



WISCONSIN LUTHERAN COLLEGE

2022-2023 WISCONSIN LUTHERAN COLLEGE UNDERGRADUATE STUDENT HANDBOOK

PUBLISHED JULY 1, 2022

STUDENT HANDBOOK INTRODUCTION

This is the official Student Handbook for Wisconsin Lutheran College (WLC) traditional undergraduate students. This publication contains useful information on the policies and regulations for traditional undergraduate students of WLC.

REGISTRATION OF A STUDENT IS CONSIDERED BY WISCONSIN LUTHERAN COLLEGE TO BE AN ASSENT TO THE POLICIES OF THIS HANDBOOK AND A PLEDGE TO ABIDE BY THEM. ADDITIONS AND CHANGES IN POLICY AND REGULATIONS MAY BE MADE DURING THE COURSE OF THE YEAR AND, IF MADE, WILL BE ANNOUNCED AND DISTRIBUTED TO ALL STUDENTS (e.g. email, ACCESS WLC).

NOTE: Each student shall be responsible for adhering to WLC policies, rules, and regulations, including (but not limited to) Code of Conduct, Academic Code of Ethics, College Catalog, from application for admission through the actual awarding of a degree, even though the prohibited conduct may occur outside of the normal academic year or during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Code of Conduct shall apply to a student's conduct even if the student withdraws from the College while a disciplinary matter is pending.

ABOUT WISCONSIN LUTHERAN COLLEGE

Wisconsin Lutheran College (WLC), a Lutheran liberal arts college for Christian men and women, is an independent, residential, nationally ranked Christian college in Milwaukee that serves 1,200 traditional undergraduate, adult, and graduate students through its on-campus and online programming. The college, which prepares students for lives of Christian leadership, is recognized for its academic excellence and superior student experience. Caring, Christian faculty and staff work directly with students, who benefit from numerous research, service, and co-curricular opportunities designed to enhance academic and spiritual growth.

MISSION OF WISCONSIN LUTHERAN COLLEGE

Wisconsin Lutheran College, affiliated with the Wisconsin Evangelical Lutheran Synod (WELS), is a Lutheran liberal arts college for Christian men and women. The college is committed to: providing quality teaching, scholarship, and service that are rooted in Holy Scripture; promoting the spiritual growth of students, faculty, and staff; and preparing students for lives of Christian leadership.

“For I know the plans I have for you,” declares the Lord, “plans to prosper you and not harm you, plans to give you hope and a future.” – Jeremiah 29:11

NOTICE OF NONDISCRIMINATION

Wisconsin Lutheran College, in compliance with Title IX of the Education Amendments of 1972, and out of love for our neighbor as stated by Jesus Christ in Matthew 22:39, does not discriminate in its education programs and activities. Inquiries concerning the application of Title IX on WLC's campus may be referred to Jamie Brock, the College's Title IX Coordinator (414.443.8762), or to the U.S. Department of Education and its Office for Civil Rights.

STATEMENT OF UNDERSTANDING

Wisconsin Lutheran College is an institution rooted in Holy Scriptures. We believe that God's Word is given to us "that you may believe that Jesus is the Christ, the Son of God, and that by believing you may have life in his name" (John 20:31). We believe that the Bible is the unchanging Word of God.

WLC is an institution affiliated with the Wisconsin Evangelical Lutheran Synod (WELS) and our instruction is aligned with the teaching of the WELS and the historic Christian faith. We instruct our students to live out their specific vocations¹ guided by God's unchanging Word in the realities of a fallen world. We understand that not everyone comes to WLC with the same religious backgrounds. We are committed to lovingly and respectfully working with each student on the basis of Holy Scriptures.

Our goal is to aid our students in understanding that they are free in Christ to carry out their vocations out of love for neighbor. God has given us gifts which he values and protects through his Word. Guided by God's Word, summarized in the Ten Commandments and compelled by Christ's love, WLC holds to the following:

1. We believe in one true God, revealed to us in Scriptures as the Father, Son and Holy Spirit.
2. We believe that all people are by nature sinful and in need of the forgiving grace of Jesus Christ. So, God out of love sent his Son to die for us that we might have eternal life in his name.
3. We believe that the Holy Spirit gives the gift of faith through the Word of God (Romans 10:17). We make God's Word readily available to all students through daily chapel, personal interactions, academic courses, Bible studies, team devotions, student life support and pastoral care.
4. We believe that God has given earthly authorities for our blessing. God's love compels us to hold each other accountable in light of his Word. Discipline is lovingly carried out in accordance with federal and state law (unless otherwise exempted) as well as the rules outlined in the WLC student handbook.
5. We believe that God values and protects life as a gift given by him. Jesus gave his life for all people and therefore all people have intrinsic value and purpose as St. Paul said "For there is no difference... – the same Lord is Lord of all and richly blesses all who call on him" (Romans 10:12).
6. We believe that God values and protects marriage and sex as his gift to us. The Bible says, "God created man in his own image; in the image of God he created him; male and female he created them" (Genesis 1:27). Jesus further states, "At the beginning the Creator 'made them male and female,' and said, 'For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh' ... So they are no longer two, but one" (Matthew 19:4-5). Guided by God's Word, WLC holds to the truth that God lovingly created male and female and that sex is God's gift for marriage between a man and woman.
7. We believe that "The earth is the Lord's and everything in it – the world and all who live in it" (Psalm 24:1). God values and protects the possessions that he has given. We are a community in which we respect and care for each other's possessions, our campus, and the world around us.
8. We believe that God values and protects the reputation of each individual for whom he sent his Son, Jesus, to die. The Bible says, "Let us therefore make every effort to do what leads to peace and to mutual edification" (Romans 14:19). Therefore, we build up each individual regardless of background, with love and mutual respect.

