

2009–2010
STUDENT HANDBOOK

(This version of the Handbook is in a PDF format which enables you to use the search feature located on the toolbar to find a word, or group of words, within the document which will assist you in accessing the information being sought.)

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Our Mission:

To educate our students for lifelong learning and success in a constantly evolving and multicultural world through a commitment to individualized attention, exceptional teaching and academic excellence.

Our Vision:

To be a nationally recognized independent university where intense personal engagement in exceptional academic and professional programs cultivates a lifelong commitment to learning, ethics, civic responsibility, and openness to cultural diversity.

Our Values:

As a university community, we work together with understanding, respect and integrity, guided by these principles:

- Student success is our defining purpose
- Lifelong learning is our passion
- Mentorship is our guiding behavior
- Community engagement is our civic imperative

Institutional Learning Objectives:

Adapted by faculty November, 2007

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

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

An Educated Man or Woman:

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

Foreword

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

About Wilkes University

The institution that is now Wilkes University was founded in 1933, when the Trustees of Bucknell University established a two-year branch campus in Wilkes-Barre. The new College, Bucknell University Junior College, was successful in attracting able and highly motivated young persons, virtually all of whom were the first members of their families to benefit from higher education. The Junior College also received support and encouragement from leading members of the Wilkes-Barre community, many of whom served on the Board of Trustees. The stately mansions on campus that are now used by the University for some of its residence halls and offices testify to the tradition of community service and generosity characteristic of the Wilkes-Barre area's leadership. The College was fortunate to have its own inspired and talented leaders in Arnaud C. Marts, president of Bucknell University, and Eugene S. Farley, director of the Wilkes-Barre campus. In 1947, the institution became Wilkes College, an independent, nondenominational four year college, with programs in the arts and sciences and a number of professional fields as well as a full program of extra-curricular activities. The student body and faculty grew rapidly in the 1950s, and expansion into graduate studies followed in the 1960s and 1970s.

In the 1980s, Wilkes gained recognition as a sophisticated regional center for teaching, applied research, cultural affairs, and public service programs. Designation as Wilkes University in 1990 capped an eventful and productive half century of development, and signaled the beginning of a new era of progress as an increasingly distinguished and prominent academic institution.

Statement of Non-discrimination

Wilkes University does not discriminate on the grounds of race, color, national origin, sex, age or disability in the administration of or admission to any of its educational programs, activities, scholarship policies, loan programs, athletics, or with respect to employment, in compliance with Title VI, Title VII, Title IX, Section 504, ADA, and the Age Discrimination Act. It is the policy of Wilkes University that no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, disability, sexual or affectional preference, gender orientation or Vietnam-era veteran status, shall be discriminated against in employment, educational programs and activities, or admissions. Inquiries may be directed to the Dean of Students or the Affirmative Action Officer (ext. 4500). The University complies with the Ethnic Intimidation Act of 1982 of the Commonwealth of Pennsylvania which provides additional penalties for the commission of illegal acts of intimidation when such actions are motivated by hatred of the victim's race, color, religious or national origin.

Graduation and Persistence Rates

Information regarding graduation and persistence rates as required by the Students' Right to Know Act is available at the Office of Student Affairs, the Registrar's Office, the

Office of Admissions and the Athletic Director's Office. Consistent with law, this information is disseminated according to regulations.

Federal and State Act Compliance

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

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

Statement of Disclaimer

Insofar as possible, the information in this book is complete and accurate as of the date of publication. Wilkes University reserves the right to amend any administrative or academic policy or disciplinary regulation described in this Handbook without prior notice to persons who might thereby be affected. Information about expenses, fees, and other charges applies to the academic year 2009–2010. The University reserves the right to change any provisions or requirements, including tuition and fees, at any time within the student's term of residence.

Alma Mater

Words and Music by Eleanor C. Farley

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

STUDENT LIFE

Office of Student Affairs and University College

The Office of Student Affairs and University College is responsible for all aspects of the following offices: Athletics, Career Services, University Health Services, Campus Counseling, Residence Life, Student Development, Volunteer Services, Learning Center, Act 101, and Upward Bound. The Office of Student Affairs and University College coordinate activities in the interest of providing quality services for all Wilkes students.

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

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

Athletics

Wilkes sponsors an active intramural sports program as well as intercollegiate competition in 16 varsity sports. Varsity programs for women include basketball, cross country, field hockey, soccer, softball, lacrosse, tennis and volleyball; men compete at the varsity level in baseball, basketball, football, golf, soccer, tennis and wrestling. Varsity teams compete at the Division III level.

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

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

Fall (2009)

FootballFrank Sheptock
Soccer, Men'sPhilip Wingert
Soccer, Women'sJohn Sumoski
Field HockeySara Myers

Volleyball	Lisa Rizzo
Tennis, Women's	Chris Leicht
Cross Country, Men's.....	Nick Wadas
Cross Country, Women's.....	Nick Wadas
Winter (2009–2010)	
Basketball, Men's	Jerry Rickrode
Basketball, Women's	Rachel Emmerthal
Wrestling	Jon Laudenslager
Spring (2010)	
Baseball	Joe Folek
Golf	Guy Rothery
Lacrosse, Women's	Kammie Studley
Tennis, Men's	Chris Leicht
Softball	Frank Matthews

Bookstore

Wilkes University's bookstore provider is Barnes & Noble College Booksellers Inc, which is located in the Innovation Center on South Main Street. The bookstore offers a full selection of general trade books; a local authors section; a full-service café and lounge; chairs and tables. It also houses a spirit shop featuring Wilkes spirit logo merchandise, and full textbook services – both new and used including buy back at the end of the semester.

Campus Counseling Service

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

In addition to this counseling focus, Campus Counseling offers growth-oriented programs such as stress and time management, weight-control, and various in-residence hall presentations. Office hours are 8:30 a.m. to 7 p.m., Monday through Thursday and 8:30 a.m. to 4 p.m. Friday. Campus Counseling is located on the first floor

of Passan Hall and appointments can be made by phoning extension 4730 or by coming into the office.

Campus Media and Publications

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

The University also maintains an F.M. radio station, WCLH, which broadcasts daily at 90.7 MHz and a cable television channel 15, broadcast on Service Electric. Interested students are invited to participate.

Office of Public Safety

The Office of Public Safety is part of the Department of Campus Support Services which is led by a director who reports to the Vice President of Finance and Support Operations. The administrative offices and Public Safety Desk are located on the ground floor of the parking garage located at 148 South Main St.. The Office of Public Safety provides uniformed services twenty-four hours a day, seven days a week. This office consists of a Manager, 13 full-time officers and 1 part-time officer. Public Safety Officers make regular patrols of the University grounds and buildings by foot, bike and vehicle.

The Office of Public Safety employees attend mandatory training sessions. They are PA Act 235 certified and have detaining powers. All Public Safety Officers are apprised of and enforce the policies governing Wilkes University. Each employee is trained in basic emergency medical procedures, first aid, and cardiopulmonary resuscitation within six months from the date of hire.

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

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

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

C.A.R.E. - Campus Advisory Reporting Extension

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

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

Each message received will be handled by one of the Managers or by the Director of Campus Support Services, depending on the concern. Additionally, each message will be logged and given its due attention and follow-up.

Campus Community Notifications

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

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

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

Safe Escort Service

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

The Wilkes “Safe Escorts Service” is a service intended to provide escorts for persons who actually need an escort and do not wish to walk alone at night. It is not intended to be a ‘taxi’ service for groups that do not wish to walk from one location to another.

Safe Rides

“Safe Rides” provides Wilkes students, who are under the influence of alcohol or who are faced with riding in a vehicle operated by someone who is, with transportation back to campus. The service is free to the students and each student’s identity will be kept confidential.

If you are off campus and are concerned about your ability to get back to Wilkes please do the following:

Call Posten Taxi at 823-2111, give your location, give your destination and notify the dispatcher that you are a Wilkes student using the “Safe Rides” program. When the cab arrives, show the driver your student ID card and they will return you to campus. Please understand that cab rides are limited to a distance of 10 miles and 4 students per trip.

Shuttle Schedule

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

Shuttle Times:

Monday - Thursday: 7am to 10pm

Friday: 7am to 6pm

Sunday: 6 pm to 10pm

Shuttle Route:

1. Ralston Field
2. Evans Hall
3. Bookstore
4. UCOM & Towers Crosswalk
5. Henry Student Center

Shuttles will depart Ralston Field and Student Center every 20 minutes; on the hours, 20 minutes past the hours, 20 minutes of the hour. From 6pm to 10pm shuttles will depart Ralston and Student Center as needed.

Career Services

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

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

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

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

Student Center

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

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

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

Wilkes University Health and Wellness Services

The Wilkes University Health and Wellness Services Office provides routine health services for students, staff and faculty. Located on the first floor of Passan Hall, it is

staffed by a certified nurse practitioner and a registered nurse. Referrals are made to local physicians as deemed necessary.

Health Services hours:

Monday–Thursday 8:30 a.m. - 7 p.m.

Friday 8:30 a.m. - 4 p.m.

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

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

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

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

Wilkes University requires proof of insurance coverage by each student prior to the start of the academic year. If a student is unable to obtain medical coverage through other means, they will be required to participate in the University’s Student Accident and Illness Program. An annual premium will be directly charged to the student’s account if proof of insurance is not provided within the specified time frame.

Statement on AIDS

The Wilkes community has a deep concern for the danger posed by the unchecked spread of AIDS. The University is committed to educating all members of the community regarding this disease and to treating persons living with HIV or AIDS with the dignity and compassion they deserve.

The University will follow the revised guidelines as published by the American College Health Association regarding treatment and operating protocols. Persons living with HIV/AIDS are entitled to confidentiality and partnership in the University according to the recommendations of the American College Health Association. Personnel of

University Health Services chair the designated committee for the managerial role of providing a consistent and reasonable analysis of any case of AIDS that might occur within the University community.

Students With Disabilities

To meet the needs of our students with disabilities and to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Title II, 1992, Wilkes University maintains reasonable accommodations within classrooms and residence halls for students with physical and learning disabilities. Such accommodations are made, whenever reasonably possible, to allow students with disabilities to undertake tasks essential to their programs of instruction.

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

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

The Student Center is accessible from both main entrances and has elevator access to all floors. Conyngham Hall, which houses the University Learning Center, is equipped with a ramp and an elevator that services all four floors. Stark Learning Center and Breiseth Hall, the main classroom buildings of the campus, have automatic doors and are elevator-equipped. Darte Hall, which houses some classrooms and the music practice rooms, is disability accessible from the rear doors of the building.

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

The Registrar's Office, the Financial Aid Office and the Financial Management Office, located at the University Center on Main St, is a facility accessible for students with disabilities and is serviced by an elevator. Students with physical disabilities should call the Director of the Farley Library, at 408-4264, to make arrangements to utilize the elevator that gives accessibility to that building. The Library elevator gives access to all floors of the building. Students who have a permanent or temporary disability can expect that the University will make the necessary accommodations to meet their needs in terms of relocating classes to classrooms that are accessible to them. Students have

the obligation of notifying the Registrar or the Deans of Student Affairs and University College should such accommodations need to be made. Similarly, employees of the University faculty and staff will meet with any student if the office from which they conduct business is not accessible to the student. The student can make the necessary arrangements by contacting the staff person by phone from the lobby of the Student Center. A personnel directory is available at the information desk. Students with a permanent disability should contact the Public Safety Office located on the ground floor of the parking garage on S. Main St. to make arrangements to obtain a parking permit for campus and university-owned parking lots. Students with a temporary disability should request assistance from the Director of Health Services in applying for a temporary parking permit through the Security Office.

Documentation of a learning disability is required for students requesting specific accommodations, and assessment must have been completed during the past two years by a psycho-educational specialist. Identification and documentation of a disabling condition is the sole responsibility of the students. If testing is completed off campus, the test results must be furnished to University College in Conyngham Hall. Once a student receives certification, an individual academic support plan will be developed. Once certified as eligible to receive accommodations, students must request specific accommodations at the start of each semester

Center for Global Education and Diversity

The Center for Global Education & Diversity provides institutional and regional leadership and programming in global education and diversity. The Center and its staff are trained to offer you useful cross-cultural information, provide support and advocacy for under-represented and international students, help students connect with multicultural community groups, provide information on Study Abroad experiences and assist in anyone's cultural development. The Center for Global Education and Diversity also advises the Multicultural Student Coalition and coordinates with the MSC in the planning of multicultural programs and projects for our campus community. The Center is comprised of several offices including Office of Diversity Initiatives, the Office of Global Education, Office of International Faculty and Student Services/Immigration Services, Office of Multicultural Programming, and Office of the Director of the IEP Program. We also have a lounge where you can meet other students, read from our collection, and join us for one of our many events. We are located in the Max Roth Center on the corner of Franklin and South Streets. If you would like more information on diversity at Wilkes, or if you have some ideas to share, call the Center for Global Education and Diversity at 570.408.2029. Everyone is welcome!

International Students

International students may receive assistance regarding U.S. immigration laws, forms, policies and procedures, as well as American customs from the International Student and Faculty Services Assistant Director in the Max Roth Center. All international

students must report to the advisor at the start of the of every semester so that you can be updated in the government's immigration program.

Campus Interfaith

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

Houses of worship of many denominations surround campus. We support student participation in the religious and spiritual tradition of their choosing.

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

Sordoni Art Gallery

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

Student Mail

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

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

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

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

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

IMPORTANT REMINDER if family or friends are sending money through the USPS, please send checks or money orders only, no cash or gift cards. Also, it is the responsibility of the student to make sure their mailbox is locked after receiving their mail to avoid possible theft.

Veterans Affairs

Students who are eligible to receive Veterans educational benefits should contact the Student Services Center located at University Center on Main Street (UCOM), first floor. Wilkes University has two certifying officials in the Student Services Center to process the veterans' benefits information. Applications for VA educational benefits for new students should be completed at least six weeks prior to the start of classes.

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

For specific benefits questions, you can contact the VA by calling 1-888-442-4551.

- All Veteran students MUST apply online at VONAPP, <https://vabenefits.vba.gov>
- Each student will then receive a (NOBE) reply to their application.
- Send a copy of the NOBE and the DD-214 to :
 Wilkes University
 Student Services Center
 Attn: VA Certifying Officials
 84 West South Street
 Wilkes-Barre, PA 18766
- All VA students who are eligible and registered for classes MUST email Onestop@wilkes.edu with their file number and chapter eligibility.
- Veteran students must notify the Student Services Center when there is a change in their credit load or program.

STUDENT DEVELOPMENT

The Student Development Office enhances student life by offering leadership programs, experiential education opportunities, and a variety of extracurricular and social activities designed to complement students' classroom education. A few of the programs offered include the Cultural Series, Experiential Adventure Series, and the Weekend Entertainment Series. The Cultural Series introduces students to the world of art and performance by providing opportunities for students to experience visual art, music, theater and dance both locally and in larger Metropolitan areas such as New York City, Philadelphia and Washington D.C. The Experiential Adventure program is an alternative learning experience designed to challenge students to engage in physically demanding activities that emphasize wellness and provide practical leadership tools and lessons on teamwork. The Weekend Entertainments Series gives students a variety of low-cost entertainment options to choose from each weekend. In addition, there are also several day trips offered each semester.

Leadership Institute

The Student Affairs Leadership Institute, which functions as a coordinating body for all Student Affairs leadership programs, provides continuous opportunities to enhance the leadership skills of students and other members of the community. Programs offered by the Institute include: the Emerging Leaders Program, high and low leadership ropes courses, a leadership certificate program, a leadership speakers series and honor society, leadership testing and a leadership resource room located on the first floor of the Student Center.

University's Clubs

A listing of current active clubs can be accessed at:

<http://www.wilkes.edu/pages/134.asp>

The co-curricular activities available depend greatly on the interests and energies of students. Wilkes recognizes more than 50 clubs and organizations of various purposes whose primary function is to entertain, inform and stimulate all members of the campus community. Most campus organizations actively seek student support and participation—all on a voluntary basis. Student initiative and enthusiasm are key to what each organization accomplishes and achieves.

The University requires that all campus organizations be open to all students; consequently, groups that are exclusive do not exist. All students work in cooperation with faculty advisors, the Office of Student Development and the Dean of Students. The assignment of the advisors to campus organizations is subject to approval by the University President.

