

Of course, the ideas and perspectives of different community members will frequently and quite naturally be in conflict. However, so long as expression does not violate College policies, it is not the College's role to attempt to shield individuals from ideas and opinions they find disagreeable or even offensive. While the College greatly values and expects civility in discourse, and although all community members are responsible for maintaining a campus climate of mutual respect, concerns about civility and mutual respect cannot be used as a means for suppressing the discussion of ideas, however disagreeable or offensive those ideas may be to some community members.

Free expression on campus to debate and discuss competing ideas and opinions does not, of course, mean that individuals may say or write anything that they wish, wherever and whenever they wish. The College may prohibit expression that violates the law or College policies, that defames or slanders an individual, that constitutes threatening, harassing, or discriminatory behavior, that invades upon the privacy or infringes upon the rights of other individuals, or that is otherwise in conflict with the mission and business of the College. As outlined in this policy, the College may regulate the time, place, and manner of expression to provide that it does not disrupt usual College business and activities. These exceptions to the general principle of

freedom of expression are construed narrowly by the College, and are never meant to be used in a manner that is inconsistent with the College's commitment to the principle of free expression.

In sum, the College is committed to the principle that debate or deliberation may not be suppressed because some or even most community members find the ideas discussed to be offensive, unwise, immoral, or wrong. Of course, individual community members may make these judgments for themselves, and act on them not by seeking to suppress expression, but by freely and openly contesting the ideas that they reject. Indeed, providing the environment where community members can engage with one another in an effective, responsible, and civil manner is an essential component of the College's educational mission.

Given the College's commitment to protect and promote free expression and by way of this policy, community members must also act in accordance with the principle of free expression. As an example, while community members are free to openly criticize and oppose views expressed on campus and to contest invited speakers, they may not obstruct, disturb, or otherwise interfere with the freedom of others to express those views. To this end, the College takes seriously its responsibility to promote a campus culture of lively and fearless freedom of expression and to also protect that freedom when others attempt to unjustifiably restrict it.

The [Free Expression Policy](https://wheatoncollege.edu/policies/free-expression-policy/) is available on the Wheaton College website:  
<https://wheatoncollege.edu/policies/free-expression-policy/>.

# Hazing Policy

## PURPOSE

Wheaton College is committed to fostering a safe, respectful, and inclusive environment for all members of its community. Hazing, in any form, is antithetical to the values and mission of the College and is strictly prohibited. This policy outlines the College's stance against hazing, defines what constitutes hazing, details reporting procedures, and describes the consequences for violations. It also provides the full text of Massachusetts General Laws, Chapter 269, Sections 17-19, which govern hazing in the Commonwealth.

## DEFINITION OF HAZING

In Massachusetts, hazing is a crime. Hazing includes any conduct or method of initiation into or admission into a student organization, club, athletic team, or association, or of continuation of membership therein, which willfully or recklessly endangers the physical or mental health of any student or other person. This includes, but is not limited to:

**Physical Hazing:** Any forced consumption of food, alcohol, or drugs; forced exposure to the elements; forced calisthenics or other physical activities; deprivation of sleep; or any other activity that subjects a person to pain, embarrassment, or physical injury.

**Mental/Emotional Hazing:** Any activity that subjects a person to humiliation, intimidation, ridicule, degradation, or psychological distress; forced servitude; or any activity that interferes with a person's academic performance or ability to participate in College life.

A person's willingness to participate in such activity is no defense. Hazing can occur regardless of the intent of those involved and whether or not harm was intended.

The Hazing Policy is available on the Wheaton College website:  
<https://wheatoncollege.edu/policies/hazing/>.

## Hospitalizations (short-term and long-term)

Students may be transported or admitted to the hospital during their time at Wheaton College for physical or mental health reasons. The policy below outlines the expectation for students to inform the college of their return to campus after hospitalization to discuss the support plan for students to prioritize their personal wellness while also navigating the academic and social experiences on campus.

### Return to Campus Protocols

In order to make sure students have access to appropriate, ongoing resources once they are discharged from the hospital, students are expected to adhere to the protocols below before returning to campus or attending class. When the College is notified of a student's transport to the hospital or inpatient care, the student will receive email notification of these expectations. However, all students who go to the hospital are expected to adhere to this policy. Failure to comply with this policy may result in a referral to the Student Conduct Process.