Wisconsin Lutheran College will hold unswervingly to God and His Word in all academics, co-curricular and extracurricular experiences, and campus life. A further explanation of how these guiding principles are applied at WLC can be found within this Student Handbook.

¹ Vocation is a calling from God into a neighbor relationship in which he uses us to love the world, for example, parents love/serve their children, nurses love/serve their patients, coworkers, and employer.

II. ADDRESSES AND PHONE NUMBERS

WISCONSIN LUTHERAN COLLEGE

8800 West Bluemound Road, Milwaukee, WI 53226
414.443.8800

WLC OUTDOOR ATHLETIC COMPLEX

1401 Swan Boulevard, Wauwatosa, WI 53226

COLLEGE NUMBERS

Athletic Department.....	414.443.8876
Center for Arts and Performance Box Office	414.443.8802
Center for Arts and Performance (lobby desk)	414.443.8683
Generac Hall (reception desk)	414.443.8733
Maintenance Office	414.443.8882
Library	414.443.8864
Main Reception Desk	414.443.8800
Sodexo (food service)	414.443.8827
Technology/AV Help Desk	414.443.8911

Visit www.wlc.edu/directory for a current list of faculty and staff.

EMERGENCY NUMBERS

Fire	911
Police.....	911
Rescue Squad/Ambulance.....	911
Poison Center.....	414.266.2222
WLC Public Safety	414.443.8500

MEDICAL RESOURCES

Froedtert Hospital

9200 West Wisconsin Avenue, Wauwatosa, WI 53226

Emergency Room	414.805.6717
Information	414.805.3000

Walk-In Clinic at Tosa Center

1155 North Mayfair Road, Wauwatosa, WI 53226

Information	414.955.5990
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III. BUILDINGS AND SERVICES

HOURS OF OPERATION

Business hours for offices, buildings, and areas on campus are posted in each office/building. Hours during college breaks and holidays vary. Complete information is available at www.wlc.edu/hours.

AV EQUIPMENT RESERVATIONS

Multimedia cart requests should be emailed to Technology (technology@wlc.edu). If there is an additional audio/video recording request or the need for microphones and speakers, please email AV@wlc.edu. Items available to reserve include multimedia projectors and carts. Notice of reservations for equipment is required at least 48 hours in advance of scheduled class or practice time and by 3 p.m. on Friday for classes on Monday.

CAMPUS CENTER: The Campus Center provides students with a spacious area in which to dine, study, and socialize. The Warrior Underground in the lower level of the Campus Center houses the mailroom, vending machines, game rooms, commuter lockers, televisions, lounges, a stage, and dance floor. Students may check out game equipment with their ID. All policies published in this Handbook apply to the Campus Center and its use. The Campus Center is accessible to residents around the clock. Non-residents are asked to leave by 2 a.m. Overnight sleeping in the Campus Center is not permitted.

Brewhaus: Located in the Warrior Underground, the Brewhaus serves coffee, sandwiches, and snacks. It accepts Warrior OneCard meal money, swipes, and general funds as well as cash.

Warriors Fan Shop: The Warriors Fan Shop offers college apparel, gifts, and more. It is located near the Galleria. In addition to cash and credit, Warrior OneCard general funds (but not meal money) may be used for Warriors Fan Shop purchases.

CENTER FOR ARTS AND PERFORMANCE: The first floor of the Center for Arts and Performance contains classrooms and performance spaces including the Schwan Concert Hall, Raabe Theatre, Black Box Studio Theatre, and Wolf Rehearsal Hall as well as the Box Office. The Reichel Lecture Hall is located on the mezzanine level. On the second floor, the music and art wings include studios, classrooms, and practice rooms for student use. The Schlueter Art Gallery hosts art exhibitions and is also located on this level.

GARY J. GREENFIELD ADMINISTRATION BUILDING: Many of the college's administrative and faculty offices are located in the Gary J. Greenfield Administration Building. Listed below are those offices students may need to contact during the year and are listed alphabetically.

Admissions (Room B103B): The Office of Admissions is located in the B wing on the first floor of the administration building.

Business Office (Room A102): The Business Office is located on the first floor of the administration building. Questions regarding any bills and tuition payments should be directed here.

Campus Ministry (Room C202): The Office of Campus Ministry is located in the C wing on the second floor of the administration building. This office is responsible for coordinating daily chapel, Bible studies, weekly worship services, and special religious services. Stop by the office to schedule a personal appointment with a campus pastor, volunteer, or get involved in special ministry projects.

Financial Aid (Room A202C): The Office of Financial Aid is located near the main wing of the chapel on the second floor of the administration building. Questions regarding scholarships, grants, loans, and any other forms of financial aid should be directed here.

Main Reception Desk: The Main Reception Desk, located just inside the Greenfield Administration Building, serves as a central point on campus. If you are expecting a campus visitor or delivery, looking for lost items, or have a general question, check with the student worker on duty.