To receive additional information about a specific organization, contact the Student Development Office at extension 4108, or visit the student activities website, available via the Wilkes home page, <http://www.wilkes.edu/pages/176.asp>

Student Government

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

Student Government serves as a coordinating agency. It formulates the student activities budget and is responsible for the supervision of expenditures within that budget as the budget is approved by the President of the University. Student Government plans and supervises Homecoming Weekend activities and Winter Weekend. SG is also involved in numerous community service projects each year. It recommends regulations pertaining to student life to the Student Affairs Cabinet and consults with and advises the Deans. It also recommends student nominees for appointment to selected faculty committees. A copy of the Student Government constitution, additional procedures, and a complete list of members is available on the Student Government home page, which can be accessed via the Wilkes home page: <http://www.wilkes.edu/pages/1660.asp>

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

Commuter Council

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

Inter-Residence Hall Council

The Inter-Residence Hall Council (IRHC) consists of elected representatives from each campus residence hall. Its major function is to deal with the concerns of resident students—policy, parking, maintenance, etc.—and to present these concerns to the

administration. IRHC works closely with Student Government, Off Campus Council and Commuter Council to plan campus-wide social events and activities. The Residence Life Office works closely with IRHC to develop and administer residence hall policy in conjunction with the Student Affairs Cabinet. IRHC meetings are held on alternating Thursdays at 11 a.m. in the Student Center. Scheduled meetings are announced at the beginning of each semester. All students are welcome to attend IRHC meetings and/or serve as a member of one of its committees. The office of the Inter-Residence Hall Council is on the first floor of the Student Center.

Programming Board

The Wilkes University Programming Board (PB) is responsible for providing quality entertainment for the campus. This organization is open to all students with an interest in contacting agents and performers, making campus arrangements for events, promoting and publicizing shows, providing hospitality for performers, setting up and breaking down event equipment, and providing and operating the necessary technical equipment for all events. Programming Board presents novelty and entertainment acts, such as comedians, hypnotists, and virtual reality, as well as major concerts. They also provide reduced-cost tickets for movies and major entertainment events in the area. As members of Programming Board, students develop organizational, marketing, public relations, and technical skills. Meetings are held every Thursday at 11:30 a.m. in the Student Center. The Programming Board office is located on the first floor of the Student Center, ext. 2925.

EXPENSES & PAYMENT PROCEDURES

Student Expenses

The following chart summarizes student expenses for the 2009–2010 academic year which officially begins with the 2009 summer sessions. Students are referred to the course descriptions in the *Bulletin* for laboratory and other fees associated with particular courses. Inquiries about particular charges should be addressed to the Controller’s Office located on the first floor of the UCOM or by calling 570-408-2000

Student Expenses for 2009–2010

	Assessment	Each Semester	Total for Year
Full-time Undergraduate:			
Tuition (12-18 Credits*)	Per Semester	\$12,345	\$24,690
First Professional (Pharmacy School) (12-18 credits)	Per Semester	\$13,120	\$26,240
Room Rates			
Residence Halls:			
Apartment Style	Per Semester	\$3,700	\$7,400
Dorm Style	Per Semester	\$3,340	\$6,680
Single Room	Per Semester	\$3,510	\$7,020
General University Fee	Per Semester	\$355	\$710
Activity Fee	Per Semester	\$115	\$230
General University Fee (Part-time)	Per Credit	\$30	—
Senior Citizen Tuition (1/2 Price)	Per Credit	\$342.50	—
Student Center Fee	Per Semester	\$25	\$50
Technology Fee (Full-time)	Per Semester	\$135	\$270
Technology Fee (Part-time)	Per Credit	\$30	—
Recreation Fee	Per Semester	\$30	\$60

*Credits above 18 will be assessed at the rate of \$685 per credit hour.

Part-time Undergraduate:

Tuition (1-11 1/2 credits)	Per Credit	\$685	—
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Student Expenses for 2009–2010 (con't)

	Assessment	Each Semester	Total for Year
Summer Sessions Undergraduate:			
Tuition	Per Credit (After three (3) credits – ½ price - \$342.50)	\$685	—
General University Fee	Per Credit	\$30	—
Summer Board	Per Week	\$190	—
Technology Fee	Per Credit	\$30	—
Summer Room	Per Week	\$190	—
Other Fees and Charges:			
Acceptance Deposit			
Student	One Time	\$300	—
Application Fee	One Time	\$40	—
Applied Music Fee	Per Lesson Series		
	½ hr.	\$330	—
	1 hr.	\$660	—
TeleVideo Fee	Per Course	\$50	—
Audit Fee:			
Full-time Students	No Tuition Charge	—	—
Part-time, Summer	Per Credit	\$342.50	—
Part-time, Fall/Spring	Per Credit	\$342.50	—
Challenge Exam	Per Credit	\$90	—
Graduation Fee	One Time	\$160	—
Matriculation Fee	One Time	\$135	—
Monthly Payment Plan (Application Fee)	Each Year	\$50	—
Medical Technology Fee (During Clinical Training)	Per Semester	\$1,360	\$2,720

Student Expenses for 2009–2010 (con't)

	Assessment	Each Semester	Total for Year
Music Major Fee	Per Semester	\$50	\$100
Nurses Professional Liability Insurance	Per Year	—	\$50
Pharmacy Clerkship Fee	Per Semester	\$480	\$960
Replacement of Lost I.D. card	Each	\$30	—
Returned Check Charge	Each	\$50	—

Students are advised to request a refund of credit balances in their accounts should they desire a refund.

Residence Hall Fees

A deposit of \$100 is required each time a signed Housing Contract is returned to the Controller's Office. Each \$100 deposit is deducted from the first bill of the semester, which is covered by the Housing Contract. If students notify the Residence Life Office prior to June 1 of their intention not to return to a residence hall, the entire \$100 deposit is refunded.

Resident students are required to contract for meals. Students with special dietary needs must present to the Director of Food Services a letter from their physician outlining their particular needs. Any consideration for exemption from the meal plan must follow the guidelines of the Controller's Office located in the University Center on Main St. The Director of Procurement and Finance Systems will notify The Director of Procurement and Finance Systems of any student excused from the board plan. Exemptions must be renewed each year before the start of the fall semester.

Day Division

A flat tuition fee of \$12,345 per semester will be charged to all students taking a course load of twelve to eighteen hours. A student who elects to schedule more than eighteen hours will be charged \$685 for each additional credit hour.

Evening and Summer Division

Students enrolled in day or evening courses on a part-time basis taking eleven or fewer hours, as well as students enrolled in the Summer Division, will be charged \$685 per credit hour. (over three credits ½ price – summer only) Part-time students may qualify for some forms of financial aid.

Audit

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

Other Fees

A General University Fee of \$355 per semester is charged to all full-time students. This fee is used to support certain ongoing needs of the University, particularly in the areas of services to students. Part-time students are charged this fee at \$30 per credit.

A student activities fee of \$230 per year provides for special programs, including plays, concerts, recitals, lectures, and home athletic events. Full-time students will be charged \$115 for each semester. The activity fee is not refundable.

A Student Center fee (\$50 a year for a full-time undergraduate) provides for support of special programming and management to support that programming in the Student Center.

All graduating seniors will be charged a graduation fee of \$160. The fee is assessed regardless of participation in commencement exercises.

Medical Technology students will be charged a fee of \$1,360 per semester in both their seventh and eighth semesters. In addition, the student may be required to pay the hospital tuition charge directly to the medical facility.

The Applied Music Fee for individual instruction in Applied Music is \$330 for a series of fourteen half-hour lessons for full-time students (12 half-hour lesson credits or more). The cost for part-time students is \$660.

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

A \$60 per year recreation fee provides for the use of the YMCA and Marts fitness center for all full-time undergraduates.

Payment of Charges

Itemized bills are sent by the Controller's Office several weeks before the start of each semester and are payable two weeks before classes begin. Charges are listed for tuition, fees, and room and board expenses. Before paying each semester's bill, it is necessary to

deduct any financial aid awarded for that semester from the balance (except work-study funds).

Aid received from the Federal Pell Grant, SEOG, State Grant, Wilkes Grant and Scholarship, Carl Perkins Loan (NDSL), Nursing Student Loan, Gulf Oil Loan, and Rulison Evans Loan are credited directly to the student's account each semester. Amounts awarded from these programs will be deducted from students' accounts only after required steps have been completed to verify eligibility for these funds. Normally, all financial aid awards are divided equally for the fall and spring semesters; consequently, one-half of the annual award is deducted from each term.

Regular Payment Procedure

Two weeks prior to the first day of classes for any semester, the student is expected to pay in full any balance due from the previous semester and the net bill for the current semester. The net bill is the balance due after financial aid has been credited to the student's account.

Failure to pay balances in full by the due dates may result in suspension from classes unless satisfactory arrangements are made in advance with the Controller's Office. Grades and/or transcripts will not be released until settlement has been made. Diplomas will not be awarded nor will participation be allowed in commencement exercises until all financial obligations to the University have been satisfied.

Questions concerning fees and payment of fees should be referred to the Student Services Center, UCOM, 169 S. Main St., Wilkes-Barre, PA 18766, (570) 408-2000, or billings@wilkes.edu.

Payments should be mailed to:

Wilkes University - Student
P.O. Box 8500-54693
Philadelphia, PA 19178-4693

Refunds

Total Withdrawal

Students who officially withdraw from courses (see page 89 on Official Withdrawal) may be eligible for a partial refund of tuition charges. Resident students who withdraw from the University also may qualify for a refund of room and board charges. Refunds are based on the official date of withdrawal as noted by the Registrar.

Financial aid received by students who withdraw may also be adjusted. See page 38 regarding adjustment to financial aid based on withdrawal. Students suspended from the University for disciplinary reasons will forfeit all refunds.

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

Before a refund will be processed and released by the Controller’s Office, there must be an official withdrawal form or written request on file in the Student Services/(Registrar’s Office). The date of official withdrawal will be determined by the date the notification is given to the Student Services.

Refund Schedule

Circumstance	Time of Withdrawal	Refund
Academic Year		
Full-time tuition		
Total withdrawal	First Week	100%
	Second Week	85%
	Third Week	80%
	Fourth Week	75%
	Fifth Week	70%
	Sixth Week	60%
	Seventh Week	55%
	Eight Week	50%
	Ninth Week	40%
	After Ninth Week	No Adjustment
Full-time to part-time and reduction of part-time load	Above time schedule applies for courses dropped	Charges based on the number credits after the withdrawal

Room:

Wilkes will refund housing rental charges, less a deposit of \$100, if written notification of cancellation is made to the Director of Residence Life on or before the first day of classes of the fall semester. After the first day of classes, charges will be adjusted in accordance with the above schedule.

Board:

Wilkes will refund board charges, less a \$100 withdrawal fee, if written notification of cancellation is made to the Director of Residence Life on or before the first day of classes of the fall semester. After the first day of classes, charges will be adjusted in accordance with the above schedule.

Summer Sessions	First week	50%
	After first week	No refund
Weekend Program	Through second weekend	50%
	After second weekend	No refund

Full-Time to Part-Time

Students will be charged for the cost of the actual number of credits carried after a change from full-time to part-time, plus an additional amount computed according to a sliding scale formula. The additional amount will be the sum of full-time tuition minus the cost of courses actually carried, times the applicable percentage listed above for withdrawals.

Students should also bear in mind that financial aid may be reduced in proportion to the new charges.

Reduced Part-Time Load

Students will be charged for the cost of the actual number of credits being carried after the drop, plus an additional amount which will be the sum of the cost of courses originally enrolled for, minus the cost of courses actually carried times the applicable percentage.

Weekend Program

Students who withdraw from courses in the Weekend Program through the second week of classes will receive a credit of one-half of the tuition upon request to the Director, Weekend Program. After the second weekend, no credit is allowed and the student is obligated to pay the full cost of the term.

Students may withdraw from courses or from the Weekend Program through the fourth weekend of classes without prejudice providing that written notice to this effect is given to the Director of Part-time Programs. Following the fourth weekend, students must obtain the written approval of the instructor of the course and attach it to the written notice of withdrawal.

Credit Balances

Credit balances in student accounts will not be refunded unless requested from the Controller's Office. If a student receiving aid withdraws from the University and is otherwise entitled to a refund, those dollars are restored to the financial aid funds according to the appropriate program requirements.

Summer Tuition

Withdrawal from day classes during the first week will result in a one-half refund of charges. After the first week no refunds will be allowed. Withdrawal from evening classes during the first or second week will result in a one-half refund of charges. After the second week, no refunds will be allowed.

Meals

In the event of withdrawal at any time during the 15-week semester, meal charges will be refunded on a pro-rated basis from the end of the week during which official withdrawal was recorded in the Student Services Office.

Room Rent

In the event of withdrawal, rent will be adjusted according to the schedule on page 26. **Students suspended from the University for academic or disciplinary reasons will forfeit all refunds.**

Federal Title IV Aid Programs

When a student withdraws during the University's Refund Period, charges are adjusted according to the schedule previously outlined in this chapter. If this results in a credit balance on the student's account (student refund) and the student had received federal financial aid, then the Title IV refund policy is applied. As required by federal regulations, the percentage of the student's refund to be returned to Title IV programs is determined as follows:

Total amount of Title IV aid (exclusive of work earnings) awarded for the payment period

Total amount of aid (exclusive of work earnings awarded for the payment period)

This percentage is then multiplied by the student refund to determine the amount to be returned to Title IV programs. Funds are then refunded to the Title IV programs in the following order:

Supplemental Educational Opportunity Grant

Carl Perkins Loan (NDSL)
Stafford Loan
PLUS/Supplemental Loan
Pell Grant

Non-Title IV Aid Programs

When a student withdraws during the University's refund period and the student did not receive any Federal Title IV aid, the financial aid received by the student will be reduced in proportion to the adjustment of the student's charges.

Military Leave Refund Policy

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

1. will receive an automatic late withdrawal in each course with full tuition and fee refund if call-up is within the first 12 weeks of the semester.
2. may elect to receive an incomplete in each course, or receive a W in each course with a full tuition and fee refund, if call-up is during the thirteenth or fourteenth week of the semester. Ordinarily, the incompletes are to be finished during the semester the student returns to classes.

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

STUDENT AID

Wilkes University subscribes to the belief that the primary responsibility for financing the cost of higher education rests with the student and his or her family, and Wilkes is committed to providing resources to make that cost affordable. Toward that end, the University maintains an extensive program of need-based and merit-based financial assistance in the form of scholarships, grants, loans, and part-time employment to assist qualified students. This program is made possible by substantial annual gifts from generous friends and alumni of the University, which are combined with a variety of funding types provided by the federal and state governments.

Financial assistance for qualified students is awarded in the form of financial aid packages, which consist of a combination of grants, scholarships, loans, and employment opportunities. All students are encouraged to apply for both need-based and merit-based financial assistance.

Students with questions about financial aid or students seeking applications for financial aid should contact the Student Services Center or Admissions Office. More detailed information regarding the financial aid programs and requirements is included in the Consumer's Guide to Financial Aid, Costs, and Charges at Wilkes University, which is also available at the Financial Aid Office and on the Wilkes University Web Site (go to <http://www.wilkes.edu/pages/132.asp>).

FINANCIAL AID APPLICATION PROCEDURES

NOTE: Students must be enrolled or accepted for admission at the University before their application for financial aid will be considered.

1. Complete the Free Application for Federal Student Aid (FAFSA).
2. Complete the appropriate state application for financial aid.
3. If applying for University-administered aid, complete applications for Federal Pell Grant and a State Grant/Scholarship (if available).
4. Students who wish to participate in the Stafford Loan or the PLUS Program or both must also complete the appropriate promissory note application.

RENEWAL OF FINANCIAL AID

Need-based financial aid is awarded on an annual basis. The renewal of need-based financial aid is not automatic and failure to submit renewal applications may result in the loss of financial aid. Students must, therefore, reapply for financial assistance each year, and renewal of awards is based on the timely completion of all required documents and on the student's continued eligibility for assistance. The deadline for requests for renewal of financial aid is May 1. In addition to demonstrating continued financial need, students must also meet specific academic progress requirements to qualify for renewal. These requirements are explained in detail in the Consumer's Guide.

Merit-based scholarships are renewable for four years, provided that all terms and conditions are met.