1. Students are expected to meet with a member of the Dean of Students Office, or designee, before returning to their residence hall room and/or classes. Students should contact [deanofstudents@wheatoncollege.edu](mailto:deanofstudents@wheatoncollege.edu) to coordinate a time for the Return to Campus Meeting as soon as they are notified of their anticipated discharge. The purpose of this meeting is to review documentation from the student's hospitalization and to discuss what resources are required for support upon the student's return to campus. Students are invited to bring a family member, friend, or another support person with them for this meeting.
  - a. If after business hours, students may also call Campus Safety at 508-286-8213 to have the appropriate staff informed of their return to campus.
  - b. Typically, Return to Campus meetings are scheduled during business hours, Monday through Thursday. Return to Campus Meetings are not typically held on Fridays because there are fewer campus resources available on the weekends. Students are encouraged to seek other living accommodations until the Return to Campus Meeting can be held on Monday, when all campus resources remain available to the student for their first few days on campus.
  - c. Scheduling exceptions will only be made in extenuating circumstances with a plan for a follow-up meeting within 12 hours of the student's return to campus, typically reserved for students returning to campus in the middle of the night or during the weekend.
2. The student is required to provide their discharge paperwork to the Dean of Students Office at the time of the Return to Campus Meeting. Typically, the hospital will fax or email the paperwork on behalf of the student (fax: 508-286-3470) before the Return to Campus meeting. The student may also present the paperwork at the time of the meeting, but it is a required component of the protocol.
3. As part of this process, students may be asked to sign a release of information so that the hospital and/or Providers can share information with the Dean of Students, and/or other appropriate offices, including the Counseling Center and Health Services.

**Preparing for surgery or planned hospitalization (inpatient or outpatient)**

If a student has a planned procedure or intends to go inpatient at the hospital, it is suggested that the student contacts the Dean of Students Office to meet with staff and discuss resources and support available to the student on campus as they prepare to be admitted to the hospital and their recovery, whether they plan to stay on campus or not during this time. The staff in the Dean of Students Office can connect the student with the appropriate offices, including but not limited to Residential Life and Academic Advising. Students are also encouraged to contact Accessibility Services to discuss any necessary applicable accommodations, temporary or permanent, as a result of the hospitalization.

## **Key, Card, and Access Policies**

### **Purpose**

This policy will serve as the Standard Operating Procedure (SOP) for the orderly tracking of keys and card access by Wheaton College (also referred to as the “College”) in order to provide a secure and safe campus environment. Wheaton College personnel and student body will maintain an accurate chain of accountability for all issued keys and card access.

### **General Guidelines**

All departments of Wheaton College will take direct responsibility for the security of all areas under their control. The Locksmith Office, with the cooperation of Wheaton College departments and individual users, will determine the assignment of appropriate keys and locks. The Locksmith will maintain all door locks on campus within the key system. The Facilities Operations Locksmith Manager and the divisional vice-president will approve any exceptions. The Facilities Operations Locksmith Office will make reasonable efforts to help resolve issues within its areas of expertise.

All issued keys are the property of Wheaton College. It is a violation of both Massachusetts law and Wheaton College policies to duplicate any key issued by the College. All keys are marked with a distinctive mark/stamp, and only the Locksmith Office is authorized to duplicate key(s).

The Locksmith Office is responsible for installing, maintaining, servicing, replacing, and updating all locks used to secure college-owned keys. This responsibility includes all designs of lock systems, maintenance and service of locks, issuance of keys, and maintenance of cores, keys, and records. No outside vendor may perform any work at any of the College’s owned or leased facilities without prior approval from the Manager of Dry Trades and/or Locksmith.

### **Employees of Wheaton College**

Employees of Wheaton College will be issued the necessary keys that are required by the individual’s position and responsibilities. At the time, you will sign out your assigned keys approved by your direct report at the Locksmith Office of Facilities Operations. Keys are issued to individuals by name, and those individuals will be held responsible and accountable for all such keys. Spare keys will not be issued.

Each Direct Report is responsible for maintaining security practices for all members of their department(s) to follow and ensure proper key procedures.

