



**Student Handbook  
2016-17**

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[www.wbu.edu](http://www.wbu.edu)

## Table of Contents

Affiliation and Accreditation Statement/Mission Statement	3
Counseling Services	3
Office of Health Services	3
Mabee Learning Resources Center	3
Tutorial Services	4
Traffic and Parking	4
Career Services	4
University Store	4
Post Office	4
Student Government	4
Campus Organizations	5
Student Activities	6
Chapel	6
Sponsors	7
Summons to Administrative Offices	7
Student Conduct	7
Purchase Policy	8
Representing the University	8
Travel Policies	8
Residence Hall Regulations	8
Discipline Policy	11
Sexual Misconduct	14
Substance Abuse Policy	16
University Sanctions Involving Substance Abuse	16
Criminal Sanctions	17
Services Available	18
FERPA	18
Student Grade Appeal	19
HIV-Aids Policy	21
Disabled Students Policy	21
Academic Honesty	22
Ownership of Academic Works	22
Student Grievance Policy	22
University Police on Personal Safety	23
Missing Students	24
Telephone Services	24
Information Technology and Telecommunications	24
Food Service/Dining	26
Community Resources	28
Volunteer Opportunities	28

# **Wayland Baptist University Student Handbook 2016-2017**

## **AFFILIATION AND ACCREDITATION STATEMENT**

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

## **MISSION OF THE UNIVERSITY**

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

## **COUNSELING, DISABILITY AND CAREER SERVICES**

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

## **OFFICE OF HEALTH SERVICES**

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

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

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

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

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

	Fall/Spring	Summer
Monday-Thursday	7:45 a.m. - 11 p.m.	8 a.m. - 9 p.m.
Friday	7:45 a.m. - 4 p.m.	8 a.m. - 4 p.m.
Saturday	10 a.m. - 5 p.m.	1 p.m.-5 p.m.
Sunday	2-5 p.m.; 7:30 -10 p.m.	Closed

Holiday hours are posted in the LRC as early as possible.

## **TUTORIAL SERVICES**

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

## **TRAFFIC AND PARKING**

All administrators, faculty, staff, and student personnel, full or part-time, who drive a motor vehicle to the University, including motorcycles, motor scooters, and motor bicycles, are required to register those vehicles with the Wayland Police Department at 709 Xenia Street. A parking permit will be issued to registrants. Vehicles not bearing properly displayed parking permits are subject to fines.

## **CAREER SERVICES**

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

## **UNIVERSITY STORE**

The Wayland University Store is located in the McClung University Center. The bookstore hours are Monday through Thursday, 8:15 a.m. to 5:00 p.m., Friday 8:15 a.m. to 4:00 p.m., and Saturday 10:00 a.m. to 4:00 p.m.

## **POST OFFICE**

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

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

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

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

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

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

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

## **STUDENT GOVERNMENT**

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

The SGA Cabinet is responsible for planning several student activities and for representing the students collectively and administratively to the University. The Student Government Association is the student voice in University affairs, interpreting the student needs and desires of the University. Patterned after the United States Government, SGA is organized to facilitate efficient self-government, to establish and maintain good administrative relations, and to enrich student activities on campus. Composed

of all regularly enrolled students at Wayland, the SGA seeks to promote individual responsibilities and respect the rights of others throughout the student body.

## **CAMPUS ORGANIZATIONS**

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

### **Institutional Organizations:**

Council of Student Organizations  
President's Ambassadors  
Senate  
Student Alumni Council  
Student Foundation  
Student Union Board  
Student Government Association

### **National Honor Societies:**

Alpha Chi  
Alpha Psi Omega  
Kappa Delta Pi  
Phi Alpha Theta  
Psi Chi  
Sigma Beta Delta  
Sigma Tau Delta

### **Special Interest Organizations:**

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

### **Greek Council:**

Alpha Delta Kappa  
Alpha Psi Omega  
Kappa Upsilon Chi  
Sigma Phi Lambda

## STUDENT ACTIVITIES

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

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

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

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

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

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

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

## CHAPEL

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

The following guidelines govern chapel attendance:

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

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

3) In specified instances, the Chapel Committee may allow an exemption from the Chapel requirement. To be exempt, the student must meet one or more of the following conditions:

- \* Enrolled in less than seven semester hours
- \* Enrolled in no Wednesday morning classes, unless living in University housing
- \* Enrolled in Student Teaching
- \* Enrolled as a graduate student
- \* Previously earned seven semesters of Chapel credit
- \* Required to work off-campus during Chapel

Other exemptions may be allowed depending upon the situation.

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

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

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

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

## **SPONSORS**

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

## **SUMMONS TO ADMINISTRATIVE OFFICES**

A summons to the office of an administrative officer is imperative and must be heeded at the time set in preference to other duties. Failure to heed such summons will render the student liable, resulting in disciplinary action. A summons will be sent to the student through United States or University mails, or delivered by hand. It is the responsibility of the student to keep his mailing address current in the Registrar's Office.

## **STUDENT CONDUCT**

*(This is a statement of conduct standards. It is enforced in conjunction with the Discipline Policy and Substance Abuse Policy found elsewhere in this handbook.)*

Wayland proudly adheres to high standards of intellectual, moral, ethical, and spiritual values. Convinced that self-discipline is more desirable than outside force and that the truly educated person must pursue what is right under all circumstances, Wayland entrusts each student with the solemn obligation of preserving these standards.