TYPES OF FINANCIAL AID

Financial aid packages are developed for students on an individual basis and usually consist of one or more of the following types of aid. The financial aid options described in this section are available to qualified full-time students who are identified as “making progress toward degree completion” (i.e., students who successfully complete a minimum of 24 credits within a calendar year and who are declared “in good standing” at the University). For information about financial aid for part-time students, see the section “Financial Aid for Part-time Students.”

Scholarships: Outright gift assistance that is not repayable by the recipient and is usually based on factors other than demonstrated financial need, although some are a combination of need and merit. Several academic areas at the University, including Biology, English, Music, Nursing, Sociology, and Theatre, have scholarships available to qualified students.

Grants: Outright gift assistance that is not repayable by the recipient but is based on demonstrated financial need of the applicant and the family. Many states in addition to Pennsylvania provide financial assistance in the form of grants for residents of their states. Residents of states other than Pennsylvania should contact their high school guidance office for information pertaining to that particular state's aid program. These states include Connecticut, Delaware, Maryland, Massachusetts, Ohio, Rhode Island, Vermont, and West Virginia.

Loans: Financial assistance for which the recipient assumes the obligation to repay the amount of the funds received. Most educational loans provide for payment of principal and interest to begin sometime after the student graduates or stops attending an approved institution on at least a half-time basis. Repayment of the PLUS Loan may be deferred or will begin within a short time after funds are disbursed. Loan amounts vary and are determined according to *class standing*, which is defined by Wilkes University as follows:

- Freshman any student in good academic standing who has completed 0 – 30 credits
- Sophomore any student in good academic standing who has completed 31 – 60 credits
- Junior any student in good academic standing who has completed 61 – 90 credits
- Senior any student in good academic standing who has completed 91 credits or more

See “Academic Standing, Probation, and Ineligibility” section of this *Bulletin* for a definition of academic standing.

Employment: Financial assistance that a student may earn by working on campus in part-time or full-time positions and for which the student is paid in the form of a monthly check. Students should inquire about these opportunities at the Student Services Center. The Office of Career Services also operates a Job Location Development program (JLD) to help students obtain employment opportunities off-campus. Students are paid by the employer for whom they work. Eligibility for participation in the work-study program is not a guarantee of employment; employment and job placement will depend upon the type and number of jobs available. To search for available work-student opportunities on campus, go to <http://www.wilkes.edu/pages/1672.asp>.

WITHDRAWAL – RETURN OF FINANCIAL AID FUNDS

In accordance with federal regulations, those students who receive federal financial aid and who withdraw from the University during the first 60% of a semester will have their federal financial aid (Pell Grants, Supplemental Educational Opportunity Grants, Academic Competitiveness Grant, SMART Grant, Perkins Loans, Nursing Loans, Stafford Loans and PLUS Loans) adjusted based on the percentage of the semester completed prior to the withdrawal. That is, students will be entitled to retain the same percentage of the federal financial aid received as the percentage of the semester completed. This percentage is calculated by dividing the number of days in the semester (excluding breaks of five days or longer) into the number of days completed prior to the withdrawal (excluding breaks of five days or longer). The date of withdrawal will be the date the student begins the withdrawal process at the Registrar's Office unless attendance in class is documented after that date; in that case, the last date of documented attendance will be the official date of withdrawal. (See section on Withdrawals in this Bulletin.)

Students who do not follow the official withdrawal procedure but who stop attending classes for all of their courses will be considered to have withdrawn at the 50% point of the semester unless attendance is documented after that time. There will be no adjustment to federal financial aid after the completion of at least 60% of the semester.

Once the amount of the federal funds to be returned has been calculated, the funds will be returned in the following order:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- PLUS Loans
- Perkins Loans
- Pell Grant
- Supplemental Educational Opportunity Grants (S.E.O.G.)
- Academic Competitiveness Grant (ACG)
- SMART Grant
- Nursing Loans

Pennsylvania and other state grants will be adjusted in accordance with the agency's stated guidelines. It is expected that PHEAA Grant funds will be reduced by the same percent reduction in tuition received by a student when withdrawing from a course or courses.

Wilkes University grant and scholarship funds will be adjusted based on the percentage of reduction of tuition received by a student when withdrawing from the University.

Please note that students who receive a refund of financial aid prior to withdrawing from the University may owe a repayment of federal financial aid funds received. Students will be contacted by the Student Services Center in such situations and will be given 30 days to repay the funds to the University. Students who fail to return the unearned portion of federal financial aid funds given to them will become ineligible for continued receipt of financial aid until such time as the repayment is made.

VETERANS' ASSISTANCE PROGRAMS (VA)

This special program provides a wide range of benefits to those who have served in the armed forces and, in some cases, to the dependent children of veterans. Interested persons should contact their local VA Office to obtain information concerning GI Education Assistance, Veterans Education Programs, Veterans Rehabilitation, Veteran Educational Loans, the Veteran Work-Study Program, and other sources of Veterans Assistance. All questions pertaining to VA Assistance Program at Wilkes University should be directed to the Student Services Center.

FINANCIAL AID FOR PART-TIME STUDENTS

The Pell Grant, Supplemental Educational Opportunity Grants (S.E.O.G.), Academic Competitiveness Grants (ACG), SMART Grant, PHEAA Grant, College Work-Study, Perkins Loan, Nursing Loan, Stafford Loan, and the PLUS Loan are available to part-time students. Interested students must complete the Free Application for Federal Student Aid (FAFSA) and the appropriate loan applications in order to apply for these programs. In addition to financial need, eligibility is based on enrollment status. Limited funds from the S.E.O.G. and the Perkins Loan Programs are available to part-time students who demonstrate exceptional financial need. Except for the Pell Grant program, students must be enrolled at least half-time to qualify for financial aid. In addition, there are various private educational loans available to part-time students. Contact the Student Services Center for more information.

FINANCIAL AID FOR STUDENTS SEEKING A SECOND DEGREE

Only the federal Stafford Loan and the PLUS Loan are available to students seeking a second degree. The Free Application for Federal Student Aid (FAFSA) and the appropriate loan applications must be completed to determine eligibility for these programs. In addition, there are various private educational loans available to students who are seeking a second degree. Contact the Student Services Center for more information.

FINANCIAL AID FOR PHARMACY STUDENTS IN YEARS FIVE AND SIX

Years five and six of the pharmacy program entail coursework that is considered to be at the post-baccalaureate level, years five and six of the Pharmacy Program are professional/graduate level for financial aid purposes. Therefore, students enrolled at this level are considered independent for financial aid purposes and qualify only for financial aid available to graduate/professional students. This financial aid includes the subsidized and unsubsidized Stafford Loans with an annual loan maximum of \$20,500 and private loans. Fifth- and Sixth-Year Pharmacy students do not qualify for any federal, state, or institutional grants or scholarships.

Summary of Financial Assistance Programs*

Program	Application(s)and Requirements	Filing Deadline
SCHOLARSHIPS		
Wilkes University Scholarship Wilkes Presidential Scholarship Wilkes Deans' Scholarship Wilkes Commitment Award	Admission to the University SAT/ACT and class rank for incoming freshmen Continued eligibility for undergraduate upperclassmen Contact Wilkes Office of Admissions or Wilkes Student Services Center	Incoming student priority date – March 1
Wilkes University Transfer Student Scholarship	Admission to the University Transfer credit evaluation Continued eligibility for undergraduate upperclassmen Contact Wilkes Office of Admissions or Wilkes Student Services Center	Incoming student priority date – March 1
Wilkes Leadership Scholarship	Based on appointment to or achievement of leadership roles in student organizations Contact specific student organizations regarding application for leadership roles	Upperclassmen priority deadline – May 1
Wilkes Named Scholarship	Awarded by various academic and administrative departments based on criteria set by scholarship donor For a complete listing of Named Scholarships contact the Development Office Incoming students contact Wilkes Office of Admissions	Upperclassmen priority deadline- May 1 Incoming student priority deadline- March 1
Performance Award	Determination of merit eligibility and audition required Limited to Theater or Music Theater majors Contact Wilkes Office of Admissions	Upperclassmen priority deadline- May 1 Incoming student priority deadline- March 1
Room & Board Scholarship	Awarded to Residence Assistants. For Resident Assistant Application, contact Residence Life Office	Upperclassmen only
ROTC Scholarship	Apply for ROTC through the Wilkes ROTC Office Contact the Wilkes ROTC Office	Upperclassmen priority deadline- May 1 Incoming student priority deadline- March 1

GRANTS		
Federal ACG Grant	Free Application for Federal Student Aid (FAFSA) http://www.fafsa.ed.gov/index.htm Pell eligible freshmen and sophomores who meet criteria Contact Wilkes Student Services Center	June 30
Federal Pell Grant	Free Application for Federal Student Aid (FAFSA) http://www.fafsa.ed.gov/index.htm Contact Wilkes Student Services Center	June 30
PHEAA Grant	http://www.fafsa.ed.gov/index.htm http://www.pheaa.org/ http://www.pheaa.org/ Contact PHEAA.org or Wilkes Student Services Center	May 1
Federal SEOG Grant	Free Application for Federal Student Aid (FAFSA) http://www.fafsa.ed.gov/index.htm Contact Wilkes Student Services Center	Upperclass men priority deadline- May 1 Incoming student priority deadline- March 1
Federal SMART Grant	Free Application for Federal Student Aid (FAFSA) http://www.fafsa.ed.gov/index.htm Pell eligible juniors and seniors who meet criteria Contact Wilkes Student Services Center	June 30
Wilkes Need-Based Grant	Free Application for Federal Student Aid (FAFSA) http://www.fafsa.ed.gov/index.htm Contact Wilkes Student Services Center	Upperclass men priority deadline- May 1 Incoming student priority deadline- March 1
Office of Vocational Rehabilitation Grant	Application required through Office of Vocational Rehabilitation Contact the Office of Vocational Rehabilitation	Prior to start of aid year

LOANS		
Federal Carl Perkins Loan	Free Application for Federal Student Aid (FAFSA) http://www.fafsa.ed.gov/index.htm Contact Wilkes Student Services Center	Upperclass men priority deadline- May 1 Incoming student priority deadline- March 1
Federal Nursing Student loan	FAFSA - Free Application for Federal Student Aid No additional application required. Based on major and extreme financial need. Limited funds. Contact Wilkes Student Services Center	Upperclass men priority deadline- May 1 Incoming student priority deadline- March 1
Gulf Oil Loan	FAFSA - Free Application for Federal Student Aid No additional application required. Based on extreme financial need. Limited funds. Contact Wilkes Student Services Center	Upperclass men priority deadline- May 1 Incoming student priority deadline- March 1
Rullison Evans Loan	FAFSA - Free Application for Federal Student Aid No additional application required. Based on extreme financial need. Limited funds. Contact Wilkes Student Services Center	Upperclass men priority deadline- May 1 Incoming student priority deadline- March 1
Federal Stafford Loan	FAFSA - Free Application for Federal Student Aid First time borrowers must complete Federal Student Loan Entrance Counseling: https://host136.aessuccess.org/ECounsel/CounselingSchoolEntrance.do?schoolcode=00339400&clientid=PA&locale=en First time borrowers must complete the loan application process, Master Promissory Note, through the PHEAA link below or through their lender of choice. MPN is good for ten years as long as lender participates in the program and student remains enrolled. Online Student Loan Entrance Counseling Contact Wilkes Student Services Center	Six to eight weeks prior to need for loan proceeds
Federal Unsubsidized Stafford Loan	FAFSA - Free Application for Federal Student Aid First time borrowers must complete Federal Student Loan Entrance Counseling: https://host136.aessuccess.org/ECounsel/CounselingSchoolEntrance.do?schoolcode=00339400&clientid=PA&locale=en	Six to eight weeks prior to need for loan proceeds

	<p>First time borrowers must complete the loan application process, Master Promissory Note, through the PHEAA link below or through their lender of choice. MPN is good for ten years as long as lender participates in the program and student remains enrolled.</p> <p>Online Student Loan Entrance Counseling</p> <p>Contact Wilkes Student Services Center</p>	
<p>Federal PLUS (Parent Loan for Undergraduate Students) Loan</p> <p>Federal Graduate PLUS Loan (Graduate level loan for independent Students)</p>	<p>FAFSA is required prior to application for PLUS or Graduate PLUS loan http://www.fafsa.ed.gov/index.htm</p> <p>PLUS Loan Application to be completed annually. First time borrowers must complete a Master Promissory Note through PHEAA link or lender of choice: http://www.aessuccess.org/find_aid_for_school/parent_plus/index.shtml</p> <p>Graduate PLUS Loan Application to be completed annually. First time borrowers must complete a Master Promissory Note through PHEAA Link or lender of choice: http://www.aessuccess.org/find_aid_for_school/graduate_plus/index.shtml</p> <p>First time borrowers of Graduate PLUS must complete Federal Student Loan Entrance Counseling https://host136.aessuccess.org/ECounsel/CounselingSchoolEntrance.do?schoolcode=00339400&clientid=PA&locale=en</p> <p>Contact Wilkes Student Services Center</p>	<p>Apply on or after July 1st for the aid year or apply six to eight weeks prior to need for loan funds</p>

EMPLOYMENT		
Federal College Work-Study	<p>Free Application for Federal Student Aid (FAFSA) http://www.fafsa.ed.gov/index.htm</p> <p>Wilkes Position Hiring Form – complete during hiring process</p> <p>Verified Employment documents: I9, W4</p> <p>Contact Wilkes Student Services</p>	Prior to beginning work on campus
State Work-Study Program	<p>Free Application for Federal Student Aid (FAFSA) http://www.fafsa.ed.gov/index.htm</p> <p>State Work Study Program Application</p> <p>Wilkes Position Hiring Form – complete during hiring process</p> <p>Verified Employment documents: I9, W4</p> <p>Contact Wilkes Student Services and PHEAA</p>	Prior to beginning work on campus
Institutional Employment	<p>Limited positions based on funding for those student who do not qualify for Federal Work-Study</p> <p>Wilkes Position Hiring Form – complete during hiring process</p> <p>Verified Employment documents: I9, W4</p> <p>Contact Wilkes Student Services</p>	Prior to beginning work on campus

STUDENT RIGHTS & REGULATIONS

Student Life Policies

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

The Family Education Rights and Privacy Act

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

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

In accordance with the provision of The Family Educational Rights and Privacy Act, students, upon request, will be given access to all their evaluative or opinion records that have been established by Wilkes. Such records might typically include those maintained by the Career Services Office, Health Services, Registrar, and the Office of Student Affairs. These records will be open to inspection in the presence of the appropriate University official. Procedurally, appointments must be made by students in advance to review their files and the University has a maximum of 45 days following the request to produce the records.

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

Academic Information	Student Services, UCOM
Career, Placement Service Records	Career Services Office
Financial Records	Student Services, UCOM
Financial Aid Records	Student Services, UCOM
Medical Records	Health Services Office
Residence Life and Disciplinary Records	Residence Life or Student Affairs Office

Student Personnel/Transcript/Disciplinary Records/

Official CorrespondenceStudent Affairs Office

The following information will not be released to a student:

1. Letters of reference and recommendation placed in a student's file prior to 1/1/1975,
2. Parent's financial records unless written authorization is obtained from parents,
3. Private notes created by University personnel to serve as memory aids.
4. Records connected with denied applications to attend Wilkes University.
5. Records not included in the FERPA definition of educational records.

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

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

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

- Disclosure is authorized in writing by the student. When the College releases or discloses information to third parties pursuant to a student's written authorization, it is done on the condition that the third party to whom the information or record is released or disclosed will not, in turn, release or disclose it to anyone else without the express written consent of the student.
- Disclosure is to College officers or employees who need to know so as to accomplish legitimate purposes related to their functions.
- Disclosure is to officials of other schools in which a student intends to enroll.
- Disclosure is to parents of dependent students. Dependency status, for the purpose of this policy statement, is defined by Internal Revenue Service guidelines. Documentation must be provided prior to release of information.
- Disclosure is to specified representatives of governmental agencies, educational organizations or other entities as described by federal regulations or otherwise required by state or federal law. Custodians of records should obtain interpretations whenever third parties request personally identifiable information.