Marketing and Communication: The Office of Marketing and Communication manages the college's marketing, branding, logos, media relations, publications, photography, social media, and websites. Promotional pieces or messages being shared with an audience outside of the college must be approved by this office in advance. The department is located on the third floor in the B wing.

Registrar (Room A203): The Office of the Registrar is located on the second floor of the administration building. The Registrar will answer questions regarding class schedules, add/drops, withdrawals, student course records, and transcripts.

Student Life (Room A206): The Office of Student Life is located on the second floor of the administration building. The Student Life staff, student support services, and student programming are located here.

Technology (Room B214): The Office of Technology is located in the B wing on the second floor of the administration building. The technology help desk is located in this office. Call 414.443.8911 for computer, other technology and Warrior OneCard issues.

GENERAC HALL: Generac Hall has three floors that contain classrooms and teaching and research laboratories for anatomy, biology, chemistry, nursing, physics, and sport and exercise science. It also hosts a computer science lab, math modeling lab, lounge areas, faculty offices, a greenhouse, and a machine shop. An information desk is located near the main entrance.

MARVIN M. SCHWAN LIBRARY: The Marvin M. Schwan Library (www.wlc.edu/library) houses the Student Success Center (www.wlc.edu/success) and the Office of Career Development (www.wlc.edu/career). There are a variety of learning tools such as computers, books, DVDs, and CDs. There are quiet study carrels on the upper floor, collaborative study areas on the main floor, and classrooms on the lower level of the library.

OUTDOOR ATHLETIC COMPLEX: The Outdoor Athletic Complex is located on Swan Boulevard in Wauwatosa. The site consists of Raabe Stadium (a lighted football field) and Catalyst Track, Neumann Family Fields (baseball and softball), the Outdoor Athletic Center, and Warrior Soccer Fields.

RECREATION COMPLEX (REX): The REX contains a large gymnasium called the Time of Grace Center. The B level (middle) features a fitness center, the Siebert Center, the Mortell Family Golf Center, medical training room, team meeting rooms, coaches' offices, and locker rooms. The P (lower) level includes the Sports Performance Center, coaches' offices, maintenance offices, and Public Safety.

The REX has five areas set aside for activities and student use.

- Time of Grace Center: includes a large gymnasium with 3 full-size collegiate basketball courts / 3 full-size volleyball courts.
- Fitness Center: available to students during REX open hours. This area includes treadmills, stair climbers, bikes, elliptical machines, selectorize weight machines, a full range of dumbbells, and a full set of Olympic weights with a bench and squat rack, TRX Suspension trainers, and training bands.
- Mortell Family Golf Center: available by appointment. This area contains a full-swing simulator, Foresight CG4 simulator, and a 1200 sq. ft. putting/chipping green.
- Siebert Center: a dance/fitness studio that can be reserved for aerobic activities with small groups.
- Sports Performance Center (SPC): includes 14 stations of full Olympic weight equipment including - dumbbells, male/female weight bars, TRX Suspension trainers, training bands, plyo boxes, weights, balls, a 30' x 95' training turf area, and a batting cage.

General Policies for the REX:

- The REX has regular building hours that are posted in the building and online. Student use of the REX is limited to the posted hours that the REX is open. Each area of the REX has individually posted hours of availability that are updated weekly and hours are subject to change due to schedule adjustments.
- The use of any of the REX areas requires a valid WLC ID.
- Specific areas of the REX may require special training prior to use.
- Please check wlcsports.com for an updated policy on daily use permits for non-WLC students.
- Skating, rollerblading, and skateboarding are not permitted in the REX.

RESIDENCE HALLS

Stimac, Fischer, and Aspire Halls collectively offer students residence rooms, music practice rooms, lounges, kitchenettes, laundry facilities, underground parking, and classrooms. Learn more about campus housing in the residence life section of this Handbook.

OFFICE OF HEALTH SERVICES

Health Services, is located at 529 N. 89th Street, directly to the west of Fischer Hall. Most services are provided at little to no cost to support students' health and well-being.

WARRIOR DINING

Providing a high-quality and delicious dining experience to the WLC community by emphasizing fresh ingredients, scratch-cooking, and menu variety that includes popular comfort foods, healthy options, and international flavors throughout our food court are a priority.

The Warrior Dining Team is committed to meeting students' special dietary needs. The knowledgeable culinary team is trained to carefully prepare special meals. Comprehensive signage informs all guests in regards to common allergens and other dietary concerns. Students are strongly encouraged to talk with Warrior Dining Staff about any special dietary needs, allergies, or restrictions. Members of our community who follow diets including gluten free, dairy free, and nut free along with paleo, vegetarian, vegan, and more can be accommodated. The key is to communicate individual needs. Our management team will provide a tour of our facility upon request and offer guidance toward a successful and healthy dining experience.

Warrior Dining has an exciting menu planned that offers a variety of delicious, healthy options. Choose from soups, made-to-order deli, grill specials, a full salad bar, handmade pizzas, sauté station, daily vegetarian entrée station, and much more!

Students can visit the Brewhaus in the WU to take advantage of the Meal Equivalency Program, which allows students to use meal swipes for "grab and go" sandwiches, salads, and pizzas. This is a great option during busy class days, working around athletic practices, or other schedule conflicts that may prevent students from eating during regular dining hours.