However, in the light of revelation, reason, and the custom of the Christian community from which Wayland has sprung, certain practices are evaluated:

1. Personal integrity in keeping with New Testament standards is expected of all students.
2. Respect for the property, knowledge, and rights of other people must prevail.
3. The use or possession of alcoholic beverages and/or illegal drugs is forbidden.
4. Gambling, hazing, bullying and the on-campus possession of firearms or deadly weapons are prohibited. Prohibited items include, but are not limited to: air guns, blow guns, paint guns and other devices which deliver dangerous projectiles. This provision also includes hunting knives and other such instruments.
5. The use of tobacco by students is discouraged, though permitted in certain designated areas of the campus. In consideration of the rights of others and the requirements of safety, such areas are designated. Usage of all forms of tobacco is strictly prohibited in dormitories.
6. Each student enrolled at Wayland is expected to respect the integrity of others and to live a life exhibiting high moral standards. The university prohibits sexual paraphernalia and inappropriate sexual behavior including, but not limited to: premarital sex, homosexuality, adultery, and indecent or obscene conduct or expression.

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

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

### **PURCHASE POLICY**

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

### **REPRESENTING THE UNIVERSITY**

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

1. When a student's grade-point average falls below 2.00, he is ineligible to hold office in any campus organization or to hold membership in more than two voluntary organizations. Student who are placed on academic probation are ineligible to represent the school in any capacity which demands that they miss a regularly scheduled class session or involves them in excessive hours of preparation outside the classroom.

2. Participants in intercollegiate athletics must be enrolled in a minimum of 12 semester hours. Freshmen must pass nine semester hours during their first semester. Others must accumulate a total of 24 credit hours in the two terms of attendance immediately preceding the term of participation. Summer sessions and microterms subsequent to one of the two terms of attendance may be applied to meet the average of twelve credit hours. Additional information about athletic eligibility is available through the Director of Athletics.

3. Students on disciplinary probation will be restricted from representing the University.

4. Students who enter on "Individual Approval" may not represent the University until thirty semester hours have been completed.

### **TRAVEL POLICIES**

1. Application for approval of off-campus trips is made through the office of Student Services. Special forms from the office must be completed in detail and submitted three days in advance from the date of departure.

2. If a group uses WBU vehicles or funding they must have a university-approved sponsor on the trip.

3. If a WBU vehicle or funding is not used, and a group travels on their own, they will not be considered a Wayland-sanctioned group.

4. Baptist Student Ministries trips may be exempt from this policy if covered by BGCT travel insurance.

5. Any errand run by a student worker at the request of a supervisor does not require a travel form and is considered a function of the daily operation of the university.

### **RESIDENCE HALL REGULATIONS**

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

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

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

### **Meningitis Vaccine Requirement**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The term includes but is not limited to:

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

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

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

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

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

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

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

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

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

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

**Pets** – Pets are prohibited in the dorms.

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

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

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

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

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

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

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

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

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

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

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

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

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

*PLEASE NOTE THE FOLLOWING INFORMATION:*

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

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

## DISCIPLINE POLICY

### Introduction

The purpose of the university discipline policy and system is to encourage appropriate behavior, discourage inappropriate behavior and ensure a safe, comfortable and educationally sound campus environment. The system is not primarily punitive, but rather educational in intent, although sanctions on certain behaviors will be imposed if these behaviors violate university standards of conduct.

## **I. JUDICIAL COUNCIL**

A. The Judicial Council shall be made up of a representative from each occupied residence hall to be elected at the first residence hall meeting of the school year, an off-campus student to be appointed by the Dean of Students, five faculty members to be chosen by the faculty assembly and two staff members to be appointed by the Vice President of Enrollment Management. The Dean of Students will be an ex-officio member of the council and will not have a vote in disciplinary decisions but will be available to the council for reference. Alternates for each position will be selected at the same time and in the same fashion as the members.

B. Hearing times will be scheduled by the Dean of Students.

C. The council shall rule on all matters referred by the Dean of Students. It is the intent of this policy that disciplinary matters be resolved at the lowest appropriate administrative level possible. Referral to the next higher level for ruling will be at the discretion of university officials. Students may request that rulings and sanctions be appealed through the administration as stated in the section of this document entitled "Appeals."

D. Votes will be taken by secret ballot of "guilty" or "not guilty." A guilty verdict will require a 75% vote of members present. Decision will be made based on the greater weight of credible evidence.

E. The council will render a verdict and recommend appropriate sanctions to the Dean of Students. The Dean of Students will notify the student of the council's decision and enforce the sanction(s) with or without modification.

## **II. JURISDICTION**

A. Any student enrolled at Wayland Baptist University for any number of hours, face-to-face or online, is subject to this policy, and by enrolling is agreeing to abide by the standards set forth in this document.

B. In the case of a student charged with a violation of the city, county, state or federal criminal or civil code, disciplinary actions by the university need not be delayed until such charges are resolved. The university may sanction a student although charges have been dropped or the student has been acquitted through the legal system.