This includes, however, is not limited to the following;

- Appropriate use of key(s) to maintain a secured area
- Returning key(s) of any department member who no longer needs access to an area
- Returning obsolete or unneeded key (s) to the Facilities Operations/Locksmith Office for proper disposal

- Reporting the loss or theft of key(s) immediately to the Locksmith Office and Campus Safety, this is the responsibility of the employee to whom the key(s) were issued.

Upon the departure from employment at Wheaton College, you are to return any and all keys to the Locksmith's office on your last day of work.

### **Students**

A member of the Residential Life Staff will issue all assigned keys at the beginning of the fall semester. Students should keep their doors locked and should carry their keys with them at all times.

Students must safeguard their keys and must not duplicate, lend, or swap keys with anyone else.

Students are responsible for immediately reporting any lost or stolen keys to a member of the Locksmith Office and Campus Safety.

### **Room Changes**

Students are held responsible for their assigned keys. You are NOT to swap, exchange, or give your key to a fellow student without a room change form from the office of Residential Life. This is for your safety and the security of Wheaton College property. If a swap is conducted or made without authorization each student will be charged a \$55 fee.

Room changes need to go through the Residential Life Office. Once the Room Change form has been filled out, you will bring this form to the Locksmith Office with your current room key(s) to receive your new room key(s). If your current key is not returned, you will pay the Lost Key fee of \$90.

### **Lockouts**

Students who lock themselves out of their dorm room should contact the Wheaton College Campus Safety. A Campus Safety officer will respond, identify the person requesting access, and then allow you access to your room.

### **Lost Keys / Lock Changes**

Lost keys should be reported immediately to the Locksmith Office and Campus Safety. There is a 'lost key' fee of \$90; this is to replace a new lock & key(s). Lock changes occur when your room assignment key is NOT returned or the room you are changing out of is not returned to the Locksmith Office. Once the lock change occurs, the \$90 'lost key' fee is Non-Refundable.

### **College Identification Cards**

Wheaton provides all students with an identification card (ID card). The ID card serves as proof of an individual's status and is used throughout the campus for access to certain services, including the dining hall, fitness center, and library. The ID card also serves as the building key for resident students.



All ID cards are the property of Wheaton College. Any transfer, alteration, falsification, or forgery of the card is prohibited, as is the fraudulent or illegal use of the card. ID cards can be possessed only by the person to whom the card was issued. Students should at no time give their ID cards to anyone, nor should they be in possession of an ID card that was not expressly issued to them by the College.

Students are required to carry their ID card with them at all times and must produce it for any college official upon request.

Lost ID cards should be immediately reported, or returned if found, to Public Safety. Students who damage or lose their cards will need to purchase a new ID card from Public Safety. The cost for a replacement card is \$25.00.

### **Academic Keys**

Academic Keys are the keys assigned and approved by Faculty and/or Administrative Staff for those students, Residential Assistants (RAs), art studios, music practice, and science rooms for their continued studies as necessary. Key(s) are to be returned by the end of the academic year and before final exams. If the student does NOT return the assigned key(s), the student account will be charged \$55 for each key that was signed out, and their grades will be withheld. These key(s) are the students' responsibility and are NOT to be transferred or lent to anyone.

### **End of Academic Year Dorm Room Key Return**

When returning your dorm room key at the end of the academic year, unless otherwise notified by Res Life, please use the envelopes provided by the 3 secure drop-off boxes -Campus Safety, Balfour Hood (island by the Campus Post) & Pine Hall. Please complete the requested information clearly on the envelope and seal the envelope, so the key does not fall out. If you DO NOT return the assigned room key, you will be charged the Non-Refundable 'lost key' fee of \$90.00.

The full [Key, Card, and Access Policy](https://wheatoncollege.edu/about-wheaton-college/offices-services/facilities-operations/key-card-and-access-policies/) can be found on the Wheaton College website: <https://wheatoncollege.edu/about-wheaton-college/offices-services/facilities-operations/key-card-and-access-policies/>.

## Parking Policies

Students, faculty, and staff are expected to comply with the driving and parking rules outlined below. There are parking spaces set aside for [handicapped](https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/parking/regulations/#handicapped) (https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/parking/regulations/#handicapped) drivers and [visitors](https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/parking/regulations/#visitors), but students and employees are expected to [register their cars](https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/parking/car-registration-and-decals/) (https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/parking/car-registration-and-decals/) with Campus Safety to obtain the appropriate decal and [display that decal](#) as instructed.