The WLC Meal Plan Policy states that Warrior OneCards are required at every meal in order to eat. Only the card owner may swipe for a meal at the Café or in the Brewhaus for purchases. If purchasing a meal for a friend, both the friend and card owner must be present at the time of purchase.

All meals are to be eaten in the dining hall or Warrior Underground unless otherwise noted by Campus Administration. There will be no sharing of meals – students may not take extra food to share with someone else

Sick Meals: If a student is sick and can't make it to the Courtyard Café, call in to order a meal for pickup. Contact Ryan Sexton or Delanda Jones (see contact information below). Sick trays should be requested during normal serving hours, Monday-Friday between 9 a.m.-4 p.m. and Saturday-Sunday 10 a.m.-4 p.m. The student should coordinate with his/her RA or roommate for pickup. Please note that a student will be charged one meal swipe for each sick meal at time order is placed. A student needing meals due to Isolation or Quarantine (e.g. COVID-19) is able to make that request online.

Serving hours over holidays (e.g. adjustments to food service hours during Easter break are typical) and academic breaks will be posted in the Courtyard Café and Brewhaus one week in advance.

CONTACT INFORMATION FOR WARRIOR DINING STAFF

Please contact us with any questions, concerns, or suggestions:

- **Ryan Sexton**, General Manager/Executive Chef: 414.443.8827, ryan.sexton@wlc.edu
- **Delanda Jones**, Operations/Catering Manager: 414.443.8676, delanda.jones@wlc.edu
- **Darlynee Vang**, 414.443.8678, darlynee.vang@wlc.edu

MAILROOM SERVICES

The mailroom is located in the Warrior Underground. Mailboxes, with a keyed lock, are provided for resident students. The mailroom staff distributes both on-campus and off-campus mail daily except Sundays. The mailroom offers UPS and FedEx services and sells stamps. A slot for outgoing and on-campus mail is located by the mailroom. If a student's key is lost, he or she must contact the mailroom for a replacement that will cost \$25. All students should have their mail addressed to them as follows:

Student Name (First AND Last Name)
8800 W. Bluemound Rd. # (student's mailbox number)
Milwaukee, WI 53226

Please make sure to use the 8800 W. Bluemound Rd. address **NOT residence hall** or apartment addresses. All mail and packages are delivered to the mailroom for security purposes, and to limit confusion for delivery drivers.

Do not write P.O. Box in front of the box number as this will prevent a student from receiving mail in a timely manner.

Please include first and last name on packages to ensure it reaches the correct person.

Hours of Operation: Monday-Friday 9 a.m. to 4 p.m. (service window intermittently closed; times posted by mailroom); Saturday 9 a.m. to 12 p.m. (when classes are in session); closed holidays (dates posted by mailroom).

There are no Sunday hours. If students need Sunday or after-hours delivery, utilize one of the following options:

After-Hours Package Delivery Alternatives: Amazon Hub Locker, UPS Access Points, FedEx Walgreens Service, Walmart Pick Up, Target Curbside Service. Amazon Delivery: be sure to set any request for normal business hours.

TECHNOLOGY SERVICES

Wisconsin Lutheran College provides a campus-wide information system for students, faculty, and staff for purposes consistent with the mission of the College. WLC recognizes the students' needs for quick and easy internet access but cannot guarantee reliable access at all times based on campus-wide use. Email accounts are provided for all WLC students. Students should check their email regularly. Failure to check one's email account does not excuse the lack of knowledge regarding information in the email. For further assistance in accessing student email accounts, call the Technology Help Desk at 414.443.8911 or visit www.wlc.edu/it.

Warrior OneCard: The Warrior OneCard is Wisconsin Lutheran College's official student photo identification card and more. The Warrior OneCard provides easy access to campus facilities and services. The magnetic strip encodes many more services, such as access to campus printers, campus meal plans, meal money associated with the meal plans, general funds, and REX check-in privileges. Door access is given to students depending on their residence or classroom needs.

Students may add money to their general fund at any time by using the ADM (automatic deposit machine) or by visiting the Business Office. General funds can be used on campus for Warriors Fan Shop purchases, any meal or snack at concessions, vending machines, or at the Outdoor Athletic Complex concession stand.

Lost or stolen cards should be reported as soon as possible to one of the following offices: Technology, 414.443.8911 or Public Safety, 414.443.8500. Missing cards can be put on hold status and reactivated for no charge when found. To replace a lost or stolen card, there is a \$25 fee. Worn cards are replaced free of charge when the worn card is brought to the Technology Office. Students are expected to bring their current Warrior OneCard with them to campus at the start of each semester. The Warrior OneCard is the property of Wisconsin Lutheran College and must be surrendered to the proper authority upon request. Students are responsible for their card at all times. The Warrior OneCard is non-transferable and may only be used by the card owner. Students are responsible for all Warrior OneCard debit transactions and use associated with their card. For additional information, visit www.wlc.edu/onecard.

Telephone System: With the almost universal use of cell phones, the College provides multiple courtesy phones in each residence building. Campus buildings also have courtesy phones located in main hallways.