- Disclosure is in connection with a student's application for, or receipt of, financial aid.
- Disclosure is in compliance with a conduct order or subpoena. The staff member receiving such order, shall, if possible, immediately notify the student concerned in writing prior to compliance with such order or subpoena.
- Disclosure is to parents of students under the age of 21 who are found to be in violation of alcohol and/or drug policies.
- Information from College records may be released to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

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

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

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

During each academic year the Marketing Communications Office will, for various reasons, send releases containing student information to the media. Information may include items such as: name, address (including email address), telephone listing, date and place of birth, name and address of parent or guardian, major field, photograph, participation in officially recognized activities and sports, weight and height (if one is a member of an athletic team), dates of attendance, degrees and awards received; the Dean's List; lists of graduates, and the most recent previous educational agency or institution attended by the student.

Under The Family Educational Rights and Privacy Act, students have the right to withhold disclosure of any or all of the items listed above. **Written notification to withhold this information from the media must be received each year by the Marketing Communication Office by the end of the first week of classes of the semester. Such requests must be filed yearly.**

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

Student's rights under FERPA include the following:

1. The right to inspect and review information contained in educational records.

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

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

The right of waiver is subject to the following conditions:

- a. The institution may not require waivers.
- b. No institutional service or benefit be denied to students who fail to supply waivers.
- c. Documents for which a student has waived the right to access are used only for the purposes for which the waiver was collected.
- d. Waivers must be in writing and signed by the student.

Guidelines for Student Conduct

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

The following behavior may precipitate disciplinary action:

1. Actions indicating a lack of concern for the welfare or safety of others or conduct which may discredit the University;
2. Actions or conduct that are intended to intimidate another person because of race, color, religious or national origin, gender, disability, or sexual orientation;
3. Involvement in difficulties with law enforcement bodies;
4. Abuse of property — public or private;
5. Irresponsible fiscal conduct;
6. Non-compliance with the University policies and commonwealth and federal laws relative to drugs, alcoholic beverages, and gambling;
7. Plagiarism, academic dishonesty, stealing, or cheating;
8. Behavior that results in blocking the administrative, educative process at Wilkes;
9. Furnishing false information to the University;
10. Fraud, forgery, alteration, or misuse of University documents, records, or identification cards;

11. Assault, obscene, lewd, vulgar conduct or public profanity;
12. Actions that demean, or debase a person's sexual freedom, gender, sexual or affectional preference;
13. The display of sexually demeaning written, electronic or visual materials in living or work areas of the University;
14. The deliberate creation on the part of an individual student or a group of students of a hostile environment;
15. Hateful acts or utterances that are flagrantly abusive and intended to insult and/or stigmatize an individual;
16. Hostile conduct or behavior that might incite violence.

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

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

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

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

Students are expected to comply with written or verbal directives given by University officials in the discharge of their duties and responsibilities for the University.

Because students participate in the development and adoption of programs, policies, and regulations, the University deems it undesirable to retain those students who are unwilling to support policies that have been adopted after consultation and deliberation among students, faculty, and administration. The University, therefore, may require the withdrawal of students whose influence and behavior are deemed detrimental to the best interests of the University.

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

Civil Authorities

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

cooperate with the authorities and strive to ensure that there will be minimal disruption to the learning and living environment.

Grievance Policy/Internal Complaint Procedure

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

Procedures and Guidelines

1. Complaints, other than those being filed against persons, should be directed, in writing, to the appropriate Administrator(Director/Dean)/Department Chair/Faculty Member). It is the responsibility of that person to address the situation and, if possible, see that it is corrected. This must be done within a reasonable amount of time which will of course, depend upon what must be done to rectify the situation. The Administrator(Director/Dean)/Department Chair/Faculty Member should inform the student in writing of the measures that were taken or are being taken to address the issue. If a student does not receive a response from the Administrator, Department Chair, Faculty Member within two weeks from the date of originally filing the complaint, the student may then bring the complaint to the appropriate Vice President or the Provost.
2. Complaints being filed against a person, should be directed, in writing, to that person's immediate supervisor. If it is a sexual harassment complaint the procedures, outlined in the Sexual Harassment Policy should be followed. If the complaint is not one of sexual harassment, then it is the responsibility of the supervisor to address the issue with the respondent. The supervisor must inform the student, in writing, of the measures that were taken or are being taken to address the issue. If the student does not receive a response from the supervisor within two weeks from the date of originally filing the complaint, the student may then bring the complaint to the appropriate Vice President or Provost.
3. In all instances of a student filing a complaint, the student must be assured in writing that no adverse action will be taken against the student for filing a complaint.
4. All documentation regarding a complaint, as well as its disposition, must be securely stored in the office of the person who received the complaint and acted upon it. These records must be maintained for a period of six (6) years from the date final action was taken on said complaint.
5. If a student feels that a response to a complaint is unacceptable and/or unreasonable, the student may bring the complaint to the immediate supervisor of the person who initially acted in response to the matter: If a student does not receive a response from that supervisor within two weeks from the date of originally filing the

complaint with that person, the student may then bring the complaint to the appropriate Vice President or Provost.

Sexual Harassment Policy Statement

Wilkes University reaffirms the principle that its students, faculty, and staff have a right to be free from sex discrimination in the form of sexual harassment by any member of the University community.

Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational achievement,
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions or educational decisions and evaluations affecting such individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

While sexual harassment most often occurs where a power differential exists between people, this policy also recognizes that sexual harassment may occur between people of the same status, i.e., student to student, faculty to faculty; staff to staff.

Sexual Harassment is any unwanted and/or repeated action, verbal or behavioral, which may be considered inappropriate, offensive, or objectionable to the recipient. Harassment due to a person's gender or sexual/affectional preference is similarly prohibited under this policy.

Sexual Harassment may cause the recipient discomfort or humiliation which may interfere with the recipient's education or job performance.

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

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

The University has designated individuals to serve as advocates in behalf of an individual wishing to make a claim of sexual harassment. Individuals wishing to make a claim should contact one of the following advocates: 1) Vice President for Human

Resources Development; 2) Associate Dean or Dean of Students; and 3) the Director of the University Health Services.

Sexual Assault

Sexual assault in any form, including acquaintance rape, will not be tolerated at Wilkes.

Sexual assault and acquaintance rape are violations of laws of the Commonwealth as well as regulations of the University. Sexual assault and acquaintance rape are violations defined as any action in which one person forces another to engage in sexual activity against his/her will or without his/her consent. Assent does not constitute consent if such assent is given by a person who, because of youth, mental disease, or intoxication, is unable to make a reasonable judgment concerning the nature or harmfulness of the activity. Behavior that does not constitute assault, yet which is deplorable to the University, will also, upon report, result in disciplinary action against the perpetrator. For example, the attempt to obtain sexual favors through psychological coercion is behavior that may result in disciplinary action even though that behavior is not defined as sexual assault. Offenses such as unwanted touching or actions that a reasonable person would consider intimidating or offensive such as obscene phone calls and indecent exposure are also covered under these policies governing sexual misconduct.

The University encourages the reporting of any sexual assaults to the proper University authorities: the Residence Life Office, the Office of Student Affairs, Campus Counseling, University Health Services, and Public Safety.

There are procedures to be followed when a student or a member of the Wilkes University community is a victim of a sexual assault.

1. Get the victim to a safe place as soon as possible.
2. Try to preserve all physical evidence. The victim should not wash, use the toilet, or change clothing. This is very important and a necessary aid in the proof of sexual assault and in the event of criminal prosecution.
3. Seek immediate medical attention for the victim, utilizing the "on duty" system posted in each residence hall and at the Security Information Desk. (Dial "0")
4. Contact University personnel.

Victims will have their complaints taken seriously, subject to full and prompt investigation by both civil and University authorities; will have access to legal assistance and representation as allowed the accused; will have cooperation from campus personnel in the collection of evidence; will have access to independently obtained counseling services; are entitled to live in a habitable environment; and will not be subject to pressure from University and/or police authorities.

Wilkes will not shield members of its community from the law, nor will it intervene in any legal proceedings against members of the University community. Regardless of

criminal prosecution, the University will pursue disciplinary action when it has reason to believe the University's regulations have been violated. Civil or criminal prosecution in such situations may occur independently. Internal fact-finding and disciplinary procedures will follow established channels, and due process and confidentiality will be respected.

Students who are victims of sexual assault or who are accused of sexual assault have recourse to disciplinary channels as established by University policy. The accuser and the accused are entitled to the same opportunities to have others present during campus disciplinary proceedings.

Consistent with federal legislation this statement does not mean that either party be allowed an advisor except as is in concert with University policy. It does guarantee, however, that both parties are allowed the same opportunities to have others present.

Disciplinary sanctions can range from dismissal of the case to dismissal of the accused from the University. As is in concert with the federal legislation, a victim of a crime of violence will be notified as to the outcome of the campus disciplinary hearing.

University policies include the right of the alleged victim to freedom from encountering the alleged perpetrator in living and learning situations. The Dean of Students in discharging responsibilities for the health, safety, and welfare of all students will, at the request of the victim, or independent of such requests, make decisions relative to such cases.

Sportsmanlike Conduct

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

Principles of Ethical Consideration

- A. Principles of ethical conduct: The Corporation does not condone any unsportsmanlike conduct on the part of any student/athlete, coach, administrator, or any other individual associated with a member institution. All such persons will conduct themselves in such a manner to represent the highest level of honor, dignity, and fair play.
- B. The Director of Athletics is responsible for promoting and controlling sportsmanship at the contest site.
- C. Unsportsmanlike conduct: the Corporation will not tolerate such conduct, violators shall be disciplined by the institutions with which they are associated, but may be referred to the Sport Committee and/or the Executive Director for action. The Operations Committee is authorized to take primary jurisdiction over any case referred to it by the Executive Director. The following acts are among those considered unsportsmanlike:

1. Verbal or physical abuse of an official, opposing coach or player, or Corporation representative.
 2. Intentional incitement of participants or spectators to abusive or violent action.
 3. Use of obscene gestures, profanity, or unduly provocative language (including racist, sexist, and bigoted remarks) towards officials, opponents, or spectators.
 4. Excessive criticism of any official, Corporation official or personnel, another coach or team, or another institution and its personnel.
 5. Use of artificial noisemakers, including air horns and electronic amplifiers. (Note: no music is permitted during competition). Violators will be warned after a first offense, and ejected upon a second violation at the same event.
- D. Officials with direct connections to a host school should not be retained to referee contests with another MASCAC school.
- E. The Executive Director will contact all MASCAC assigners to have them emphasize the importance of sportsmanship to their officials.
- F. Notification: Member institutions shall promptly notify the Executive Director and the athletic directors of any institution involved of any action taken against any individual as a result of unsportsmanlike conduct. If a member institution believes that an individual from another institution should be disciplined for unsportsmanlike conduct, it shall notify the institution, identify the name(s) and the details of the complaint. The recipient athletic director shall investigate the matter and notify the former institution and the Executive Director of the results of the investigation, including actions taken to discipline the individuals or the reason(s) why no action was taken.
- G. No information about Corporation teams may be shared with non-corporation teams. Unless specified in the sports code, MASCAC members may share information with each other about other Corporation teams.
- H. At the end of each season, each head coach is to send the names of all teams who did not display appropriate sportsmanship to the Executive Director. This information remains anonymous, but the Executive Director will contact a Director of Athletics who has a team that has significant or persistent sportsmanship violations.
- I. It is strongly recommended that the following statement become part of the job description of each institutional athletic coaching staff member.

Spectator Conduct

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

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

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

Physical Violence

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

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

Anti-hazing Policy

Wilkes University does not condone hazing of any kind. Hazing, as defined by Pennsylvania State Law is as follows:

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

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

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

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

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

Protest and Dissent

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

University Vans and Shuttles

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

A list of all passengers traveling in each van must be maintained in the log at the Security Information Desk.

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

Policy on Public Performances of Film and Electronic Media

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

According to the Federal Copyright Act (Title 17 of the United States Code), it is illegal to show any commercial film or television show in a public setting without a license, unless

such works are public domain. A public setting is defined as “any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances are gathered” (section 101). This rule applies even if the showing is: a) educational in nature, b) free of admission, or c) limited to a certain group of students, such as members of a club, organization or residence hall.

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

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

There are two major firms that handle public performance licenses on college campuses:

1. Criterion picture: <http://www.criterionpic.com>
2. Swank Motion Pictures Inc: <http://www.swank.com>

The website for each organization provides the appropriate contact information.

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

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

Alcohol and Drug Issues

Drug-Free Schools and Communities Public Law 101-226

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

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

Assistance With Alcohol/Drug Abuse Problems

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

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

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

Local Laws

Any student found to be in violation of city, Commonwealth, or University regulations regarding alcohol may be required to participate in a program of Alcohol Education and will be subject to a monetary fine. Revenues from this source will be utilized to support Alcohol and Drug Information/Education and the Safe Rides Program. Referrals may be made to local rehabilitation programs. Additional disciplinary sanctions will be imposed as appropriate and may include referral to rehabilitation services and programs.

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

The Pennsylvania Liquor and Penal Code states:

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

2. It shall be unlawful for a person less than 21 years of age to attempt to purchase, consume, possess, or transport any alcohol or malt or brewed beverages within this Commonwealth.
3. It is unlawful to sell or furnish alcoholic beverages of any kind to persons under 21 years of age. No person under 21 years of age may pass assessments that will be used in whole or in part for the purchase of alcoholic beverages.
4. It is a misdemeanor to lawfully transfer a registration card for the purpose of falsifying age to secure alcoholic or malt beverages.
5. It is unlawful to misrepresent one's age to obtain alcoholic beverages or to represent to a liquor dealer that a minor is of age.

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

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

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

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

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

Section 2: Posted Park Rules and Regulations

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

Section 3: Penalty for Violation

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

1. Anyone under the age of 21 who attempts to purchase, purchases, transports, or possess alcoholic beverages faces a fine of \$25 to \$300. Additionally, there is a

mandatory suspension of a driver's license for a period of 90 days on the first offense, one year for a second offense, and two years for every offense thereafter.

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

Alcoholic Beverage Policy

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

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

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

University Regulations Regarding Alcohol

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

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

Those students of legal age may possess only reasonable quantities of alcohol for their own personal use. Students 21 years of age or older may bring a maximum of one case of beer (not to exceed a case of 12 oz. or 16 oz. containers), or one gallon of wine, or one case of wine coolers, or one fifth of distilled alcohol into college-owned housing.

However, a room or living unit (i.e. apartment) may not have a quantity of alcohol in excess of the limit listed above. An excess of the established limit would be considered a large quantity and reason for disciplinary action. Decisions of this nature will be the judgment of the Residence Life Judicial Board.

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

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

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

Alcohol and Guests

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

Amnesty

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

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

Intoxication

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

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

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

Any behavior resulting from the use of alcoholic beverages that infringes upon the rights or privacy of others will be considered a violation and is subject to disciplinary action.

Off-Campus Events

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

Tailgating

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

University Sanctions for Alcohol Violations

First Offense –

\$200 fine, one year of disciplinary probation, parental notification, and required alcohol education class (failure to attend the alcohol education class within the prescribed timeframe will result in an additional \$100 fine)

Second Offense –

\$300 fine, parental notification, and required assessment from an off campus professional regarding alcohol use (cost to be incurred by the individual).

Hosting/Supplying

\$250 fine

* other sanctions may be added to alcohol violations based on individual circumstances.

Drugs

The University is opposed to the use of any illicit substances. Additionally, any misuse and/or abuse of prescription or over-the-counter medications will not be tolerated. Possession of drug paraphernalia is also illegal, particularly when there is evidence of drug use. Students who are charged with possession, use, transfer, or sale of these substances will be subject to disciplinary action that may result in fines, suspension, or dismissal from the University independent of any external legal action.

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

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

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

Parental/Guardian Notification

If a student is caught in violation of the alcohol policy a letter will be sent home to the parent/guardian(s) regarding the incident. If a student is found in violation of the drug policy, it is the discretion of the adjudicating board whether or not to send a letter home after the first violation.

Any student who receives medical attention due to excessive alcohol or drug use, i.e. is seen by University Health Services, requires a paramedic to respond to the campus, or is transported to the hospital, will also have his/her parent/guardian(s) notified. If hospitalization is necessary, the parents will be contacted. Otherwise, a letter will be sent home after the student has met with a judicial board.