C. Students who are registered or pre-registered for attendance at Wayland are subject to possible disciplinary actions by the university although they may not be in actual attendance at the time of the violation. Prospective students may have enrollment blocked for serious violations prior to actual enrollment or attendance.

D. Students in violation of the university's standards of conduct while off campus may be subject to disciplinary action by the university if deemed appropriate by university officials. Violations related to or in conjunction with university activities or functions will be considered on-campus violations.

E. All cases of academic dishonesty, cheating or plagiarism will be handled by the academic division and the Executive Vice President/Provost. Cases may be referred to the Dean of Students if deemed necessary by the Executive Vice President/Provost.

## **III. CONDUCT STANDARDS**

The following behaviors may be grounds for probation, suspension or expulsion from the university:

- \* Alcohol or illegal drug use, possession or distribution as outlined in the Student Substance Abuse Policy
- \* Premarital, extra-marital or homosexual relations or activities or cohabitation on university property or in conjunction with university activities or functions
- \* Theft, destruction or vandalism of property
- \* Unauthorized use of university property
- \* Unauthorized visitation in residence halls
- \* Unauthorized possession of university keys, or other security breach
- \* Physical threat or assault, verbal threat or assault, bullying
- \* Gambling
- \* Possession of firearms on campus. Prohibited items include, but are not limited to: air guns, blow guns, paint guns and other devices which deliver dangerous projectiles. This provision also includes hunting knives and other such instruments.
- \* Possession of drug paraphernalia
- \* Cheating, plagiarism or academic dishonesty
- \* Failure to comply with other conduct standards as set forth in university publications or by university officials. Examples include the university catalog, class syllabus, dorm rules, etc.
- \* Recurrence of lesser offenses
- \* Other behaviors which may be deemed as harmful or disruptive to the university community or the educational process

#### **IV. SANCTIONS**

- A. The University allows for a wide range of possible disciplinary sanctions including, but not limited to reprimand, fines, loss of privileges, restitution, informal probation, formal probation, loss of scholarship, suspension and expulsion. Sanctions for alcohol, illegal drug or inhalant use will be imposed in accordance with the Student Substance Abuse Policy.
- B. Students have the right to plead innocence, and this will not be held against the student in the case of a guilty verdict. Students will, however, be expected to cooperate fully with university officials and the Judicial Council and comply with their requests. Lack of cooperation and compliance may have bearing on sanctions imposed.
- C. Each disciplinary issue will differ in circumstance, severity and situation. Accordingly, differing sanctions may be imposed in similar cases at the discretion of university officials if such sanctions are considered by university officials to be appropriate and without arbitrary discrimination.
- D. Sanctions may be appealed through the appeals process as outlined in the section of this document entitled "Appeals."
- E. The Dean of Students has authority to temporarily sanction a student, if deemed necessary for the well-being of the university community and the educational process, pending the outcome of a judicial council hearing or a criminal or civil prosecution. Sanctions under appeal will be considered "in effect" until appeal is upheld and sanctions are over-ruled.
- F. Fines may be levied by the Dean of Students, judicial council, housing staff and dormitory staff. Fines are a reminder that further violation of university rules and regulations may result in more stringent disciplinary action. A list of fines is available in the Housing Office and the Dean of Students' Office.
- G. Informal Disciplinary Probation entails the following sanctions: Informal probation is a stern warning that any further violation of university rules and regulations during the probationary period could result in disciplinary probation, suspension or expulsion.
- H. Disciplinary Probation entails the following sanctions:
1. Restriction from representing the university in any fashion. This sanction includes all public performances or appearances under the auspices of the University.
  2. Restriction from any university-sponsored travel.
  3. Restriction from holding offices in any university organizations.
  4. Restriction from receipt of any university scholarship assistance (federal financial aid, state aid, or gifts directly to students from outside entities are not affected by this sanction).
- I. Disciplinary Suspension entails the following sanctions:
1. The student will be restricted from enrollment during the period of suspension.
  2. Re-enrollment after disciplinary suspension will be contingent upon the approval of the Dean of Students or the Vice President for of Enrollment Management and acceptance through the Admissions Committee process.
- J. Disciplinary Expulsion permanently restricts the student from enrollment in the University.
- K. Students who are suspended or expelled from the university are expected to leave immediately.

#### **V. PROCESS**

##### **A. Administrative Summons**

A student accused of a violation will be issued an administrative summons from the Dean of Students within seven working days of report of the incident to the Dean. The student will be directed to appear before the Dean for a preliminary hearing. Response to an administrative summons takes precedence over all other commitments or activities. Failure to respond will render the student liable, resulting in disciplinary action.

##### **B. Preliminary Hearing**

1. The preliminary hearing will be an informative meeting between the Dean of Students and the accused student. The Dean will present possible charges and consequences and the student will be allowed to respond. After this hearing the Dean may:
  - dismiss the case
  - postpone charges pending acquisition of evidence
  - rule on the case
  - refer the case to the Judicial Council
2. If the case is dismissed, no further action will be taken.
3. If the Dean chooses to rule on the case, a written account of charges, rationale and sanctions will be given to the student within five working days of the preliminary hearing. The student will then submit a written response of acceptance or request for appeal (see section titled "Appeals.")