On Campus Student Printing: Every student's tuition payment includes \$30 worth of printing per semester. Printing is at a student's discretion, but the intent is for academic purposes. The number of copies a student needs varies by their chosen program of academic study. Just as some majors require more textbook purchases, others require more print copies. Students in certain majors may need to purchase additional copies due to requirements of the major. Additional funds can be placed on the student's account by visiting the Business Office (A103). Printing costs for single-sided documents: \$0.10 (black and white), \$0.20 (color). Printing costs for double-sided documents: \$0.15 (black and white), \$0.30 (color).

IV. ACADEMIC POLICIES

ACADEMICS

The academic catalog is published in electronic format every year as an academic resource for students. The entire college catalog, including recent archived copies, can be found on the college's website. Students should contact their advisor, a College dean, or the Registrar's Office if the catalog does not answer their questions.

CREDIT SYSTEM

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for an approximately 15-week semester. A class hour at Wisconsin Lutheran College is currently defined as 50 minutes per week based upon an approximate semester length of 15 weeks or the equivalent amount of work over a different amount of time.

CREDIT LOAD AND OVERLOAD APPROVAL

The academic load necessary to meet graduation requirements in eight semesters is 15 credits per semester. A full-time student must carry a minimum of 12 credits per semester. A student who wishes to carry more than 18 credits in academic courses per semester must have written permission from an academic dean of the College. To be approved for an overload, students must successfully demonstrate a need for approval and have a minimum 3.00 cumulative GPA. Students carrying 20 or more credits will be charged a per credit overload fee.

REGISTRATION, ADD/DROP, WITHDRAWAL

The College calendar specifies registration dates. A student may make a change in course registration after the official period of course registration and through the following dates with the approval of his or her advisor, the instructor and the Registrar. The last day to add a course is Friday of the first week of the semester. The last day to drop a course is Friday of the second week of the semester.

After the second week and before the end of the tenth week of the semester, withdrawal from a course will be permitted with the approval of a student's advisor and the College dean. For such courses, his or her record will show a W (withdrawal). The W will not be counted in computing his or her grade average.

ADMINISTRATIVE WITHDRAWAL

Students may be administratively withdrawn from a course (face-to-face, hybrid, or online) at the request of a faculty member due to (1) failure to adhere to the course attendance policy as described in the course syllabus or (2) disruptive classroom behavior. The faculty member will make the request for administrative withdrawal, in writing, to the appropriate College dean. If, upon reviewing the case, the College dean decides that an administrative withdrawal is the appropriate course of action, he/she will inform the student, the faculty member, and the Registrar of that decision.

Students should be aware that administrative withdrawal may have academic, financial, and financial aid implications. Students who are administratively withdrawn from a course may not be eligible for a tuition refund. Administrative withdrawal from any course automatically voids the four-year graduation guarantee.

GRADES AND GRADE POINTS

The following letter grades, their equivalents in achievement, and grade points per semester hour of credit are used by instructors to evaluate a student's performance in a course.

Grade	Achievement	Grade Points
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A	Superior	4
AB		3.5
B	Good	3
BC		2.5

C	Satisfactory	2
CD		1.5
D	Minimum Passing	1
F	Failing	0
W	Withdrawal	
I	Incomplete	
AU	Audit	

The grade points are used to compute the cumulative grade point average (GPA), a measure of the student's overall performance. The GPA is computed by dividing the sum of all grade points by the total credits attempted. Thus, a grade point average of two (2.00) indicates the equivalent of an average of C in all courses. The grades W, I, and the grades for transfer credits are not used in computing the cumulative GPA.

PROCEDURE FOR REQUESTING CHANGE IN FINAL COURSE GRADE

Any student may, at any time, consult the instructor about the grades he or she receives for the work he or she has done. However, when the FINAL grade assigned in a course is contested, then the following course of action must be followed. This action is initiated no later than 90 days after the semester or summer session in which the grade was assigned.

1. The student will first consult with the instructor to determine the reasons for the grade. If there are circumstances that make this step impossible, the student should consult with the instructor's school chair. If the instructor is the school chair, the student should consult with the College dean.
2. When a student is not satisfied with the reasons given by the instructor, the student must present his or her case, in writing, to the instructor's school chair. Supporting documentation should include individual grades, course syllabus, grading policy, originals of any graded work, and a copy of the student's final exam. These should be obtained from the faculty member by the school chair if not in the possession of the student.
3. If after examining the student's request and consulting with the instructor the school chair finds no grounds for a change in grade, he or she will, within 30 days, inform the student in writing that no further investigation or action will be undertaken. At this point, the student may appeal to the College dean who will decide if there is sufficient cause for an appeal. If the school chair determines that the request for changing the final course grade has sufficient justification, the school chair shall request that the instructor change the grade. If the instructor refuses, the school chair shall refer the matter to the College dean.
4. If the College dean determines that there is sufficient cause for an appeal he will instruct the Academic Cabinet to review the case consistent with the College grievance procedures. Every effort will be made to maintain strict confidentiality.
5. The Academic Cabinet may proceed from written evidence. It may also consult the instructor and/or student in its review. The Academic Cabinet will also have the right to request input from the instructor and/or the student. Both the instructor and the student have the right to provide input to the Academic Cabinet for review. The Academic Cabinet will also have the right to seek to establish facts about grading practices from other students who took the course at the same time. The student and/or instructor may bring in his or her own witnesses in support of their case.
6. After completing its review, the Academic Cabinet will decide either that the grade assigned will stand or the grade will be changed to reflect what the committee has arrived at in its investigation.
7. If the Academic Cabinet recommends a change in the grade, the instructor shall be asked to make the change. If the instructor refuses, the College dean shall make the change with the provision that the instructor can provide a dissenting opinion as part of the permanent record of the Academic Cabinet. Decisions of the Academic Cabinet are final.