Those who do not comply may be [ticked](https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/parking/regulations/#ticked) and/or may have their cars [towed](https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/parking/regulations/#towed) (https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/parking/regulations/#towing). Tickets may be appealed within 5 working days after they are issued.

Click here to download and print the [Wheaton College Parking and Traffic Regulations pamphlet \(pdf\)](https://wheatoncollege.edu/wp-content/uploads/2018/05/WPS_Parking_Regulations_Pamphlet_2018.pdf) (https://wheatoncollege.edu/wp-content/uploads/2018/05/WPS\_Parking\_Regulations\_Pamphlet\_2018.pdf).

### Parking Locations

The responsibility for finding a legal parking space rests with the vehicle operator. Lack of convenient parking spaces in any area or the fact that other vehicles are parked improperly is not considered a valid excuse for violation of these regulations. Vehicles are considered parked when left unattended, with or without flashers on. If a registered vehicle is loaned to another person and a traffic violation is issued, the registered owner is responsible for the payment.

The Director of Campus Safety attempts to regulate the number of permits issued so adequate space is left for all parkers under normal circumstances. During large-scale events, parking spaces may be temporarily filled on campus, and in this case, parkers are expected to wait for a legal space to become available or to park off campus.

As needed for special functions, emergencies, or other College-related functions, the Director of Campus Safety may temporarily close a parking area(s) or designate an area(s) for a specific person or group. Unless specifically authorized by Campus Safety, parking on lawns, fields, or other grassy areas is prohibited.

Vehicles should be parked within the parking space boundaries if so marked.

See parking locations for Students, Faculty/Staff, and Visitors: [Parking Locations](https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/parking/regulations/parking-locations/) (https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/parking/regulations/parking-locations/).

### Handicapped Parking

Certain spaces on campus are designated for handicapped parking, and only those vehicles displaying the appropriate identification plate designated by Massachusetts State law may park

in those spaces. The Director of Campus Safety may authorize temporary handicapped parking privileges on campus.

### **Parking Violations**

[Click here to see a list of parking violations and associated fines.](https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/parking/regulations/fines/)

(<https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/parking/regulations/fines/>)

### **Appealing a Ticket**

A ticket must be appealed within five (5) working days from the date of issuance. [Appeal forms \(pdf\)](https://wheatoncollege.edu/wp-content/uploads/2024/10/parking-ticket-appeal-form-100224.pdf) (<https://wheatoncollege.edu/wp-content/uploads/2024/10/parking-ticket-appeal-form-100224.pdf>) can be downloaded and filled out (or a paper copy can be obtained from Campus Safety). Completed forms can be placed in campus mail or returned to the Campus Safety Department. Please remember to submit the appeal form with the parking ticket that you received. Registrants are notified via campus mail regarding appeal decisions.

### **Towing**

Chapter 266, Section 120D of the Massachusetts General Laws grants the College authority to have vehicles towed off campus. Illegally parked vehicles are subject to being towed without notice at the owner's expense. Campus Safety will make a reasonable effort to take less severe enforcement actions; however, where infractions are serious, create a dangerous situation, hinder the emergency or normal operation of the college, or where the owner of the vehicle has received several warnings and/or fines, towing may be appropriate or necessary. As a courtesy, registrants of cars, which are legally registered on campus, will be notified via email when their vehicle has been towed.

### **Driving Safely**

The speed limit on campus is 15 mph, and vehicles are permitted to drive only on roads or in areas designed for motor vehicle operation. Except as specifically authorized by Campus Safety, driving or parking on lawns or on upper campus is prohibited.

Because a high level of pedestrian and bicycle traffic exists on and around campus, drivers should drive safely according to the circumstances. Reckless or unsafe driving may result in the immediate revocation of driving and parking privileges on campus.

A full list of [Parking Regulations](https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/parking/) (<https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/parking/>) and additional information can be found on the Wheaton College website.