4. If a decision is postponed the student will receive notification within 10 working days to re-appear for continuation of the preliminary hearing.
5. If the case is referred to the Judicial Council the student will be sent notification within 5 working days of the preliminary hearing. This notification will be sent to the student at least 10 days prior to the date of the Judicial Council hearing. Notification will contain a brief description of the matter to be considered, a list of council members, and a date, time and place of hearing. Challenges to council members must be made to the Dean within 2 days of receipt of such notification. Copies of complaints or disciplinary reports will be made available to the accused student at time of notification.
6. The time requirements outlined above are considered ideal and may be modified in situations as deemed necessary by university officials.
7. The preliminary hearing will be taped for the record.

#### C. Judicial Council Hearing

1. This hearing is to elicit relevant facts, determine verdict and recommend appropriate sanctions. Students may have legal counsel present for advice only and should keep in mind that the council does not function as a court of law. Rules of evidence that apply in a criminal proceeding do not necessarily apply in a college disciplinary proceeding.
2. Students will have the following rights:
  - a. An opportunity to make oral presentation to the council
  - b. An opportunity to present evidences and/or witnesses
  - c. An opportunity to question witnesses
3. If a student does not appear for the hearing, the council may proceed without the student if reasonable attempts have been made to notify and contact the student. The council may recommend that a case be immediately referred to the appropriate law enforcement authorities if deemed necessary. The council may recommend that appropriate law enforcement authorities be brought in to help with the investigation.
4. The council will meet as long as necessary to reach a decision. The council may postpone the decision if there is reason to believe pertinent evidence is forthcoming. The Dean of Students or the accused student may request a re-hearing if pertinent evidence is disclosed after the council's decision has been made. Such a request must be approved by the Judicial Council.

### VI. APPEALS

- A. Students found guilty of a violation by the Judicial Council may appeal the decision in writing to the President (or a designee appointed by the president). Appeals must be filed in the Dean of Students' office within three days of receipt of the council's decision. The Dean will present the appeal to the President (or designee) who will make a ruling on the basis of the record. The President (or designee) will notify the Dean, who will notify the student of the decision. The student will be notified of the decision within a reasonable time, not to exceed 30 days from receipt of the appeal. The decision of the President or his designee is final and no further appeal may be made.
- B. Sanctions may be appealed by the same process as detailed above. Rulings, which are made by the Dean of Students without referral to the Judicial Council, may be appealed by the same process.

### SEXUAL MISCONDUCT

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

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

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

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

## **SEXUAL MISCONDUCT, TITLE IX & DISCRIMINATION NOTIFICATION OF RIGHTS**

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

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

Students and employees are expected to comply with Wayland's policies that prohibit unlawful discrimination, sexual harassment, sexual misconduct, sexual assault, and stalking both on-campus and off-campus. Any student who witnesses or experiences such conduct on-campus or off-campus by someone who is a member of the Wayland Baptist University community is encouraged to report the matter to the Title IX Coordinator or a WBU representative listed on the University website at <http://www.wbu.edu/security/titleIX/confidentiality.html>.

Please also see the WBU Title IX Responsible Employee Listing (<http://www.wbu.edu/security/titleIX/responsibleEmployees.html>) for information regarding who information can be shared with and which employees retain confidentially.

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

The following attachments from University Policy 1.5.5 (<http://www.wbu.edu/policy>) are supplied as resources related to complaints and rights under US federal law:

Attachment A – Definitions of Sexual Misconduct

Attachment B – WBU Sexual Misconduct Complaint Form

Attachment C – US Office of Civil Rights Questions and Answers on Title IX and Sexual Violence

Attachment D – Acquaintance Rape

## **CONFIDENTIALITY STATEMENT**

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

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

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

If the complainant wants to be assured that the report will be kept confidential, he/she can report the assault to a therapist, doctor, or attorney who is legally obligated to maintain patient or client confidentiality. If this option is chosen, the

complainant should consider asking a doctor, therapist, or attorney to make a confidential report of the assault without including facts that would reveal the person's identity. While the university will probably not be able to take any disciplinary action against the person who assaulted the complainant, university officials will have a better picture of crime on the campus and may be able to warn the campus community about methods or patterns of attacks.

### **TITLE IX RIGHTS OF APPEAL**

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

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

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

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

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

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

### **SUBSTANCE ABUSE POLICY**

Wayland Baptist University adheres to a high standard of moral conduct which includes prohibition of the use, possession, or distribution of alcohol or illegal drugs by students on university owned or controlled property or in conjunction with any university activity. The university may take action against students for off-campus use, possession or distribution of alcohol or controlled substances if deemed appropriate by university officials.

### **UNIVERSITY SANCTIONS INVOLVING SUBSTANCE ABUSE**

Any cases involving alcohol, drugs or substances may be referred to the Judicial Council, which will enforce the standard stated above by implementation of sanctions as outlined below:

1. Students found to possess alcohol on university owned or controlled property or in conjunction with any university activity will be (at minimum) placed on disciplinary probation for a period of two long semesters. The university reserves the right to use discretion in determining duration of sanction.
2. Students found to distribute alcohol on university owned or controlled property or in conjunction with any university activity will be (at minimum) suspended for a period of one long semester. The university reserves the right to use discretion in determining duration of sanction.
3. Students found to possess controlled substances, other than alcohol, on university owned or controlled property or in conjunction with any university activity will be (at minimum) suspended from the university for a period of two long semesters.
4. Students found to manufacture or distribute controlled substances, other than alcohol, on university owned or controlled property or in conjunction with any university activity will be expelled from the university.
5. Students found to use any type of inhalant as an intoxicant will be (at minimum) placed on disciplinary probation for a period of two long semesters.