Smoking/Chewing Tobacco

Mindful of provisions of Pennsylvania Act 168, the University conforms with policies mandating non-smoking dining areas and non-smoking buildings.

Smoking is prohibited in all University-owned buildings, shuttles and vans.

Chewing tobacco use is prohibited in all classroom buildings, as well as labs and offices. It is also prohibited in the Marts Center, UCOM, Munson Field House, the Farley Library, the Center for Performing Arts, the Student Center and University shuttles and vans.

Security of University Facilities

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

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

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

Trespassing and University Facilities

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

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

Stalking

Attention is called to the fact that the Commonwealth of Pennsylvania has a law in place regarding the crime of stalking. The Crimes Code of Pennsylvania 2709.1 (a) defines stalking as:

- (1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which

demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or

- (2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

Parking

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

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

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

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

Ticketing and towing will be enforced year round (24 hours a day, 7 days a week). All parking tickets are \$25.00, payable at the One Stop Center at 169 S. Main St. by check, credit card or cash during normal business hours. Wilkes University reserves the right to tow any unauthorized vehicle parked in a University owned or leased lot.

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

Restricted Areas:

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

- Driveways and Sidewalks
- Loading Zones and No Parking Zones
- Fire Lanes

- Grass and Greenway Areas
- Handicapped Areas without Handicapped Permit or license Plate

Handicapped Parking

Students with disabilities, permanent or temporary, are to consult with Public Safety at 148 S. Main St. for information on handicapped parking. Permits will be issued by the Parking

Attendant and access to handicapped parking spaces on campus is on a first-come, first-served basis. You must have a PennDOT-approved license plate or placard to get a permanent handicapped permit. Students with a temporary disability will be issued a handicapped parking permit pending verification by the Director of Health Services of their need for this permit.

Off-Campus Parking

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

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

Traffic Council

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

Appeals are to be made in writing and emailed to parking@wilkes.edu, within 72 hours after the citation is issued. Once the written statement is received, it will be reviewed and issued a hearing date. Any fines that are upheld will be due within 7 days after the hearing date.

Off-Campus Students and Community Relations

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

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

It is suggested that all students living in non-University Housing should be sure to sign a lease with the landlord. Renter's insurance is highly recommended and may sometimes be available through a family's homeowners policy. Immediately prior to moving in to an apartment or house, take photographs of each room and any problems that are visible. Make a list of those things that need repair and present it to the landlord before you move in. Keep a copy. This procedure is recommended for the protection of the renter.

The University will not be responsible for the condition of non-university buildings or the actions of a landlord. Students are encouraged to see the Associate Dean of Student Affairs if serious problems arise or if the City of Wilkes-Barre needs to be involved.

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

Such conduct is typically manifested by concern for excessive noise levels, littering of property, and boisterous behavior as students move between off-campus and on-campus locations.

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

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

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

Obviously, this can pertain to the underage consumption of alcohol. Conduct and noise interfering with the life style of off-campus students' neighbors are unacceptable and will result in sanctions imposed through the usual University disciplinary channels.

Students who elect to live off campus and who become involved in disciplinary matters need to be aware of the limitations of the range of sanctions available to the Student Affairs Cabinet. Sanctions may typically include, but are not limited to, Conditional

Suspension (which precludes representing the University in any official capacity) and the loss of Wilkes University grants or University-generated aid.

By electing to live in a more independent setting, students living off campus also accept the obligation to live by increased variances in life style and awareness of those residing around them.

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

Identification Card

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

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

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

Jury Duty

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

Firearms and Dangerous Weapons

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

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

Gambling

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

Raffles

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

Solicitation

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

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

Use of University Identity

The University name, seal and logotype must not be used in any announcement, advertising matter, publication, correspondence or report in connection with personal

or unofficial activities of faculty member, staff or students if such use could in any way be construed as implying endorsement of any project product or service. Any external use of the University identity must be approved through the Marketing Communications Office.

Campus Attire

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

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

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

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

Change of Address or Name

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

Safety Precautions

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

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

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

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

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

Fire Alarm Systems

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

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

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

First Offense – \$50 penalty charge and referral to the Residence Life Office

Second Offense – \$75 penalty charge and possible dismissal from campus residence

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

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

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

First Offense – If an individual is deemed responsible:

\$100 penalty and referral to Student Affairs Cabinet

If a residence hall is deemed responsible:

\$5 penalty charge per resident — minimum charge \$25

Second Offense – If an individual is deemed responsible:

\$100 penalty and dismissal from campus residence; notification forwarded to the Fire Chief

If a residence hall is deemed responsible:

\$5 penalty charge per resident; residence hall probation; notification of same to Student Affairs Cabinet

Bulletin Boards

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

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

Because of limited space, priority for postings will be given to the following groups and individuals: any recognized campus organization that is promoting an event, fundraiser, or meeting; special University functions; individuals who wish to advertise books or other merchandise for sale; individuals looking for rides home or to area colleges; individuals looking for a roommate or to rent an apartment, etc.

Area businesses such as pizza parlors, restaurants, stores, or nightclubs must contact the Office of Student Development before posting anything on campus or in campus mailboxes. Failure to do so will result in the immediate removal of any or all posted materials.

Social Events and Facilities

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

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

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

ACADEMIC SERVICES

Academic Advisors

All freshmen students at the University are assigned to specially selected and trained faculty advisors from their chosen academic department. Undeclared students will be advised by advisors from the University College or the Office of Student Affairs. Prior to each registration period, and at any other time during the year when there is some concern regarding course progression or departmental procedure, a conference with your advisor should be arranged.

Students bear the ultimate responsibility for ensuring that they meet the requirements for the degree.

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

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

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

Cooperative Education and Internship Program

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

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

Cooperative education credit will appear on the student's transcript as Cooperative Education 399 G. Students may also gain departmental credits for a full-time or part-time, professionally appropriate, and academically challenging position, if their department chairperson approves. Cooperative education experiences offering fewer

than three credits are an option for some students' course loads. If some of the credit is taken in a participating department, a special department course number will appear on the transcript. Since cooperative education is a credit-granting program, normal tuition policies are followed during the fall and spring semesters. Tuition costs for the summer sessions will be one-half of the current tuition rates.

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

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

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

Washington Semester Program

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

Requirements:

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

For more information please contact 408-4018 or visit
<http://www.washingtonsemester.com/>

Eugene S. Farley Library

The Eugene S. Farley Library, named in honor of the first president of Wilkes University, is located on the corner of South Franklin and South Streets. It is one of the largest resource libraries in the region with more than 200,000 volumes of books and bound journals: over 430 journals and newspaper subscriptions; 10,000 full text online journals; microforms; instructional audio-visual materials; and a growing collection of classic films on DVD. The library has fine collections in English and American literature, history, the sciences and mathematics, and sizable collections in other academic disciplines reflected in the University curriculum,

Also housed in the library are a media center, University Archives, and four special collections rooms. Students have access to forty-four desktop computers and fourteen wireless laptops which can be used anywhere within the libraries' wireless environment.

The Music Department Library in Darte Hall is a separate collection containing scores, sound recordings, and other materials.

Library hours during the academic year are from 8: a.m. to 12:00 p.m. Monday through Thursday, Friday 8 a.m. to 5 p.m., Saturday 11 a.m. to 6 p.m and Sunday 11 a.m. to 12:00 p.m. Summer sessions and holiday hours, as well as any changes are posted at the library entrance and on the library website. Library services are available online 24/7 at www.wilkes.edu/library.

Telephone: (570) 408-4250

Regulations:

1. Use your valid I.D. card to obtain library privileges.
2. You are responsible for all materials charged out on your identification. A valid I.D. enables Wilkes University students to borrow books year-round at Misericordia University, Keystone College, King's College, Luzerne County Community College, Marywood University and the University of Scranton.
3. Books circulate for one month. Renewals may be made in person or by telephone. A book may be renewed once. DVDs circulate for three days (no renewal). Charges are levied for all overdue and/or damaged materials. Failure to pay fines or return borrowed materials will result in denial of transcripts until fines are paid and materials returned.
4. Periodicals do not circulate. Journal articles in print and microfilm formats may be photocopied.
5. To provide an optimum environment for study, all cellular phones and pagers must be kept on silent alert (vibration or visible flash) while in the library.
6. The University reserves the right to refer for disciplinary action patrons who have violated Library policy.

Library Services:

1. **Reference Assistance:** Professional staff is available for assisting students in their research endeavors.
2. **Library Orientation:** Group library orientation can be arranged for students upon request.
3. **Bibliographic Instruction:** Specific instruction in the use of library collections and reference tools is available for students upon request of the instructor.
4. **Interlibrary Loan:** This service is provided for students to supplement research needs. Inquire at the Reference Department for details.
5. **Media Services:** Media staff will deliver audiovisual equipment needed for classroom usage to sites on campus. At least a 24-hour notice is required. Videos and DVDs may be reserved one week in advance of the expected need. The library media auditorium is also available, on a first-come, first-served basis, for classes or events.
6. **Reserve Materials:** Collateral course reading materials placed on reserve by faculty are maintained at the Circulation Desk.
7. **Photocopying facilities** for printed materials and micromaterials are available in the library. A color copier is located on the first floor. Users are reminded to observe the restrictions placed on photocopying by the U.S. copyright law. The law and interpretive documents are available in the library.
8. **Online searching of auxiliary databases** is available by appointment through the Reference Department to support faculty research.

Pharmacy Library

The Pharmacy Information Center provides resources and services for students and faculty of the Nesbitt School of Pharmacy. It houses an up-to-date collection of drug information materials in print and electronic form and provides a means for pharmacy students to become more proficient in the selection, evaluation and use of drug information. The collection in the PIC is non-circulating; however, many additional books that support the pharmacy curriculum are housed in the Farley Library and non-reference titles may be borrowed from there. All School of Pharmacy journals are housed in the PIC. In addition to these print sources, students have access to a number of computerized resources, both on and off campus.

The PIC is generally open Monday – Friday from 8 AM to 8 PM and Friday from 8 AM – 4 PM. It follows the University holiday schedule. The librarian is available only until 4 PM.

Telephone: (570) 408-4286.

Services:

Reference assistance: The librarian will assist students in locating materials and using library resources.

Bibliographic instruction: The librarian will give individual or group instruction in the use of specific reference tools.

Interlibrary loan; Needed books or journal articles that are not owned by Wilkes University may be obtained through Interlibrary Loan at no charge. Most article requests are filled within a few days.

Photocopying: A card-operated photocopier is available in the PIC. Please see the librarian to purchase or add money to a debit card.

Regulations:

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

Microcomputer Facilities

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

Music Practice Rooms

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

Other students should contact the secretary for the Visual and Performing Arts Department.

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

Pre-Law Advising

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

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

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

Stark Learning Center

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

1. When the building is secured, entrance to and exit from the building are permitted only at the doors by the Schaeffer Lecture Hall and the courtyard door located at the southern end of SLC.
2. Classrooms 270, 380, 403, 405, 411, and 424 are designated as study rooms. After 9:30 p.m., all other classrooms will be locked. Students wishing to utilize the study rooms are reminded they must refrain from eating and smoking in the study rooms. The various club rooms in Stark are available and there students may eat and have non-alcoholic beverages. A student may not reserve a room for his/her sole use; neither may a group of students.
3. Computer Rooms. Hours of accessibility may vary but will be posted.
4. Laboratories will be locked and students may have access only with an instructor or if they have received permission on a standard form.

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

Testing Services

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

Direction is also offered through personal and educational counseling.

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

All other testing is also coordinated and administered through the Office of Campus Counseling located in Evans Hall.

Learning Center

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

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

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

Students may register for services by coming to the Learning Center, located on the third floor of Conyngham Hall, open Monday through Friday from 8:30 a.m. until 4:30 p.m., or by calling extension 4150 or 4153.

Writing Center

The Writing Center, located in Room 018 of Breiseth Hall, is a resource for all members of the Wilkes community. Students, faculty, and staff may use the Writing Center free of charge on a drop-in, referral, or appointment basis. The Center's staff is composed of experienced undergraduate writers, majoring in various disciplines, who assist writers working on projects from content areas across the curriculum. Our consultants do not accept papers dropped off for copy editing but instead engage in one-to-dialog with clients about their writing. They can offer strategies for generating ideas, establishing a focus, finding an authorial voice, revising, and final editing for mechanics and grammar. Clients may also take advantage of handouts from the Writer's Wall and the Writing Center's library of print resources, including a variety of readers, reference materials,

handbooks, and style sheets. Much of this material, as well as links to recommended internet sites, can be found on the Center's web page:
www.wilkes.edu/resources/writing/default

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

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

ACADEMIC REGULATIONS

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

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

Statement on Intellectual Responsibility and Plagiarism

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

1. **Plagiarism:** the use of another's ideas, programs, or words without proper acknowledgment
2. **Collusion:** improper collaboration with another in preparing assignments, computer programs, or in taking examinations
3. **Cheating:** giving improper aid to another, or receiving such aid from another, or from some other source.

Instructors are expected to report violations to both the Dean of Students and the Provost. Penalties for violations may range from failure in the particular assignment, program, or test, to failure for the course. The instructor may also refer the case for disposition to the Student Affairs Cabinet. The academic sanctions imposed are the purview of the Faculty; the Student Affairs Cabinet determines disciplinary sanctions. The appeal of a failing grade for academic dishonesty will follow the academic grievance policy. The appeal of a disciplinary sanction will follow the disciplinary action policy. Students assume the responsibility for providing original work in their courses without plagiarizing.

According to the sixth edition of the *Little, Brown Handbook*, plagiarism "is the presentation of someone else's ideas or words as your own" (545). Similarly, the fourth edition of the *MLA Handbook for Writers of Research Papers* states, "to use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize... A writer who fails to give appropriate acknowledgment when repeating another's wording or particularly apt term, paraphrasing another's argument, or presenting another's line of thinking is guilty of plagiarism" (26). Academic writing assignments that require the use of outside sources generally are not intended to teach

students to assemble a collection of ideas and quotes, but rather to synthesize the ideas they find elsewhere in order to construct new knowledge for themselves. This process requires a higher level of thinking than some students may have been trained to engage in, and inexperienced writers may be sorely tempted to copy wording they feel inadequate to improve or even restate. Plagiarism is a serious issue that violates most people's sense of property rights, honest representation, and fairness.

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

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

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

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

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

1. The exact language of another person (whether a single distinctive word, phrase, sentence, or paragraph) must be identified as a direct quotation and must be provided with a specific acknowledgment of the source of the quoted matter.
2. Paraphrases and summaries of the language and ideas of another person must be clearly restated in the author's own words, not those of the original source, and must be provided with a specific acknowledgment of the source of the paraphrased or summarized matter.

3. All visual media, including graphs, tables, illustrations, raw data, audio and digital material, are covered by the notion of intellectual property and, like print sources, must be provided with a specific acknowledgment of the source.
4. Sources must be acknowledged using the systematic documentation method required by the instructor for specific assignments and courses.
5. As a general rule, when in doubt, provide acknowledgment for all borrowed material.

Different disciplines use different documentation methods; therefore, students should consult instructors about the correct use of the appropriate documentation style. Style manuals detailing correct forms for acknowledging sources are available in the Farley Library, at the Writing Center, and at the college bookstore. Additional resources and guidance in the correct use of sources can be obtained at the Writing Center and from individual instructors.

Statement on Computer Use Policy

In order to maintain a fully functioning and appropriate computer environment for the Wilkes community, it is important that all users comply with the standards and expectations of the University. The “Wilkes Computer Use Policy” defines the boundaries of “acceptable use” of limited University electronic resources, including computers, networks, electronic mail services and electronic information sources. It includes a compilation of specific rules that can be modified as the electronic environment evolves.

The “Wilkes Computer Use Policy” is available electronically by accessing the Wilkes home page at www.wilkes.edu. Hard copies of the policy are available in the Student Affairs Office.

All users must read, understand, and follow the “Wilkes Computer Use Policy.”

The policy is effective at all University locations and applies to all system users at any location, including those using privately owned computers or systems to access University computer and network resources. The policy is not intended to inhibit access to information services that University employees have made accessible for public inquiry (e.g. WWW or course related material). The use of such services, however, to access or attempt to access information not intended for public display or use or to circumvent or violate the responsibilities of system users or system administrators as defined by the policy is prohibited.