INCOMPLETES

A grade of I (incomplete) indicates that the student's work in a course is incomplete and that the student has obtained the instructor's permission to complete the course. An incomplete normally is assigned only when illness or other extenuating circumstances have prevented the student from fulfilling the requirements of the course.

A course marked incomplete must be completed within 90 days of the end of the semester in which the incomplete was assigned. If the course is not completed, the grade automatically becomes an F. A student does not remove an incomplete by registering for the same course in a subsequent semester. If a student receives an incomplete in a course that is a prerequisite for another course, approval to register for the course must be obtained from the instructor.

In order to remove an I (incomplete), the student must make arrangements with the instructor for satisfactory completion of the work remaining to be done in the course. When the work is completed, the instructor will report the removal of the incomplete to the Registrar. It is the responsibility of the student to make these arrangements.

ACADEMIC STATUS

Classification of students: Students are classified by the following credit scale:

Freshman = earned less than 27 credits

Sophomore = earned at least 27 credits

Junior = earned at least 60 credits

Senior = earned at least 90 credits

Special = students who are non-degree seeking

To remain in good academic standing, students must maintain the following cumulative grade point averages:

After the first semester of enrollment 1.75 CGPA

All semesters thereafter 2.00 CGPA

ACADEMIC PROBATION

A student whose cumulative grade point average is below the minimum standard is normally placed on an academic status of probation. A student placed on probation must normally reduce his or her semester academic load to a maximum of 13 credits and hours of employment to a maximum of 13 hours per week. A student on probation must attain an academic status of "good standing" by the end of his or her semester on probation. Normally, if a student fails to attain this status, he or she will be academically suspended.

A student also may be placed on probation for any of the following reasons:

1. A student who is readmitted after an academic suspension will be placed on probation.
2. A student who has demonstrated a lack of progress toward a degree evident by a continual decline in their CGPA.

ACADEMIC SUSPENSION

Students will be suspended for academic reasons if after being placed upon academic probation fail to reach the required minimum requirements for academic good standing. Normally, students who are suspended for academic reasons may not apply for readmission until two (2) semesters have elapsed.

A student whose academic performance for the semester of probation is considerably above the minimum GPA requirements, but whose cumulative GPA remains below the minimum requirements, may appeal to the College dean to continue his or her studies. The Academic Cabinet will determine if the student may return and the academic status under which such a return should be made.

REPEATING COURSES

Students may repeat for credit any course in which a grade was received. If a grade of F (failing) is received in a course needed to satisfy degree requirements, the course must be repeated. In repeated courses, only the highest grade is used in computing GPA. Students should be aware, however, that all grades are included on transcripts sent to other colleges, universities and graduate schools, and these institutions may, according to their transfer and admission policies, compute GPAs based on all grades.

CLASS ATTENDANCE

The College expects students to attend all class sessions. Early departures and late returns at vacation times are not to be requested. Students must complete class requirements before a vacation period begins. Transportation arrangements, especially for Christmas and spring breaks, should be made at least one (1) month in advance. The residence halls will be locked and the dining area closed for Christmas and spring breaks. College policy permits each instructor to establish the specific details of class attendance for each particular class. Students involved in athletics or other off-campus activities sponsored by the College are required to make arrangements in advance with the instructor for each class missed.

ASSESSMENT OF ACADEMIC OUTCOMES

Admission to Wisconsin Lutheran College implies each student's willingness to participate in the various efforts of the College to assess the effectiveness of its academic programs. Such efforts include entry-level tests and assessments for beginning freshmen, comprehensive assessments held at various times, as well as other formal and informal assessments conducted by academic departments. Conducting regular assessment of the academic outcomes of its students allows the College to continuously monitor its effectiveness and implement changes for improvement.

PROFESSOR'S ABSENCE

If a professor is unable to hold a scheduled class, an announcement will be made prior to class. Absence due to illness or emergency will be posted in the administration building and library. If a professor has not appeared in his/her classroom within 20 minutes after the scheduled beginning of class, students may assume that class period is canceled and should notify the Executive Assistant to the Provost.

ACADEMIC PROGRESS REPORTS

Aside from official grade reports issued at the end of each semester, the College provides numerous informal reports of academic progress to students and their advisors. In the fourth and twelfth weeks of each semester, an academic progress report form is submitted by faculty to the Academic Success Center identifying students who are experiencing lack of success or exhibiting behaviors which have the potential to impede satisfactory progress. At the mid-term of each semester, an unofficial grade report is issued to students and their advisors which demonstrates the student's grade status after seven weeks of study. These various reports are intended to provide opportunities for students to work with their advisors to improve their chances for success. It is expected that advisors monitor these periodic performance reports and discuss them with their advisees.

ACADEMIC ADVISING

Wisconsin Lutheran College places a priority on effective academic advising. Academic advising helps students successfully complete a degree and create a meaningful relationship with the College. Academic advising is practiced primarily through direct and purposeful interactions with full-time faculty. Advisors and advisees work together to select courses and programs, to discuss God-given gifts and interests related to vocation, to explore career aspirations and options, and to prepare for the next step at every point in an academic pathway.