6. Students found to be intoxicated by alcohol or controlled substances are considered to be in possession of that substance for disciplinary purposes.

These sanctions and their duration are to be imposed at the discretion of university officials upon recommendation of the Judicial Council. Recurrence of offenses will incur more stringent sanctions. Completion of a rehabilitation program may be required as a part of a sanction at any level. University officials in the context of the university's disciplinary system will make imposition of sanctions. The university may report any violations as outlined above to the proper law enforcement authorities for prosecution.

## **CRIMINAL SANCTIONS**

Local and county governments follow state sanctions as listed below:

The State of Texas prohibits the following acts and prescribes the corresponding penalties:

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

### **Federal Penalties and Sanctions for Possession of a Controlled Substance**

21 U.S.C. 844(a)

1st conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000 or both.

After one prior conviction: At least 15 days in prison, not to exceed two years and fined at least \$2,500 but not more than \$250,000 or both.

After two or more prior drug convictions: At least 90 days in prison, not to exceed three years and fined at least \$5000 but not more than \$250,000 or both.

Special sentencing provisions for possession of crack cocaine: mandatory at least five years in prison, not to exceed 20 years and fined up to \$250,000 or both if:

- a) First conviction and the amount of crack exceeds 5 grams
- b) Second crack conviction and the amount of crack possessed exceeds 3 grams
- c) Third or subsequent crack conviction and the amount possessed exceeds 1 gram

21 U.S.C. 853 (a) (2) and 881 (a) (7)

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

881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal controlled substances.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts and professional and commercial licenses, up to 1 year for the first offense, up to five years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

#### **Miscellaneous**

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

### **SERVICES AVAILABLE**

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

*Local treatment options:*

Central Plains MH/MR

2700 Yonkers

Plainview, TX 79072 PH: 293-2636

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

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

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

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

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

(2) The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

- Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading

- If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

- Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:  
Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4605.

### **Directory Information**

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

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

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

Directory information may be disclosed by this institution for any purpose in its discretion, without the consent of the student. Students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent the student, or as otherwise allowed by FERPA. Any student refusing to have any or all of the designated directory information disclosed must file written notification of this effect with this institution at the Office of University Registrar (Gates Hall 004), on or before the tenth day of the semester. Forms for this purpose are available at that office.

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

### **STUDENT GRADE APPEAL**

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

Faculty are responsible for providing syllabi which clearly specify course objectives and/or competencies, and for making clear the means of evaluation for purposes of grading students. Students are responsible for class attendance, for learning the content of any course of study and for those standards of academic performance established for a given course. Students who

violate academic integrity and regulations (see policy 8.4.1 and current catalog) by plagiarism, classroom misdemeanor, or academic dishonesty will be held accountable to faculty and may have their grades adjusted accordingly.

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

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

1. The student shall first present, in writing, the matter of grievance to the instructor of the course. This must be done within thirty calendar days after the beginning of the next regular semester. If agreement is reached, the faculty member will either sustain the judgment made or make a change according to the agreement reached within two weeks.
2. If the student feels the matter is not satisfactorily resolved at the student-faculty level, the student should submit the grievance to the dean of the school in which the course is taught. The appeal must be made in writing within two weeks after the faculty member has acted on the grievance; otherwise, the grievance shall be considered withdrawn. The dean of the school will review all facts and evidence in the case and mediate a decision within two weeks after the receipt of the grievance. If the grievance is not further appealed, it will be considered resolved.
3. If the student is not satisfied, he/she may request the executive vice president/provost to refer the appeal to the university Faculty Assembly Grade Appeals Committee. This request must be made in writing, must include the basis for the appeal, and must be submitted within two weeks following receipt of the decision of the dean of the school.
4. The student or faculty member may appeal the findings of the committee in writing to the executive vice president/provost within one week after receiving the committee's report. The executive vice president/provost will render a decision within two weeks and copies of such decision will be sent to the student, the faculty member, and the dean of the school involved. This decision shall be final in all cases of grade appeals.
5. Failure to submit grievances within the required time period will negate the student's complaint. No grievances will be considered after one full term has passed after the student has received the grade in question.