## Posting Guidelines

The following policy applies to and sets forth the guidelines for all postings on campus by Wheaton students or Wheaton student organizations (recognized and unrecognized). “Postings” include but are not limited to posters, flyers, table tents, signs, banners, chalked messages, lawn displays, and all other methods of mass distribution of written information. This policy will help distinguish information distributed by non-Wheaton community members to ensure the safety of our community. Postings from individuals outside Wheaton are prohibited.

The College supports posting for campus-related events. The College must ensure, however, that no member of the community is directly intimidated, harassed, or subjected to a hostile learning, living, or work environment. Students or student organizations looking to freely express political views should first follow the Free Expression Policy. All postings must therefore adhere to the College’s policies, including but not limited to:

### College Policies

The College does not seek to limit or change the content of postings; the College seeks to ensure that postings comply with these guidelines and the following policies: [Free Expression Policy](https://wheatoncollege.edu/policies/free-expression-policy/) (<https://wheatoncollege.edu/policies/free-expression-policy/>), [Honor Code](https://wheatoncollege.edu/about-wheaton-college/honor-code/) (<https://wheatoncollege.edu/about-wheaton-college/honor-code/>), [Bias Incident Policy](https://wheatoncollege.edu/about-wheaton-college/honor-code/bias-incident-policy-reporting/) (<https://wheatoncollege.edu/about-wheaton-college/honor-code/bias-incident-policy-reporting/>), and [Community Standards](https://wheatoncollege.edu/campus-life/dean-of-students/student-handbook/) (<https://wheatoncollege.edu/campus-life/dean-of-students/student-handbook/>).

### Locations for Postings

Postings may only be put up on designated bulletin boards or in designated areas on the campus. Postings on bulletin boards may only be affixed with thumbtacks, push pins, staples, painter’s tape, or magnets. Postings made on designated hard surfaces may only be affixed with painter’s tape.

Postings may not be displayed on walls, windows, interior or exterior doors, glass, poles, painted surfaces (doors), chalkboards, furnishings, the exterior of any residential building, or emergency items (for example, fire extinguisher, fire alarm pull station, etc.). Students may display postings on their personal residential room door or window with the permission of all residents of the room, provided what is posted abides by College policies (including, but not limited to, the fire code, this policy, and all other policies referenced above).

Due to space limitations, an individual or student organization may put up only one copy of a posting on each designated bulletin board or designated area. Placing postings over the postings of other sponsoring individuals or student organizations is not permitted. If space is not available on a particular bulletin board or designated area, space must become available before an additional posting is made.

The [Posting Guidelines](https://wheatoncollege.edu/policies/posting-policy/) can be found on the Wheaton College website:  
<https://wheatoncollege.edu/policies/posting-policy/>.

## **Smoking**

Smoking is prohibited in all college buildings and facilities, including all campus residence halls and houses, in public or private spaces. Smoking is allowed outside as long as those smoking are 25 feet or more away from buildings. This is a policy for all Wheaton community members, including visitors.

The smoking of any illegal substance in any campus building or on campus grounds is prohibited.

## Student Acceptable Use Policy

Wheaton College provides enterprise-grade wireless network access in all campus residence halls and academic and administrative buildings to support its educational mission. This policy applies to Students who access computer, telecommunications, or network resources at Wheaton College.

The Wheaton College Acceptable Use Policy for Students is designed to promote responsible and ethical use of campus networks and electronic resources. Adherence to this policy contributes to a positive learning environment and fosters a culture of integrity within the Wheaton community.

### [The Wheaton College Honor Code and Community Standards](https://wheatoncollege.edu/campus-life/dean-of-students/student-handbook/)

(<https://wheatoncollege.edu/campus-life/dean-of-students/student-handbook/>) apply to using the college's network and computing services. Actions unacceptable in other settings are also unacceptable on the network, computing systems, and other electronic services, including but not limited to:

- Harassment in any form is unacceptable and will not be tolerated.
- Damage to the property and disrespect to the rights of others at all times.
- Forgery or other misrepresentation of one's identity is strictly prohibited.
- Distribution of copyrighted materials without the copyright owner's permission is prohibited.
- Creation, distribution, or procurement of explicit/illicit content is strictly prohibited.

Users must know and obey the policies established for the systems and networks they access. Administrators are responsible for protecting users' rights, setting policies consistent with those rights, and publicizing those policies to users. They have the authority to control or refuse access to the network or other services to anyone who violates these policies or threatens the rights of other users. The AUP will be reviewed periodically to ensure its relevance and effectiveness.