Freshmen and sophomores and transfers are assigned general advisors soon after their admission. These advisors are expected to know the General Education curriculum and the individual situations of advisees. When a student declares a major, the student selects or is assigned a new advisor in their program of study.

Academic advising occurs formally and informally throughout a student's academic career. Typically, students meet at least twice a year with their advisor to choose classes for the upcoming semester. Freshmen and sophomores who intend to enroll in programs with prescribed pathways are encouraged by advisors to meet with faculty in those programs.

Advisors use published advising resources, which are accessed on myWLC and on the College website. Students and advisors rely on information and expertise found in the annual Academic Catalog and in the Registrar's Office. Students and advisors also take advantage of resources found in the offices of Student Success, Career Development, Student Life, and Athletics.

ACADEMIC GRIEVANCE

In a caring Christian community, mutual respect between teachers and students as fellow redeemed children of God dictates an orderly and God-pleasing approach to resolving any grievance. Grievances of an academic nature should, whenever possible, be handled between the principals involved. This initial step is in line with the guide given us by Christ in Matthew 18. Grievances that cannot be settled at the first level may, after consultation with the advisor, be appealed in writing to the school chair. If this second step still does not resolve the grievance, the student may appeal in writing to the Academic Cabinet. The above grievance procedure shall also apply in the case of a student's concern with a faculty member's alleged violation of professional ethics.

ACADEMIC ETHICS

Faculty members will notify their students of their individual standards and expectations regarding classroom conduct, attendance, testing and grading. The guide of God's Law in maintaining ethical standards of honesty and integrity applies to students, faculty, and staff.

VIOLATION OF THE CODE OF ETHICS

The following are considered violations of the academic ethics code:

1. Plagiarizing
2. Possessing, obtaining, or sharing unauthorized information prior to or during an examination
3. Resubmitting work for more than one (1) course without the instructor's approval
4. All deceitful or dishonest activity

Penalties for violation of the ethics code will include a minimum of failure on the academic project involved and a written reprimand. Copies of the reprimand will be given to the student's advisor and the College dean. Extra course work, reduction of the course grade, failure of the course, and expulsion from the College are potential penalties for code violations.

WITHDRAWAL FROM THE COLLEGE

A student who voluntarily wishes to withdraw from the College must contact the Dean of Student Success to discuss procedures. Students are granted an honorable withdrawal from the College provided they have an academic status of good standing and have cleared all obligations to the College according to the established procedures for withdrawal. Students who honorably withdraw before the end of the semester will be assigned a grade of W for each course in which they are enrolled. Students who voluntarily leave the College before the end of the semester without completing the prescribed withdrawal procedures will be considered as still registered and will receive a grade of F (failing) for each course in which they are enrolled.

V. STUDENT RECORD POLICY

DEFINITIONS

The following are terms necessary for discussing Wisconsin Lutheran College's policy on student records:

Student: any person who is attending or has attended Wisconsin Lutheran College.

Staff Member: any full-time faculty member; any member of the teaching staff; any member of the administrative staff.

Educational Records: any record (in handwriting, print, tape, film, digital, or other medium) maintained by Wisconsin Lutheran College or its agent which is directly related to a student except:

1. A personal record kept by a staff member, if it is kept in the personal possession of the person who made the record and information contained in the record has never been revealed to any other person except his/her temporary substitute.
2. An employment record of an individual whose employment is not contingent on the fact that he/she is a student, provided that the record is used only in relation to the individual's employment.
3. Any record maintained by any type of security unit if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction, and the security unit is without access to educational records maintained by the College.
4. Records maintained by any health care office or division of Student Life if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. An alumni record which contains information about a student after he/she is no longer attending Wisconsin Lutheran College and the record does not relate to the person as a student.

ANNUAL NOTIFICATION

Students will be notified of their Family Education Rights and Privacy Act (FERPA) rights annually by publication in this Handbook.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Please refer to <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> for details. For brevity, and because we receive questions about what types of circumstances allow for WLC to notify/contact a parent/guardian, please be aware that "generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record." However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies (including use/possession/offenses related to alcohol and/or drugs/controlled substances); and
- "State and local authorities, within a juvenile justice system, pursuant to specific State law." (Quotation is taken from the above-mentioned website.)

RECORD STATEMENT RE: MAJOR DISCIPLINARY VIOLATION(S) NOTED ON THE ACADEMIC TRANSCRIPT:

Wisconsin Lutheran College may place a "HOLD" on the records and registration of any student who has a pending Student Conduct matter, including any outstanding sanctions or unresolved cases. Charged students may not be allowed to graduate, receive grades, enroll in courses, and/or have transcripts released until the pending matter(s), including any outstanding sanctions, are resolved. Designations of "suspension" are recorded on the academic transcript during the period of suspension. If a student has been expelled, the designation remains on the transcript indefinitely. This does not prohibit the student from transferring credits to another institution.

PROCEDURE TO INSPECT EDUCATIONAL RECORDS

Students may inspect and review their educational records upon request. They should submit to the Registrar a written request which identifies as precisely as possible the record or records they wish to inspect. The Registrar will access the record and notify the student. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the requesting student may inspect and review only the records which relate to him or her.