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

1. A student shall first present, in writing, the matter of grievance to the instructor of the course. This must be done within thirty calendar days after the beginning of the next regular term. If agreement is reached, the faculty member will either sustain the judgment made or make a change according to the agreement reached within two weeks.
2. If the student feels the matter is not satisfactorily resolved at the student-faculty level, the external campus student should submit the grievance to the campus executive director within two weeks after the decision by the professor. The external campus executive director will either sustain the judgment of the professor or make a change according to the agreement reached with the student within two weeks. The executive director will notify the appropriate school dean of this decision.
3. If the student feels the matter is not satisfactorily resolved at student-executive director level, the grievance should be submitted to the dean of the school in which the course is taught. The appeal must be made in writing within two weeks after the faculty member or external campus executive director has acted on the grievance; otherwise, the grievance shall be considered withdrawn. The dean of the school will review all facts and evidence in the case and mediate a decision within two weeks after the receipt of the grievance. If the grievance is not further appealed, it will be considered resolved.
4. If the student is not satisfied, he/she may request the executive vice president/provost to refer the appeal to the university Faculty Assembly Grade Appeals Committee. This request must be made in writing, must include the basis for the appeal, and must be submitted within two weeks following receipt of the decision of the dean of the school.
5. The student or faculty member may appeal the findings of the committee in writing to the executive vice president/provost within one week after receiving the committee's report. The executive vice president/provost will render a decision within two weeks and copies of such decision will be sent to the student, the faculty member, the external campus executive director, and the dean of the school involved. This decision shall be final in all cases of grade appeals.
6. Failure to submit grievances within the required time period will negate the student's complaint.

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

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

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

## **HIV-AIDS POLICY**

### **Introduction**

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

### **General Guidelines**

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

## **DISABLED STUDENTS POLICY**

### **General**

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

## **Discrimination**

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

## **ACADEMIC HONESTY**

University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one's own work.)

Disciplinary action for academic misconduct is the responsibility of the faculty member assigned to the course. The faculty member is charged with assessing the gravity of any case of academic dishonesty and with giving sanctions to any student involved. Penalties that may be applied to individual cases of academic dishonesty include one or more of the following:

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

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

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

## **OWNERSHIP OF ACADEMIC WORKS**

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

## **STUDENT GRIEVANCE POLICY**

### **General**

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

### **Sexual Harassment**

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

Students have the right to be free from sexual harassment. Sexual harassment can include physical conduct or verbal innuendo of a sexual nature, imposed on the basis of sex by an employee or agent of the University, when (1) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual and (2) such conduct has the purpose or effect of creating an intimidating, hostile or offensive environment. Any person who engages in sexual harassment will be subject to disciplinary action including a warning, suspension or expulsion. Students who have a complaint regarding sexual harassment should contact the Dean of Students who will conduct an investigation.

## **Records**

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

## **Disciplinary Actions**

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

## **Grades**

Guidelines for appeal of grades are found on page 19 of this handbook.

## **Procedure**

If the student has made a reasonable attempt to resolve the problem with the person directly involved, any student grievance not covered by a policy identified above should be addressed in the following manner:

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

**Step 2.** The student should file a formal written complaint with the senior administrator having jurisdiction over the area in question.

**Step 3.** The senior administrator will assign a committee of university faculty and staff to rule on the grievance. The administrator may assign a special committee or a standing university committee to rule on the grievance. The committee will present a ruling on the grievance within 30 calendar days of receipt of complaint by the administrator. The administrator will inform the plaintiff and area supervisor of the committee's decision.

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

**Step 5.** (For Students studying in Arizona) If the complaint can not be resolved after exhausting the above grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details.

Arizona State Board for Private Postsecondary Education  
1400 West Washington, Room 260  
Phoenix, Arizona 85007  
(602) 542-5709

## **UNIVERSITY POLICE ON PERSONAL SAFETY**

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

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

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

A complete listing of campus safety and security services, programs and policies are available for inspection on the Wayland Web site at [www.wbu.edu](http://www.wbu.edu) under the heading of Campus Security or at the Wayland UPD, 709 Xenia Street.

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

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

Crimes should be reported to the UPD at 806-774-4225 this is a cellular phone carried by the on-duty officer. If there no answer you should call 806-296-1182, this number will be answered by the Plainview Police Department and they will contact the on-duty officer or dispatch a Plainview officer. During normal Wayland business hours you may also call 806-291-3639 or 806-291-3635 to report a crime.

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

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

Firearms are strictly prohibited on the Wayland Campus.

## **MISSING STUDENTS**

Wayland Baptist University takes student safety seriously and will investigate any report received concerning a missing student, whether a residential or commuter student. Anyone who believes a student is missing should immediately report their concern to the Wayland Police Department and the Dean of Students Office.

Wayland Baptist University has specific procedures regarding missing students.

Upon notification from any source that a student may be missing, Wayland personnel will attempt to locate the missing student, which may include:

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

If the university determines that a student is missing, Wayland Police Department and administration will (1) contact the student's parent or legal guardian if the student is a minor, (2) contact any person identified in the student's file as the emergency contact person and (3) notify external law enforcement agencies as appropriate.

## **TELEPHONE SERVICES**

One basic telephone hook-up is provided in each room. The telephone number is a "direct inward dial" extension of Wayland's main switchboard and can be dialed direct from off campus by using a 291-prefix.

You must provide your own phone. You may subscribe to a long distance service provided by Wayland, use credit cards, access numbers, toll-free numbers or call out collect. Incoming collect calls are not to be accepted. A mandatory fee will be assessed to each incoming collect call plus the long distance charges. All unauthorized calls charged to Wayland are considered telephone fraud. Abuse of the telephone service can result in possible discontinued service and possible disciplinary actions.