The “Wilkes Computer Use Policy” is based on the principle that the electronic information environment is provided to support University business and its mission of education, research, and service. Uses that threaten the integrity of the system, the function of non-University equipment that can be accessed through the system, the privacy or actual or perceived safety of others, or that are otherwise illegal, are forbidden.

Users of electronic information systems are required to review and understand the contents of the “Wilkes Computer Use Policy.” Those with access to the University’s computer resources are responsible for their appropriate use and by their use agree to comply with all applicable University, divisional, and departmental policies and regulations, and with applicable city, state, and federal laws and regulations, and with the acceptable use policies of affiliated networks and systems.

The acquisition and distribution of copyrighted materials over the internet without permission is a violation of the federal law known as the Digital Millennium Copyright Act of 1998. The federal government and copyright holders, such as the Recording Industry of America, have become increasingly vigilant in enforcing the law, and recent technological advances have made the tracking of violators a routine task. Federal authorities warn that violations for illegal downloads are punishable by fines and imprisonment. Individuals cited for illegal downloading activity will be subject to, minimally, a \$50.00 fine and an official letter of warning from the University. Repeated violations will be referred to the Student Affairs Cabinet for a disciplinary hearing.

Academic Record

1. It is the student’s responsibility to make an appointment with his/her academic advisor to plan his/her program and to complete the appropriate forms. Generally, students are responsible for registering each semester for those courses indicated in the *Bulletin* as required by their department. (Refer to the current *University Bulletin* for information pertaining to late registration fees.)
2. Students should expect a grade in any course for which they register unless they have filed a withdrawal form with the Registrar by the end of the tenth week of the semester. Students cannot expect a grade unless they have officially registered for, or officially added, a course.

An “X” means that the student received an incomplete grade. Incompletes will be granted to students who, because of illness or reasons beyond their control, have been unable to satisfy all course requirements including the final examination. When such a grade is reported, the incomplete work must be made up by or before the end of the fourth week following the last day of the examination period. If the incomplete is not removed within this time, or an extension of time granted by the instructor who gave the grade or by some other authorized person, and the Registrar so notified, the grade will be changed to a zero on the student’s record.

If students change their schedule or transfer sections after the start of the semester, they must ensure that the change is recorded officially by completing the necessary forms with the Registrar and making the necessary arrangements with the professors involved.

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

Academic Standards Committee

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

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

1. All requests for action must be submitted in writing to the chairperson of the Academic Standards Committee.
2. Student requests may be supported by a letter of recommendation from a faculty member, advisor, department chairperson, and/or the Dean of Student Affairs.
3. In the event of a negative decision by the Committee, a personal hearing for reconsideration may be requested.

Decisions of the Committee are final.

Attendance at Class

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

After five consecutive absences from a class, students may be readmitted to the class only by action of the Office of Student Affairs and the department chairperson concerned.

Any absence beyond that permitted in the course is a matter between the student and the instructor. Absences due to illness, religious holidays, or participation in athletic or University sponsored activities are usually considered to be acceptable reasons for absences, but notification of such absences and arrangements to make up missed work should be made with the instructor by the student.

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

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

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

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

Cellular Phone and Pager Policy

To provide an optimum environment for learning, all cellular phones, pagers and other electronic devices must be kept on silent alert (vibration or visible flash) while in the classroom, laboratory, or studio. Any calls must be answered outside the classroom.

Standards of Classroom Behavior

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

Tests and Final Examinations

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

Students shall not be allowed to leave the final examination room prior to completion of the examination unless given permission to do so by the proctor.

The times of final examinations are set by the Registrar. Under no circumstances may a faculty member change the time of a final examination without the agreement of the Registrar; arrangement by the student to take a final examination at other than the scheduled time will not justify violating this policy.

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

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

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

Registration

Registration takes place eight weeks after the beginning of the semester, by class year, alphabetically. Every semester the alphabet is rotated; therefore, students will register last in their class only twice during their four years at Wilkes University. Preregistration with academic advisors should be scheduled in advance of the scheduled registration period. The master schedule is available in different areas on campus before the preregistration date.

Adding a Class

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

Credit Overload

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

Withdrawal From Courses

It is presumed that a student will complete the courses for which he or she has registered. *Students must pay careful attention to the official withdrawal policy approved by the faculty.* A grade of "W" is given for approved withdrawal; unofficial withdrawal will result in a grade of "0.000".

A student wishing to withdraw from a course should first discuss the matter with the instructor. During the first three weeks of the semester the student may withdraw from a course by informing the instructor and the student's advisor and returning the completed and signed form to the Student Services Center. After this period, withdrawal is allowed through the tenth week of the semester and requires the approval of both the instructor and the advisor. Thereafter the student may withdraw only for medical reasons, supported by a written excuse from a physician, or other extremely serious circumstances.

Poor academic progress, in and of itself, will not be considered sufficient reason for permission to withdraw from a course following the allowed withdrawal period. Withdrawals after the tenth week must obtain approval from both the course instructor and the Unit Dean in which the course is being taught. The Dean of Students will provide consultation regarding this decision as deemed appropriate by the course instructor, the Unit Dean in which the course is being taught, or both.

It is the student's responsibility to initiate withdrawal from a course by obtaining the withdrawal form from the Student Services Center, having it signed by the appropriate personnel, and returning it to the Registrar within the ten-week period. A grade of "0.000" is assigned by the instructor and recorded for all courses in which no official withdrawal, as specified above, has been completed by the student.

Students who are considering withdrawal from a course should be reminded that state and federal regulations for financial aid mandate that a student must earn 24 credits within the period of August to August or January to January and maintain the appropriate grade point average for his or her class standing. Such students should also be mindful of the University Refund Schedule, which allows for adjustments to tuition, fee, and room and board charges through the ninth week of the semester, but affords no adjustments to these charges after the ninth week.

GUIDELINES FOR IMPLEMENTATION

1. If a student is permitted to withdraw from a course after the ten-week period, the signatures and approval of the Unit Dean in which the course is being taught and the course instructor are required. It is the student's responsibility to initiate withdrawal by obtaining the official form designed for this purpose from the Student Services Office, having it signed by the instructor and submitting it to the Unit Dean in which the course is being taught. A student may seek assistance from the Dean of Students in facilitating this process including such cases in which the instructor cannot be reached. Written notification of the signed form designed for this purpose will be sent by the Unit Dean to the Registrar for processing, who will in turn, notify the student, the course instructor, the student's advisor, and the Unit Dean immediately. If both the course instructor and the Unit Dean agree with the withdrawal, a grade of "W" will be assigned by the instructor and posted by the Registrar. If the course instructor and the Unit Dean disagree with the withdrawal, then the student will be assigned a grade as determined by the course instructor.
2. Disagreements between course instructor and the Unit Dean on course withdrawal cases will be automatically forwarded by the Registrar to the Academic Standards Committee of the University. A subcommittee consisting of at least two faculty and one member from the Office of Student Affairs will review the withdrawal and reasons for disagreement within one academic week. The decision of this subcommittee will be recorded by the Registrar and forwarded to the student, the course instructor, and the Unit Dean.
3. If an official withdrawal, including proper paperwork, has not been initiated and completed by the student, the instructor will assign and record the grade of "0.000" for the course.
4. It should be noted that from the fourth through the tenth week of the semester a student must request and receive permission from the course instructor and the advisor in order to withdraw from a course.
5. Appeals will follow the Academic Grievance Procedure.

Auditing Courses

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

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

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

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

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

Change of Major

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

Final Grades

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

Transcripts

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

There is no charge for the first transcript requested. The student will pay a fee for each additional transcript.

Grading System

Eight numerical grades are given for academic work:

Grade Interpretation:

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

Class Standing

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

Overall Grade Point Average and Major Field Point Average

Freshman Year 1.700

Sophomore Year 2.000

Junior Year 2.000

Senior Year 2.000

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

1. Students who earn a grade less than 2.000 in any course may repeat that course.
2. When a course is repeated, the higher grade earned will be used to calculate the cumulative grade point average (GPA) appearing on the transcript.
3. The lower grade will remain on the transcript but will be identified to show that it is not included in the student's GPA.
4. The GPA will be marked to indicate that it has been adjusted.
5. Students who entered Wilkes prior to the 1990-91 academic year and who are transferring to another major may appeal with regard to grades of less than 2.000 earned in courses required in the previous major. Students may request that these grades be deleted. The course in which they were earned will not be counted toward satisfaction of the requirements for any degree.
6. These courses and the adjusted GPA will be identified as provided for in steps 3 and 4.
7. The procedure is not automatic. Students must initiate a "Grade Adjustment" by completing the required form obtained in the Student Services Center. The student's signature is required to authorize the change on the transcript.

Dean's List

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

Degree Honors

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

Requirements for Degree Honors are:

Summa Cum Laude 3.800

Magna Cum Laude 3.600

Cum Laude 3.400

For degree honors, grade point averages are not rounded.

Academic Standing, Probation, and Ineligibility

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

For the purposes of determining academic standing, *freshmen* are defined as students who have attempted up to 36 credits; *freshmen* must maintain a minimum cumulative grade point average of 1.70 in order to be considered "in good standing" at the University. *Sophomores*, *juniors*, and *seniors* must maintain a minimum cumulative grade point average of 2.00 overall and a minimum grade point average in their major coursework to be considered "in good standing" at the University. (Sophomores are defined as students who have completed 31 – 60 credits, juniors as students who have completed 61 – 90 credits, and seniors as students who have completed 91 credits or more.)

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

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

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

Transfer Students

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

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

Transfer Credit

Courses taken by students enrolled at Wilkes University and completed for credit at another institution may be applied to a student's Wilkes academic record, provided approval is given by the Registrar's Office. Students must receive prior approval for the transfer credits by completing the appropriate form. This form is available in the Student Services Center. The form must be submitted in triplicate to the Registrar after the appropriate departmental signature has been obtained. Before credit is granted, departments may require a competency examination after the course has been completed. Grades earned in transfer are not computed with the cumulative average of the student. Only grades of "C" or better are transferable.

Academic Credit for Life Experience

Please refer to the current *University Bulletin*.

Appeal of Grade

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

If satisfaction cannot be obtained, the student has the right to appeal to the Provost. Such appeal must be made by the end of the fourth week of the subsequent fall or spring semester.

The Provost will consult with the appropriate dean and department chairperson and will establish an Appeal Committee of three faculty members at least two of whom shall be from the department of the faculty member involved, if this is possible. A committee chairperson will be appointed by the Provost. The committee chairperson will notify the faculty member of the appeal and the composition of the committee.

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

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

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

Academic Grievances

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

Withdrawal from the University

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

This withdrawal procedure is designed to:

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

The University reserves the right to recommend the withdrawal of a student whose mental health or well-being is in a precarious state and who may, therefore, present appreciable risk to himself/herself and/or others. Such action will be taken only after a thorough evaluation and recommendation by professional medical or psychological personnel and the Dean of Students.

Such requested withdrawal must be reviewed with the student and his/her parents. This type of withdrawal is without prejudice and is executed in such a way as to protect the student's academic record.

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

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

Returning Students

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

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

Study Abroad

Students wishing to study abroad should follow the guidelines listed below:

1. In consultation with the study abroad coordinator, whose name may be obtained at the Student Services Center, and his or her academic advisor, the student selects an approved and accredited study abroad program and makes a preliminary selection of courses. The student obtains a Transfer of Credit Form from the Student Services Center.
2. The student applies for acceptance to the approved study abroad program.
3. The student obtains the necessary signatures for completion of the Transfer of Credit Form and submits the form to the Student Services Center.
4. If a student wishes to use financial aid to help meet the educational costs associated with study abroad, the student must complete a Wilkes University Consortium Agreement in addition to the regular financial aid applications. Only Pell Grants, State Grants, Stafford Grants, and/or PLUS/SLS Loans are available to students during a study abroad semester. It is recommended that students wishing to use financial aid meet with the Financial Aid Director to review applicable procedures.
5. An NSEP and \$650 Peking Chef Scholarship for International Understanding are available for qualified students. (For more information, please contact the study abroad coordinator.)
6. Costs such as tuition, room, board, or travel are paid by the student to the study abroad institution.
7. The student registers for International Studies 000 at Wilkes University for the period at the study abroad institution, incurring a \$65 administrative fee.
8. The student must request that an official transcript of his/her earned academic credit at the study abroad institution is sent to the Student Services Center.
9. Within one month of completing the study abroad courses or upon return to campus, the student must meet with the study abroad coordinator to confirm receipt and

recording by the Wilkes University Registrar of authorized and completed study abroad credit.

RESIDENCE HALLS

The Office of Residence Life's mission is to support academic excellence and student retention by creating a quality living environment that provides opportunities for socializing and learning outside the classroom. Rules and regulations exist in a group living situation so that a constructive living environment can be created and common goals achieved. Residence hall rules at Wilkes University are based on safety and respect for residents and the University. In any type of community living it is imperative that students hold respect and have regard for one another's property. Resident students share common areas as well as communal facilities. We reiterate, in this section of the Handbook, the need for all students to respect one another's property, especially in residential settings. Any student involved in the theft of another's property violates a basic tenet of community life and will be subject to disciplinary sanctions.

The University's residence halls are the responsibility of the Dean of Students and are directly supervised by the Office of Residence Life. The Resident Assistant (RA) is a full-time undergraduate student employed by the Office of Residence Life and is a member of the staff of the Dean of Students. RAs are hired on the basis of leadership ability, communication skills, involvement in, and knowledge of, the campus community, and successful academic performance. The RA's role is to create an atmosphere in the residence hall that is conducive to cooperation and academic achievement.

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

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

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

The University has no accommodations for married couples or families.

Housing Contract

When students sign a housing contract they accept the conditions and terms set forth in the agreement. Failure of students to abide by the conditions of the housing contract will result in disciplinary action, which can include termination of the housing contract.

Housing contracts are binding for the entire academic year unless a student withdraws or is dismissed from the University. Students wishing to terminate their contract during the course of the academic year must submit a written request to the Dean of Students. If students are given permission by the Dean of Students to terminate their housing contract, the contract will not be officially terminated until the Office of Residence Life has received the residence hall keys. Resident students must be aware that the

University reserves the right to terminate housing contracts if conduct is disruptive to the community.

Furnishings

Each room within the residence hall is furnished with a bed, desk, chair and bureau and closet space. Students should provide their own bed linens, pillow, desk lamp, bedspread, etc., according to individual taste. Such items are often purchased after making a decision with one's roommate as to color scheme and style. All furniture that is provided in student rooms must stay in student rooms. The Director or Assistant Director of Residence Life does not provide storage of any kind.

Opening and Closing of Residence Halls

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

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

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

Assuming Occupancy

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

Temporary Assignment

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

Vacation Periods

Students wishing to remain on campus during vacation periods must inform their resident assistant at the hall meeting held prior to the break. Permission will be granted by the Director or Assistant Director of Residence Life only for University-sponsored commitments. Students will not be permitted to remain on campus to fulfill off-campus employment obligations. You must secure permission from a resident of Evans Hall or University Towers to reside in their room over the vacation.

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

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

Absences

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

Property Damage/Vandalism

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

Right of Entry

Although the University respects a student's right to privacy, the University reserves the right to inspect individual rooms at any time, especially for reasons of maintenance, health, and safety. At no time may Resident Assistants give or lend master keys to students or non-students.

Unless there is an obvious emergency, RAs will knock before entering students' rooms using a master key.

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

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

Room Selection

Room selection for returning residence hall students will take place after Spring Break. These dates are posted early in the spring semester. Residents must have submitted a signed contract along with a \$100 deposit for the upcoming year to participate in the room selection process.

For more specific details regarding the selection of rooms, students should refer to notices published by the Office of Residence Life prior to the room selection process.

Room Reassignment and Relocation

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

Room Changes

Students considering a room change should begin by discussing the situation with their roommate. Consultation with the RA or other University personnel may be helpful when problems exist between roommates. If, after discussion, a room change still seems desirable, contact the Office of Residence Life. The Office of Residence Life may grant approval based on circumstances and space available. Once a room change is approved, the necessary room condition form and roommate contract will have to be completed.

Students who transfer rooms without the consent of the Office of Residence Life will be required to move back to their original location and will be placed on a disciplinary sanction.