Violations of the Acceptable Use Policy will be treated as violations of the Honor Code and will be referred to the Dean of Students Office for student conduct review. Prosecution under State and Federal laws may also apply.

The full [Student Acceptable Use Policy](https://wheatoncollege.edu/about-wheaton-college/honor-code/acceptable-use-of-campus-network-and-computing-systems/) is available on the Wheaton College website: <https://wheatoncollege.edu/about-wheaton-college/honor-code/acceptable-use-of-campus-network-and-computing-systems/>.

# **Student Business Activity Policy**

## **INTRODUCTION**

Wheaton College (“Wheaton” or “the College”) acknowledges that its students may have an interest in engaging in Business Activity on campus. The Student Business Activity Policy (“the Policy”) permits some Business Activity on campus and outlines the limitations of and guidelines for such activity.

## **SCOPE**

The Policy applies to all students of the College engaging in Business Activity on campus, including Business Activity undertaken by students as part of a curricular activity to earn academic credit.

The full [Student Business Activity Policy](https://wheatoncollege.edu/policies/student-business-activity-policy/) is available on the Wheaton College website: <https://wheatoncollege.edu/policies/student-business-activity-policy/>.



## Student Name, Pronoun, and Gender Identity Policy

### INTRODUCTION

Wheaton believes embracing diversity leads to personal growth, intellectual enrichment, freedom, and social justice. Being a part of Wheaton means appreciating and celebrating our differences. It also means maintaining an environment free from discriminatory conduct, including conduct that impedes the academic freedom, security, or well-being of any member of the Wheaton community. Wheaton's Student Name, Pronoun, and Gender Identity Policy (the "Policy") provides information about how the College captures and uses students' names, pronouns, and gender identities.

The full [Student Name, Pronoun, and Gender Identity Policy](https://catalog.wheatoncollege.edu/content.php?catoid=14&navoid=465#student-name-pronoun-and-gender-identity-policy) is available on the Wheaton College website:

<https://catalog.wheatoncollege.edu/content.php?catoid=14&navoid=465#student-name-pronoun-and-gender-identity-policy>.

Students are encouraged to review [Wheaton's Guide to Creating a Gender Affirming Wheaton: A Guide](https://wheatoncollege.edu/about-wheaton-college/offices-services/office-for-institutional-equity-and-belonging/creating-a-gender-affirming-wheaton-a-guide/) (<https://wheatoncollege.edu/about-wheaton-college/offices-services/office-for-institutional-equity-and-belonging/creating-a-gender-affirming-wheaton-a-guide/>) to learn more about how to legally change one's name in Massachusetts and other states.

## Uncrewed Aircraft (Drone) Policy

The operation of an uncrewed aircraft system (UAS), including drones and model aircraft, is regulated by the Federal Aviation Administration (FAA). To ensure the safety and privacy rights of the Wheaton College community and to ensure the legal operation of UAS, Drones and Model Aircraft on the Wheaton College campus, any Wheaton College employee or student wishing to operate a UAS as part of their employment, or as part of a Wheaton College academic or research program must first notify the [Campus Safety Department](https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/) (https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/) by completing a [flight request form \(pdf\)](https://wheatoncollege.edu/wp-content/uploads/2019/07/Request_to_Operate_UAS.pdf) (https://wheatoncollege.edu/wp-content/uploads/2019/07/Request\_to\_Operate\_UAS.pdf). Forms must be submitted to the [Campus Safety Department](https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/) (https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/) at least seven (7) days in advance of requested flight date.

Please note that **personal** Hobbyist/Recreational UAS use on or over Wheaton College property is not permitted.

All Wheaton College community members operating an uncrewed aircraft system are personally responsible for compliance with FAA regulations, state and federal laws, and college policies. More information can be found on the [Unmanned Aircraft Systems – Getting started page](https://www.faa.gov/uas/getting_started) (https://www.faa.gov/uas/getting\_started) of the FAA website.

The full [Uncrewed Aircraft Policy](https://wheatoncollege.edu/policies/uncrewed-aircraft-drone-policy/) (https://wheatoncollege.edu/policies/uncrewed-aircraft-drone-policy/) is available on the Wheaton College website.