## **PHONE, VOICEMAIL & COMPUTER ACCESS**

### **PHONES:**

Each dorm room has one extension assigned; roommates share the same number. All dorm phones are student provided. Cordless phones are OK, with a few exceptions.

On-campus room-to-room dialing requires only the 4-digit extension. All off-campus dialing, dial 9+number. Long distance calling cards are OK, as long as they are accessed via a local or toll-free number. Contact the campus operator if you would like to set up long distance dialing account.

Calls can be transferred (Transfer + 4 digit ext. + transfer).

The system logs & time stamps all in bound, out bound & local calls. All threatening or obscene calls will be turned over to the Dean of Students for resolution.

### **VOICE MAIL:**

All on-campus students will have Meridian Voicemail active. You will not need an answering machine. If you have a message waiting, you will hear a stutter dial tone when you pick up the receiver.

To access Voicemail, dial 3895, and follow the system prompts to setup your password & greeting. Your voicemail can be accessed from any phone, anywhere (off-campus, dial 291-3895). There is no Voicemail on dorm lobby phones or on courtesy phones located in campus buildings.

**IF YOU HAVE TROUBLE:**

- \*Telephone, Voicemail or Long Distance account questions: Dial the Operator at "0".
- \* Computer not connecting, passwords problems or PC configuration questions: Dial IT, ext 3540

**INFORMATION TECHNOLOGY AND  
TELECOMMUNICATION SERVICES**

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

The IT (Information Technology and Telecommunication Services) department at Wayland provides the following services to students with the following expectations:

I. The IT department provides high speed Internet access to each dorm room via a standard RJ45 Ethernet port. The network jack may not be altered or removed. Students are responsible for providing a CAT5 network cable that will connect the network card (also provided by the student) in their computer to the Ethernet port in the room.

II. WBU does not provide any dial-up modem services to the Internet. Please consult the yellow pages for an Internet Service Provider in your area.

III. The IT department will provide a checklist that specifies the configuration settings required to connect a computer to these services. Students are responsible for maintaining these configuration settings. IT department configuration specifications will apply only to Microsoft operating systems. The IT department provides no support for Mac, Linux, or other operating systems.

IV. The IT department will provide each student with a username and password for connecting to the Internet. Students are responsible for remembering their passwords. When a student network account becomes locked out due to forgotten or mistyped passwords, that student must come to the IT department in person with a photo ID in order for the network account to be reset. Student accounts may also be locked out if the student fails to log off of a computer. Locked out network accounts will be reset only during normal office hours in the IT department (located in the basement of the LRC).

V. The IT department will run frequent scans of student network circuits to ensure compliance with these guidelines. At no time will the IT department gain access to any student's computer without the knowledge and permission of that student. However, students understand that network circuits are monitored for security and privacy reasons. Any violations of these guidelines that are discovered in a network scan will be reported to the Dean of Students.

VI. Students are responsible for keeping their computers free of viruses, worms, trojans, or any other malicious code. The IT department may be consulted for occasional problems, but students are solely responsible for any maintenance or remedial services that may be required on personal computers.

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

VIII. The IT department does not provide repair or remedial services for student computers.

IX. Students may not download copyrighted files of any type from the Internet. Students may not share files and folders between computers located on this campus or beyond the Plainview network. Students may not connect to streaming audio or video services, or access any similar services that place inordinate demands on bandwidth.

X. Students may not allow any other person to use his or her network username and/or password. Any account found to be logged on more than once concurrently will be immediately disabled by the IT department. Disabled accounts will require the permission of the Dean of Students to re-enable.

XI. Students may not install wireless access points, routers, hubs, switches, servers, or any network related equipment at any place on this campus.

XII. Students may not install software that is designed to bypass the university's firewalls, routers, or servers or to utilize any sort of network enumerating, sniffing, mapping, ping, trace route, or similar network traffic that would be used by hackers in an effort to determine the architecture of the WBU LAN (Local Area Network).

XIII. Instant Messenger services such as Yahoo Instant Messenger, AOL Instant Messenger, MSN Instant Messenger, etc. are blocked at the network firewalls for security purposes and may not be used on the Plainview network.

XIV. Students are expected to use the computer and telecommunication services provided by the IT department in a mature, ethical, and Christian-like manner. For example, students will not be permitted to download pornographic images, visit gambling web sites, send spam messages, place prank phone calls, use any of the computing or telecommunications services for any kind of harassment, or create any kind of nuisance by use of these services.

XV. Students may not utilize services on the Internet that allow a user to hide his or her identity or be identified on Internet related services as “anonymous.”

XVI. Students may not gain, or attempt to gain access to routers, switches, servers, or computers of the University or others without permission. This restriction includes, but is not limited to access by known passwords, password cracking, hacking, telnetting, or any other such techniques. Any action, whether intentional or unintentional, that would impair the function of the network is prohibited.

XVII. Network services may occasionally be interrupted; the IT office will restore service as quickly as possible. IT will not be responsible for any losses or damages caused by service interruptions.