Lounge Furniture

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

Keys

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

1. All entrance doors to residence halls will be locked at all times.
2. Keys are not to be shared with anyone else.
3. Residents are responsible for the safekeeping and proper use of their keys.
4. Students are never permitted to duplicate their keys.
5. Residents will be held responsible for not returning keys promptly when the room is vacated.
6. Loss of a room key will result in a minimum replacement charge of \$25. Loss of a front door key will result in a minimum charge of \$25. If a lock needs to be replaced, the minimum charge is \$75.

Quiet Hours

The Office of Residence Life requires students to be considerate of others at all times. Conduct and noise interfering with the study and sleep of residents is unacceptable. Accordingly, students will be held accountable for behavior deemed noisy or disruptive. It is expected that after 8 p.m. from Sunday through Thursday general quiet hours will be in effect. On weekends, quiet will prevail in all residence halls after midnight.

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

Other Residence Life Regulations

The following rules must be observed by all students:

1. No furniture may be removed from lounges or student rooms.
2. Students may not possess a key to any other residence facility other than the one to which they are assigned.

3. Under no circumstances may students duplicate or have duplicated any residence hall keys.
4. Under no circumstances may students possess or use a University pass key or master key to any Wilkes University residence facility without the written permission of the Dean of Students or the Office of Residence Life.
5. Room changes may not take place unless authorized by the Office of Residence Life.
6. Students may not deny or deter occupancy to another student assigned to that residence hall space.
7. Students may not coerce, intimidate, or force assigned students out of their room.
8. Under no circumstances should students prop open residence hall entrance/exit doors.
9. Assigned space in residence halls is for the exclusive use of Wilkes students.
10. Signs or banners may not be hung outside residence facilities unless they have been approved in advance by the Office of Residence Life.
11. Lighted signs of any type may not be displayed in any residence hall window.
12. Air conditioners may not be installed in any student room.
13. Exercise equipment (barbells, treadmills, etc.) is not permitted in any student room or common areas.
14. Stereo speakers are never to be directed out of windows.
15. Property belonging to a student may be temporarily confiscated if the use of such property is judged to be problematic for the orderly governance and lifestyle of the University community.
16. The University will not tolerate situations involving “fights” with substances: e.g., water fights, shaving cream fights, etc. Such actions cause considerable damage and endanger the safety of students and essential safety equipment. The minimum penalty in such cases will be a \$25 charge.
17. Under no circumstances should objects be thrown out of residence hall windows.
18. No student may operate a business out of his/her room.

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

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

1. Firearms and other weapons, chemicals, fireworks and explosives, CO₂, air- propelled weapons, or high-powered water guns
2. Gasoline, benzine, and other flammable fluids

3. Resistance coil appliances
4. Extension cords over six feet in length or electric wiring that is “homemade”
5. Candles, incense, or other open-flame devices
6. Liquid-filled beds
7. Traffic or public signs
8. Electric blankets
9. Refrigerators over five cubic feet in capacity
10. Amplified musical instruments
11. Halogen lamps
12. Empty alcoholic beverage containers, if occupant(s) is under 21 years of age
13. Paint ball guns
14. Slingshots
15. Kegs (of any type)
16. Dart Boards

Electrical Appliances in Student Rooms

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

During inspections, any inappropriate or prohibited appliance found will be confiscated.

Appliances should be unplugged when not in use, and not more than one appliance should be plugged into any receptacle. When using an appliance such as a coffee pot, a protective pad should be placed under the appliance. Property and safety considerations prevent the authorization of the use of toaster ovens, electric skillets, hot plates, or appliances other than those previously mentioned in the publication.

Students are responsible for meeting the expense of any damage that may result from the use of appliances or equipment. The University expects, and residents must understand, that possession and use of such equipment may not interfere with the assigned roommate’s welfare. Because of the high potential for damage and fire, electric blankets, halogen lamps, and sunlamps may not be used in student rooms.

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

Cleanliness

Wilkes University is concerned about the health and well-being of its students along with the condition of its residence halls; therefore, students are expected to maintain their rooms in a reasonably clean condition. If the Office of Residence Life determines that a room is in unacceptable condition, the student will be expected to clean the room to the Office of Residence Life's satisfaction. Non-compliance will jeopardize a student's residence status at the University. Further, the common areas, i.e. lounges and bathrooms, are expected to remain in an acceptable condition. Excessive messes that require extra cleaning by housekeeping staff will result in a cleaning charge for that hall's residents.

Pets

For health and maintenance reasons, pets are not permitted in the residence halls. Fish in a ten gallon aquarium are the only exception to this rule. Students found in violation of this policy will be subject to disciplinary sanctions and a minimum penalty charge of \$50.

Residence Hall Deliveries

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

Resident Hall Visitations

The University residence halls are open for invited guests of residents. Visitors should extend courtesy to those living in the facility at all times. Under no circumstances should any resident be inconvenienced by a visitor or guest. Visitation to individual rooms should be decided upon by those residents living in that room. In order to minimize disruption to roommates, the University supplies each residence hall with an area to study with others, entertain guests, and watch television.

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

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

Resident Assistants must be notified in advance of overnight guests. Guests may be accommodated only if a vacant bed is available; and generally this is only on weekends. Any guests staying longer than two nights must be cleared through the Office of Residence Life.

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

SERVICES AND SUGGESTIONS

Custodial Services

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

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

Laundry Facilities

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

If a machine is in need of repair, students should notify the Resident Assistant or ext. 2FIX. The University will make every effort to repair the machines as quickly as possible.

The University will not be responsible for the loss of or damage done to clothing through the laundering or drying processes. Students should carefully read washing instructions on garments. Commercial laundromats are located near the campus. Students not living on campus will receive a \$50 penalty charge if found using University laundry facilities.

Work Order Requests

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

Resident Assistant On Call

From 8 p.m. each weeknight until 8 a.m. the next morning and throughout the entire weekend there will be Resident Assistants (RAs) on call. If students are in need of assistance and their RA is not available, they can contact the RA on call for assistance.

Students are able to identify the appropriate RA on call by consulting the RA call schedule posted in their residence hall.

Security

The University cannot be responsible for loss of or damage to the student's personal property, either while the University is in session or during vacation periods. Therefore, each individual is advised to take valuable possessions home during vacations and to carry personal property insurance. Security guards provided by the University patrol the campus each night seven nights each week. Guards are equipped with a two-way communication set and are readily available by calling the base station at 408-4999 for an emergency; 408-2FIX for a non-emergency. Students are requested to report all emergencies immediately to the base station at ext. 4999. The base station is located on the ground floor of the parking garage on S. Main St.. There are emergency call boxes located at the entrance of the residence halls, and at various locations around campus (Greenway, parking lots, etc) allowing all students the opportunity to contact security from anywhere on campus in an emergency situation.

Missing Persons Policy

In accordance with the Higher Education Act of 2008, all resident students have the opportunity to register a personal contact in the event that the student would be reported officially missing during their time at Wilkes University. This personal contact will be notified by the University within 24 hours, in the case that the student is reported to be missing and updated throughout the investigation. Students will be provided an opportunity to fill out a personal contact form at the beginning of each year and this information will be maintained by the offices of Residence Life, Student Affairs, and Public Safety.

If any member of the Wilkes community believes that a student is missing, the Office of Public Safety should be contacted immediately. In an attempt to locate the student there will be a joint effort between Public Safety, Student Affairs, and Residence Life. If a student is identified as missing the University reserves the right to access and inspect

the student's room. Assistance from local law enforcement agencies will be requested as deemed appropriate by the University.

Student Mail

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

Protecting Your Property

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

1. When leaving your room, lock doors and secure windows at all times.
2. When you will be gone for a long period of time, notify your friends and have them check your door periodically.
3. Do not leave notes on your door indicating your absence from your residence hall.
4. Do not allow salesmen or solicitors into your room. These people should be reported to your RA, the Office of Residence Life or Public Safety.
5. Money or valuables should not be left in your room. Transfer large amounts of cash into checking accounts. Guard credit cards carefully.
6. Report suspicious persons to Public Safety (ext. 4999). Do not take unknown overnight guests into your room. Residence halls are not a good environment for persons not associated with the University.
7. Bicycles should be carefully secured.
8. Do not hide your key over your door.
9. Have your parents extend their homeowners insurance to cover your belongings at Wilkes.
10. When laundering your clothing, it is suggested that you are present in the laundry room.

Renter's Insurance

Students should insure their personal property against fire and theft by securing individual homeowner's or renter's insurance. A student policy is available through National Student Services Inc. Brochures can be picked up at the Office of Residence Life or Student Affairs.

Roommate Survival Checklist

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

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

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

1. The right to read and study in one's room without unreasonable noise and other distractions
2. The right to sleep without undue disturbance from guests of roommates, noise, etc.
3. The right to expect that a roommate will respect one's personal possessions
4. The right to live in a clean environment
5. The right to free access to one's room without pressure from one's roommate
6. The right to entertain guests with the expectation that guests will respect the rights of the host's roommate and other hall residents
7. The right to be free from intimidation and harm

8. The right to discuss grievances. A resident student must accept the responsibility for confronting other residents when those residents have violated his/her rights. If a student has difficulty in doing so, the Residence Life Staff will gladly assist in such matters.

DINING HALL

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

Regulations:

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

Available Services:

1. Students who are required to be off campus during the hours that noon or evening meals are served because of a University commitment (e.g., student teaching) may request a box meal from the Director of Food Services. Such requests are made at and approved by the Office of Residence Life at least one day in advance. Students are expected to pick up the box meals they have signed for and not to eat that particular meal in the dining hall that day.
2. Sick trays: Sick trays will be provided for students who are unable to leave their residence hall because of illness. Arrangements for such trays will gladly be made by the University Health Service staff or the Office of Residence Life personnel.
3. Guests are welcome at the University dining hall and may make cash purchases.
4. Meal plans are available for commuter and off-campus students. Those wishing to participate in a meal plan may do so by contacting the Procurement Office for

contracts. Students on all meal plans have the option of eating at the Rifkin Café or Einstein Bros. at UCOM using dining or flex dollars.

GOVERNANCE

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

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

Board of Trustees

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

Organization of the University

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

Student Affairs Cabinet

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

- a. interpretation of existing policies relating to student affairs;
- b. the discussion of on-going student affairs problems and situations as they affect both academic and non-academic issues and policies;
- c. issues that emanate from student organizations;
- d. student events and all-University programs;
- e. the consideration of policy and policy changes in areas affecting students that might be recommended to the President, the President's Cabinet, or other appropriate officials.

The Student Affairs Cabinet also serves as the main disciplinary council. When serving in this capacity, the Associate Dean of Student Affairs chairs the Cabinet.

Faculty Committees

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

Student Life, Athletics and Media Committee

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

Philosophy: Code of Conduct

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

In general, a student is any individual who has been admitted, matriculated, enrolled or registered in any academic program or other educational activity provided by the Trustees of Wilkes University. Students, by their matriculation and acceptance of registration, accept the responsibility to act in conformity with University regulations. Infractions of University regulations are subject to disciplinary action. Faculty, staff, and students are expected to (1) uphold University-adopted regulations, (2) report infractions of those regulations, (3) serve as witnesses when asked to do so. This mutual cooperation will lead to the perpetuation of a community and a system that is fair and respectful of individual and community rights.

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

Disciplinary action is taken with the hope of educating students to become responsible members of the University community. Our judicial system is not a court of law and hearings are conducted in the presence of the hearing board, the students involved, and witnesses. Attorneys representing the student or the University are not allowed to be present. Generally, family members are not allowed at hearings, although individual hearing boards may make an exception to this regulation. Students will be notified in writing of the time and place of disciplinary meetings and charges being reviewed by the

Student Affairs Cabinet. Such notification may be 1) sent to the student's permanent address; 2) sent to the student's off-campus apartment address; 3) sent to the student's on-campus mailbox; 4) placed under a student's residence hall room door; 5) sent via campus email.

If a student fails to appear at a scheduled disciplinary hearing the Student Affairs Cabinet has the right to adjudicate the case despite the student's absence.

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

Students will be notified, in writing, of the results of disciplinary hearings. Copies of such letters are kept in the student's file in the Student Affairs Office for the duration of the student's enrollment at the University or completion of his/her studies. Disciplinary actions are not part of a student's permanent file nor are they indicated on the official transcript.

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

1. Victims of violent crimes as defined by the UCR will be informed of sanctions imposed as is consistent with federal legislation.
2. Sanctions invoked in cases involving academic fraud will be shared with the faculty member who has brought the charges of academic dishonesty.
3. Sanctions levied in conjunction with offenses relative to the Middle States Collegiate Athletic Conference's Statement on Sportsmanlike Conduct will be shared with those stated in that policy.
4. Sanctions levied in cases involved in suspension or dismissal of international students will be shared with the Embassy involved.
5. Sanctions involving arson or attempted arson will be shared with the Fire Chief.

Disciplinary proceedings may be initiated against a student independently of civil or criminal action. University proceedings may occur prior to, simultaneously with, or following proceedings held by civil or criminal authorities. Students are held accountable for behavior occurring off campus when such behavior adversely affects the interests of the University or its objectives as an educational institution.

Disciplinary Action

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

The authority for disciplinary action rests primarily with the Student Affairs Cabinet. Other agents of the University also have jurisdiction to hear and decide on actions that are counter to the guidelines set forth in the Student Handbook.

Meetings concerned with disciplinary action will be held as soon as possible after an offense is reported. Meetings will be held no later than 10 days following notification of an infraction unless special circumstances require a delay in the process. A delay of a hearing beyond 10 days must be approved by the Vice President of Student Affairs. In most cases, students will have a preliminary discussion with a member of the Student Affairs Cabinet to review the charges and procedures. Pending disciplinary action, a student's status will not ordinarily be altered and his/her right to be a full member of the University community will be intact. When a student's continued presence on the campus is deemed a threat to the University community the Dean of Students may request interim suspension from a member of the President's Cabinet of the University.

During the period of interim suspension the student is not permitted on campus until the date of the Student Affairs Cabinet disciplinary meeting. This meeting will occur as quickly as reasonably possible following the invoking of the interim suspension.

At least four members of the Student Affairs Cabinet will be present when disciplinary cases are presented. Students charged with a violation of University regulations may request a hearing by a smaller component of the Student Affairs Cabinet. The Presidents of Student Government, Inter-Residence Hall Council, Commuter Council, and the Off-Campus Council are invited to attend such meetings as full voting members of the Cabinet. Students serving on the Student Affairs Cabinet to adjudicate disciplinary cases cannot be under any disciplinary sanction and must be in good academic standing. A student involved in a disciplinary case and present for the meeting will always have a complete opportunity to be heard. The student will be notified in writing of any action taken by the Student Affairs Cabinet. Pending civil or criminal proceedings does not deter the University from proceeding with its own internal disciplinary hearings.

Prior disciplinary records are considered in disciplinary cases being adjudicated.

Disciplinary action may also originate through the Office of Residence Life, or other offices of the University, following a full and thorough discussion of any incident that is reported. The appropriate University official will meet with the student and written notification of any action taken will be given to the student. It is the responsibility of the University official to inform the Dean of Students of any disciplinary action taken.

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

A student may appeal any action taken by the Student Affairs Cabinet or Office of Residence Life to the University Judicial Council. The official Judicial Council Constitution, approved by the Board of Trustees of the University, is published in the Student Handbook.

Students wishing to appeal a disciplinary decision must make the appeal to the appropriate body within one week of being notified orally of the original decision.

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

1. new evidence
2. procedural error that had a detrimental effect on the outcome of the hearing
3. inappropriate sanction in the judgment of the student sanctioned
4. hardship circumstances

Students who wish to make an appeal to the University Judicial Council should contact the Dean of Students. See Appendix B for the University Judicial Council Constitution.

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

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

Traffic Council

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

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

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

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

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

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

Sanctions

1. *Official Reprimand:* In instances of less serious deviation from the University norms of conduct the student is formally warned regarding the misconduct. The student is also notified that the consequences of such continued behavior could result in more serious disciplinary action.
2. *Disciplinary Probation:* This action is a formal admonition on behalf of the University and is intended to clearly document to a student that his/her behavior has been deemed unacceptable. This action requires that students demonstrate, during a stipulated period of time, they are capable of functioning in such a way so as not to be in conflict with standards of behavior expected of students at Wilkes. Disciplinary probation alerts the students involved, and all concerned, that further conduct may result in curtailment of activities or suspension of residential and academic privileges.
3. *Denial of Privileges:* This penalty precludes the student's participation in specified activities (e.g., student offices, student activities, use of University facilities or access to University facilities) for a period of time.
4. *Restitution/Penalty Charges:* Charges will be assessed where restitution is due for damage to University or student property or property of an agent outside of the

University. The charges assessed will be equal to the value of the property and any incurred labor charges. Charges will be paid to the Financial Management Office.

5. *Residential Suspension and Expulsion:* The first status indicates that a student is on final notice from the University that any further violation of regulations will lead to the student's suspension from University-owned residence halls. Further difficulties will lead to expulsion from the residence halls. Any student who has been suspended/expelled from the residence halls may not enter any University-owned residence halls without the express permission of the Dean of Students.
6. *Conditional Suspension:* This action is invoked in severe cases that might generally call for suspension, but consideration of mitigating circumstances warrants the student not be suspended at this time. If this sanction is invoked, it is understood that any further violation of University policy, even of a minor nature, could call for suspension from the University. A student who has been conditionally suspended from the University may, at the discretion of the Student Affairs Cabinet, be restricted from representing the University in any official capacity.
7. *Interim Suspension:* The Dean of Students, with the advice and consent of the Vice President of Student Affairs may call for an interim suspension of a student while a judicial case is pending. In such cases, the interim suspension is based on the determination of the health, safety, welfare, and well-being of the University community or if an individual is at risk. During this period of interim suspension, the student is not permitted on campus until the date of the Student Affairs Cabinet disciplinary meeting. This meeting will occur as quickly and as reasonably possible following the invoking of the interim suspension.
8. *Disciplinary Suspension:* This penalty involves the involuntary separation of the student from the University for a specified period of time. It is invoked when a student, as a result of his/her actions, has forfeited the privilege of attending the University. Suspension from the University may range for a period of time up to 2 years, including summer sessions and inter-sessions. Students who have been suspended may be required to meet certain conditions during the period of their suspension and must submit a letter to the Dean of Students requesting readmission to the University. Students who have been suspended may not attend classes, be on University property, or participate in University-sponsored functions on or off campus during the period of suspension. Any exceptions require the explicit approval of the Dean of Students.
9. *Indefinite Suspension:* This sanction suspends the student from the University for a period of more than two years.
10. *Disciplinary Dismissal:* This action is one of involuntary separation of the student from the University and is permanent. It is the most severe disciplinary sanction imposed by the University.
11. *Group Action:* Disciplinary action may be invoked against groups as the situation warrants.

12. *Off-Campus Offenses*: The University may implement disciplinary action when a Wilkes University student violates rules and regulations at another college or university or in the community.
13. *Aid*: University-generated and supplied financial aid funds may be denied to students who are involved in disciplinary action.
14. *Counseling Intervention*: Counseling may be recommended, and in some cases required, when behavior indicates it may be beneficial to the student. Specific circumstances will determine an appropriate mental health service referral, which may include drug, alcohol and other educational services.
15. *Involuntary Leaves and Withdrawals*: The Health and Wellness Services Director and/or a campus counselor, with the Office of Student Affairs, may determine that a leave of absence, withdrawal, or exception to the academic or residential regulation based on medical or psychological factors is warranted if it would be in the best interest of the student or University. This action may be taken if, in the opinion of either director, a student exhibits behavior that creates or continues risk or clear and present danger to the physical or mental health of the student or others. This mandatory leave or withdrawal will be processed through the Office of Student Affairs and is subject to administrative appeal to the Vice President of Student Affairs. The Health Services Director and the Director of Campus Counseling will typically also be involved in the readmission of any student who is granted or placed on a medical or psychological leave or withdrawal.

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

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

APPENDIX A

Wilkes University Judicial Council Constitution

ARTICLE I — Purpose

In order to establish an internal system at the university level that will provide an opportunity or hearing for students charged with violations of University regulations as set forth in guidelines for student conduct in the Student Handbook and, at the same time, to promote student, faculty, and administrative participation in the hearing and the decision-making process, the Board of Trustees of Wilkes University approves of the establishment of a University Judicial Council.

ARTICLE II — Membership of the University Judicial Council (UJC)

The University Judicial Council (UJC) shall consist of seven judges and a council clerk.

- A. The judges of the UJC shall be appointed by the President of the University in the following manner:
1. Faculty members: Two members of the faculty shall be appointed from a panel of at least four nominees recommended by the faculty.
 2. Student Affairs Cabinet members: Two members of the Student Affairs Cabinet shall be appointed from a panel of at least four nominees recommended by the Dean of Students.
 3. Student members: Three members of the student body shall be appointed from a panel of at least six nominees recommended by the Student Government President provided, however, the said nominees meet the following requirements:
 - (a) Nominees shall be junior-level students or higher for the year in which they will serve and shall be in good academic standing as defined by the current University Bulletin.
 - (b) No nominees shall be an officer of Student Government, Inter-Residence Hall Council, Commuter Council, Off Campus Council, or a Resident Assistant for the year in which they will serve.
 4. Terms of original appointment for all UJC judges shall be for one academic year, but they shall be eligible for reappointment.
- B. The council clerk shall be appointed by the President of the University from a panel of at least three nominees recommended by the Student Government President, provided the said nominees meet the following requirements:
1. The nominee shall be a student who has achieved a minimum cumulative grade point average of 2.00.
 2. The nominee shall have achieved a class standing of at least a sophomore for the year in which he/she is to serve.

3. No nominee shall be an officer of Student Government, Inter-Residence Hall Council, or Commuter Council, Off Campus Council, or a member of the Resident Assistant staff.
4. The term of office for the clerk is one academic year, but he/she shall be eligible for reappointment.

ARTICLE III — Membership Regulations

- A. All student members shall be full-time students as defined by the University Bulletin.
- B. The following reasons shall be grounds for immediate removal by the Council (UJC) of one of its members:
 1. Dismissal from the University
 2. Academic or social probation
 3. Failure to perform Council (UJC) responsibilities as determined by a majority of the Council.
- C. A member who wishes to resign from the UJC shall submit a letter of resignation to the chairperson of the UJC and the President of the University.
- D. In the event of a removal or resignation of any member from the UJC, the President of the University shall fill the vacancy by appointment from the relevant panel previously submitted to him.

ARTICLE IV — Jurisdiction

- A. Where disciplinary actions have been taken by a Dean or any other agent of the institution having original jurisdiction to hear and decide questions of student conduct that run counter to the guidelines set forth in the Student Handbook, it is the responsibility of the Judicial Council to review cases upon appeal.
- B. The UJC's decision for all cases involving non-expulsion is final. The University President shall have final appellate jurisdiction in all cases of disciplinary dismissal or indefinite suspension.

ARTICLE V — Procedure

- A. The Council shall not hold any regular or special sessions without at least four members present of which there shall be at least one member of the faculty, Student Affairs Cabinet, and the student body. In the event of an appeal to the UJC, a student must request a meeting of the UJC within one week of oral notification to the student of the Student Affairs Cabinet decision. The UJC must give written notice to all parties concerned of the nature of the appeal and the date and time and place of the

appeals hearing. All appeals meetings will be held within 10 academic days of the request for such meeting made by the student to the clerk of the Court.

- B. UJC shall give the alleged violator and the charging party an opportunity to offer testimony and each party may request witnesses to appear. The alleged violator shall have the right to confrontation of the charging party and cross-examination.
- C. It shall be the sole responsibility of the alleged violator to select an advisor, either from within the student body or the faculty of the University, at his or her discretion. The advisor shall not conduct the defense, and neither party may appear at the hearing with legal counsel.
- D. All sessions of the Council, in its discretion, shall be closed.
- E. The Council shall have the power to govern its own internal proceedings and establish its procedures.
- F. Decisions of the Council not leading to disciplinary dismissal are final.
- G. Final appeal of decisions of disciplinary dismissal or indefinite suspension shall be filed within three academic days with the Office of the President of the University and shall be adjudicated by the President as promptly as possible.

ARTICLE VI — Duties of Judicial Council Clerk

- A. The clerk shall serve as the official recorder for the Council.
- B. All appeals shall be filed with the clerk who shall place them on the appropriate docket.
- C. The clerk shall compile the docket of the Council and shall notify all parties of the time and place of hearing.
- D. The clerk shall record the decision of the Council and all records of the Council shall be held confidential. Notification of the decision of the Judicial Council shall be sent to the Dean of Students and to each alleged violator.

ARTICLE VII — Judicial Council Calendar

- A. The Council shall convene during the first month of the academic year and thereafter as required in accordance with its procedures.
- B. At its initial meeting the Council shall elect a chairperson of the Council.
- C. The Council shall not convene during the summer sessions. During the summer, all discipline cases may be appealed to the Dean of Students.

ARTICLE VIII — Inherent Authority of University President

Notwithstanding anything herein to the contrary, the inherent authority of the President of the University to protect the health, safety, and welfare of the University and its students shall not be diminished.

ARTICLE IX — Approval by Board of Trustees

The Board of Trustees of Wilkes University shall have the right to amend and approve any of the provisions provided herein.

ARTICLE X — Effective Date

This constitution was originally approved in 1973. Any articles shall become effective upon approval by the UJC, the Student Government, and the Board of Trustees.

APPENDIX B

Fund-Raising Guidelines

Successful fund-raising is an activity integral to most campus clubs and organizations. Fundraising not only provides financial support for the activities of campus organizations, it also provides valuable experience for students as they develop leadership and organizational skills.

Presently, more than 60 student groups are competing for the financial resources allocated by Student Government through the student activity fee and for the financial support members of the campus community provide to the various fund-raising events sponsored. With so many groups carrying out fund-raising activities, a campus-wide policy is necessary to avoid competition and unnecessary duplication of fund-raising events.

The coordination and registration of fund-raising activities are directed by the Student Development Office. The following guidelines have been adopted to ensure consistency across the campus:

1. "Fund raisers" must be registered with the Student Development Office at least two weeks in advance of the event. Events will be registered on a first-come, first-served basis, provided that all required arrangements have been completed with the Student Development Office.
2. Reservation of locations and space will be arranged by the Student Development Office.
3. Contracts entered into with off-campus agencies by student clubs or organizations will not be honored by Wilkes University unless the signature of the Director of Campus Support Services and the Office of Student Development appears on the document.
4. Fund-raising activities must remain within the bounds of good taste. Discretionary authority rests with the Student Affairs Office.
5. Raffles or games of chance are not permitted on campus.
6. The University will not allow its spaces to be used for commercial purposes or personal gain.

This campus-wide fund-raising policy pertains to all campus clubs, organizations, and residence halls. The procedure will ensure that funds raised are spent for their intended purpose, that acceptable accounting procedures are practiced, that fund-raising activity does not conflict with the University advancement program, and that priorities and equity in opportunity are maintained among groups.

APPENDIX C

Procedure for Becoming a Recognized Undergraduate Student Club/Organization

Wilkes University encourages involvement in extracurricular activities as an integral part of student development. The University recommends that all student clubs or organizations seek recognition. Recognition grants the club/organization the ability to use campus facilities upon approval of the appropriate University official, to request funds from the Student Government, and to benefit from the accounting procedures of the Financial Management Office and the Office of Student Development. All campus clubs/organizations must have an active membership of at least five students and be open to all students; consequently, groups that are exclusive do not exist at Wilkes.

Procedure

1. The Director of Student Development should be contacted and notified of the intention to establish a new club/organization.
2. A notice of intent to organize a new club/organization should be advertised campus wide, and organizational meetings should be held.
3. An advisor (professional staff member or faculty) must be selected and approved by the President or designee.
4. The prospective club/organization must submit a constitution to the Student Government for review. This constitution must minimally include:
 - a. Club/organization name
 - b. Statement of open membership
 - c. Statement of purpose
 - d. Officers and duties
 - e. Elections and voting eligibility
 - f. Provision for removal and replacement of officers
 - g. Provision for amendments and revisions
5. The constitution must be presented to Student Government at two consecutive meetings. Student Government can send the constitution back for review and revision before agreeing to vote on it.
6. If the constitution is passed by a Student Government majority, the club/organization is recognized.

TELEPHONE DIRECTORY

All calls made from within the University to another office or department may be made by dialing the desired extension only. Students may not make local or long distance phone calls using phones located in University buildings with the exception of pay telephones located in various buildings on campus.

Act 101 Office	4150
Admissions	4400
Advancement Vice President	4300
Alumni.....	4305
Bookstore	208-4700
Campus Interfaith	5904
Career Services	4060
Center for the Performing Arts/Box Office....	4540
Community Service	5905
Commuter Council	2910
Cooperative Education	4645
Deans of Student Affairs:	
Paul Adams, Vice President	4114
Mark Allen, Dean of Students	4103
Barbara King, Associate Dean	4107
Phil Ruthkosky, Associate Dean.....	4108
Food Services: Student Center	4991
Graduate Studies	4239
Health Sciences Programs	4829
Health Services - Infirmary	4730
Human Resources	4630
Inter-Residence Hall Council	2910
Learning Center	4150
Library	4250
Marketing Communications	4770
Marts Center	4020

Physical Education and Athletics	4020
President	4000
Programming Board	2925
Provost	4200
Public Safety Office	4999
Publications:	
Amnicola	2955
Beacon	2962
ROTC	4860
Recorder and Transcripts	2000
Registrar	2000
Residence Life	4350
Sordoni Art Gallery	4325
Student Services Center.....	2000
Student Development.....	4111
Student Government	2910
University Service Center	2349
Upward Bound	4230
Veterans Affairs	5058

Policy on Inclement Weather

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

Wilkes' homepage (www.wilkes.edu) under the "Latest News" section.

MyWilkes Web Portal

Inclement Weather Hotline: (570) 408-SNOW (7669)

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

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

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

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

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

Compressed Schedule

Monday, Wednesday, Friday

<u>Normal</u>	<u>Compressed</u>
8:00 - 8:50 AM	10:00 - 10:40 AM
9:00 - 9:50 AM	10:45 - 11:25 AM
10:00 - 10:50 AM	11:30 - 12:10 PM
11:00 - 11:50 AM	12:15 - 12:55 PM
12:00 - 12:50 PM	1:00 - 1:40 PM
1:00 - 1:50 PM	1:45 - 2:25 PM
2:00 - 2:50 PM	2:30 - 3:10 PM
3:00 - 3:50 PM	3:15 - 3:55 PM
4:00 - 4:50 PM	4:00 - 4:50 PM

Regular Night Class Schedule

Tuesday and Thursday

<u>Normal</u>	<u>Compressed</u>
8:00 - 8:50 AM	10:00 - 10:50 AM
8:00 - 9:15 AM	10:00 - 10:50 AM
9:00 - 9:50 AM	11:00 - 11:50 AM
9:30 - 10:45 AM	11:00 - 11:50 AM
10:00 - 10:50 AM	12:00 - 12:50 PM
1:00 PM - Resume regular class schedule	

Saturday and Sunday

Normal

8:30 – 12:30 PM

1:30 - 5:30 PM

Compressed

10:00 – 1:30 PM

2:00 – 5:30 PM

Afternoon/Evening Schedule Only

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

Off Campus Sites

Off campus classes follow the host site.

Shuttle Operation

On days when the University moves to a Compressed Schedule the shuttle will begin running at 9:00 AM. If the University closes early, the Shuttle will run for one hour following the announced closing time.

**WILKES UNIVERSITY
CALENDAR 2009-10**

The academic year consists of two fifteen-week semesters, each of which includes a final examination period. The fall semester normally begins in late August and concludes with final examinations in December. The spring semester begins in mid-January and closes with a final examination period in May. An optional Intersession is offered in January.

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

(for detailed calendar see Registrar's page at
<http://www.wilkes.edu/pages/589.asp>)

EMERGENCY TELEPHONE NUMBERS

All Emergencies911
HELP Line 829-1341
Campus Medical Services Health Services 825-8421
Health and Wellness Services..... Ext. 4730

Academic Year Hours:

Monday-Thurs. (8:00 a.m. - 7:00 p.m.)
Friday (8:30 a.m. - 4:00 p.m.)

Security

Monday - Sunday“0” or Ext. 4999

Security Desk:

Evans Hall Ext. 4359