### **ACCESSING YOUR WBU EMAIL**

Wayland Baptist University provides an e-mail address to ALL students. Official Wayland communication will be sent to this e-mail address, so it is important that you activate your account as soon as possible. An e-mail, with instructions and login information, will be sent to the personal e-mail address we have on record for you as soon as you register for classes the first time. If we have no valid personal e-mail address on record, you will receive a letter via regular mail. You **MUST** activate your account to begin receiving WBU e-mails. To activate your account:

1. Go to <http://email.wbu.edu> or [www.hotmail.com](http://www.hotmail.com).
2. Once you are on the site, you will need to enter your user name in the field that says: Windows Live I.D. Your username is normally in the following format: `firstname.lastname@wayland.wbu.edu`. If you have a more common name, it is possible that you will have a numeric character included in your username, so be sure to read the information sent to you by the IT department.
3. Enter your assigned password in the password field on the screen. You are assigned a temporary password by Wayland and it usually twelve characters similar to the following: `johnSMIT1234`.
4. After this information has been entered, click the “Login” button.
5. The next screen that opens asks you to verify your account information and change your password.
6. It will first ask you to type in the old (temporary) password provided by Wayland, and will then ask you to type in a new password twice. The password has to be at least six characters, any combination.
7. Next it will request that you provide a question and secret answer to use in case you lose your password.
8. Finally, make certain that you provide a valid alternative (personal) e-mail address to receive your password, if it is forgotten.
9. Then click “Submit”. It will then log you out of the email system and ask you to log back in with your new password.
10. Your Wayland email account will now be active, and you will be able to receive email from Wayland and your instructors.

**IMPORTANT:** Your Wayland email account must be activated within 60 days of enrollment at WBU. Additionally, you must check your e-mail often for important WBU communications. Your Wayland email account is the **ONLY** email account your instructors have access to. If you do not log in to your Wayland email account for six months, it will become inactive, resulting in lost e-mails and the potential loss of your account! So if you are waiting on information about school, homework, etc., make sure you check your Wayland email account often!

For more information on using the Wayland E-mail system (including instructions on forwarding to another mail service) point your web browser to: [www.wbu.edu/emailhelp](http://www.wbu.edu/emailhelp) and click on “Student E-mail Quick Start Guide.” If you need further assistance, contact the IT Help Desk at (806) 291-3540.

## FOOD SERVICE/DINING INFORMATION

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

Monday - Friday

Breakfast: 7:30 - 9:30 a.m.

Lunch: 11 a.m. - 1:30 p.m.

Dinner: 5 p.m. - 7 p.m.

Saturday - Sunday

Brunch: 11 a.m. - 1:30 p.m.

Dinner: 5 p.m. - 6 p.m.

THE CAF, our main resident dining facility, located in the McClung Center, is open seven days a week and serves all-you-care-to-eat meals.

### Serving Hours:

Laney Snack Bar, located in the Laney Center, provides students a place to gather and fellowship. The Pioneer Bucks included in your meal plan can be used at the Laney Snack Bar and at the WBU games at the Hutch.

Serving Hours: Monday - Thursday 11 a.m.-8 p.m.; Friday 11 a.m.-2 p.m.

### **MEAL PLAN PROGRAM**

Resident students are required to purchase a meal plan. We offer three traditional meal plans for use in the Caf and Laney Center. The meal plan provides a set number of meals available each week – 19, 14, 10 – and include Pioneer Bucks. Meal counts are reset each Friday morning. Meals do not roll over from one week to the next and are not refunded.

In addition to these plans, the Flex Plan offers 150 meals per semester which allows flexibility of how many meals per week to use with a declining balance. Additional Pioneer Bucks also come with this plan. The meals do not roll over from one semester to the next.

Non-resident students may purchase a traditional meal plan or a 5-meal plan. Meal plans are in effect the entire academic semester, except official university holidays and academic breaks as scheduled in the university calendar.

Pioneer Bucks are used on a declining balance basis. Balances will be transferred from the fall semester to the spring semester only. Plans can only be used by the student who purchases the plan; bucks can be spent on others if they wish.

### **CARRY-OUT POLICY**

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

### **MEAL CARDS**

Your university ID card will be used at The Caf and Laney. You must always present this card upon entering The Caf or when making a purchase at Laney. You cannot “share” your ID card with others. This ID card is intended for your use only, and the meals and funds are not transferable.

You may purchase meals or other items for family and friends with Pioneer Bucks, but you must be present for this transaction. Alert Sodexo if your card has been lost or stolen so we can block it against unauthorized use.

If you have any questions or concerns please do not hesitate to contact us.

Sodexo Campus Services, 291-3775

Via email on WBU website, Caf page

## **COMMUNITY RESOURCES**

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

## **VOLUNTEER OPPORTUNITIES**

- \* Hale County Literacy Council, 7th and Xenia, 291-1890
- \* Family Crisis Center of the Plains, 1403 West 5th St., 293-7273
- \* Compassionate Care Pregnancy Center, 1209 Quincy, 296-5048
- \* Faith in Sharing House, 504 Joliet St., 293-8008
- \* Senior Citizens Center, 1107 Smythe, 296-5147
- \* Salvation Army, 201 Ash Street, 296-6375
- \* Court Appointed Special Advocates, 705 W. 6th St., 293-1970
- \* Boy Scouts - South Plains Council, P.O. Box 542, 293-3217
- \* Girl Scouts - Caprock Council, 501 Joliet, 296-7295
- \* Big Brothers/Big Sisters - 705 West 6th St., 288-9271