RIGHT TO REQUEST AMENDMENT OF EDUCATIONAL RECORDS

Students may request that their education records be amended if they believe them to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask WLC to amend a record should do so by writing to the College official who is responsible for the record. The written request should clearly state which record(s) need to be amended and why. WLC will notify the student in writing of any decisions. If WLC decides not to amend the record as requested, the College will notify the student in writing of the decision and advise the student of their right to a hearing.

RIGHT OF WISCONSIN LUTHERAN COLLEGE TO REFUSE ACCESS

Wisconsin Lutheran College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of his or her parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access or which were placed in file before January 1, 1975.
3. Records connected with an application to attend Wisconsin Lutheran College if that application was denied.
4. Those records which are excluded from the FERPA definition of educational records

REFUSAL TO PROVIDE COPIES

Wisconsin Lutheran College reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

1. The student has an unpaid financial obligation to Wisconsin Lutheran College.
2. There is an unresolved disciplinary action against the student.

FEES FOR COPIES OF RECORDS

The fee for copies will be \$1.00 per page plus postage if mailing is required.

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATIONAL RECORDS

The following is a list of the types of records that Wisconsin Lutheran College maintains, their locations, and their custodians:

Admissions Records: held in the Central File, controlled by Admissions Office.

Cumulative Academic Records: current and former students' are held in the Registrar's Office by the Registrar.

Disciplinary Records: held by the Vice President of Student Life in the Office of Student Life.

Financial Records: held in the Business Office by the Vice President of Finance.

Financial Aid Records: held in the Financial Aid Office by the Director of Financial Aid.

Health Records: found in the Office of Health Services and held by the Director of Health Services.

Occasional Records (Students' educational records not included above, i.e., minutes of faculty committee meetings, copies of correspondence in offices not listed above, etc.): If such records are desired, the appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review.

Transcript Records: all transcript records are controlled by Registrar's Office.

DISCLOSURE OF EDUCATIONAL RECORDS

Wisconsin Lutheran College will disclose information from a student's educational records only with his or her written consent (e.g., to officials of another school, upon request, in which he or she seeks or intends to enroll) except:

1. To school officials who have a legitimate interest in the records. A school official is a person who is employed by Wisconsin Lutheran College in an administrative, supervisory, academic, or research, or support staff position; a person elected to the Board of Regents; a person, such as an attorney or auditor, employed by or under contract with Wisconsin Lutheran College to perform a special task. A school official has a legitimate interest if the official is:
 - a. Performing a task that is specified in his/her position description or by a contract agreement.
 - b. Performing a task related to a student's education.
 - c. Performing a task related to a student's discipline.
 - d. Providing a service or benefit related to a student or his or her family, such as health care, counseling, job placement, or financial aid.
2. To certain officials of the U.S. Department of Education, the Comptroller General, and the state and local education authorities if connected with certain state or federally supported education programs.
3. In connection with a student's request for or receipt of financial aid, as necessary to determine eligibility, amount, or conditions of the financial aid or to enforce the terms and conditions of the aid.
4. If required by a state law adopted before November 19, 1974, requiring disclosure.
5. To organizations conducting certain studies for or on behalf of Wisconsin Lutheran College.
6. To accredited organizations to carry out their functions.
7. To a student's parents who claim him or her as a dependent for income tax purposes.
8. To comply with a judicial order or a lawfully issued subpoena.
9. To appropriate parties in a health or safety emergency.
10. Military recruiters who request 'directory information' for recruiting information (Solomon Amendment).

DIRECTORY INFORMATION

Wisconsin Lutheran College designates the following items as directory information: student name, address, telephone number, grade level, WLC issued email, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletics teams, enrollment status, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. Wisconsin Lutheran College may disclose any of those items without prior written consent unless notified in writing within five (5) days of the opening of any given semester or summer session.

FILING A COMPLAINT

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office; U.S. Department of Education
400 Maryland Avenue, SW; Washington, DC, 20202-5920; phone: 202.260.3887; fax: 202.260.9001; email: ferpa@ed.gov

ATHLETICS DISCLOSURE ACT

In accordance with the Equity in Athletics Disclosure Act of 1994 (Section 360B of Pub. L. 103-382), every student has the right to receive a copy of the institution's athletic information of the previous academic year. This information is available after October 15 of every year. (**NOTE:** This report can be accessed at wlcsports.com.) This federal regulation applies to all coeducational institutions of higher education that participate in any federal student financial aid program (Federal Pell, Federal SEOG, and Federal SSIG Grants; Federal Work Study; and Federal Family education, Federal Perkins, and William D. Ford Federal Direct Loans) and have intercollegiate athletic programs.

VI. STUDENT SERVICES

STUDENT LIFE VISION

The departments within the Office of Student Life are focused on nurturing and shaping WLC's Christian community through the message of Christ. Problems are solved and services are delivered based on Christ-centered love.

With this in mind, the Student Life team believes and acts in accordance with the following:

1. The academic mission of the institution is dominant. Student Life does not compete with the academic experience but serves as a partner in the educational enterprise and supports the academic mission.
2. Each student is unique. Student Life sees each student as a precious individual soul for whom Jesus died. No two individuals come to college with the same expectations, abilities, or life experiences. Each student is encouraged to understand and become aware of differences that exist between people and be guided by God's Word to lovingly support each other.
3. Circumstances that occur in students' lives outside of the classroom are seldom neutral. The social and physical environment either helps or detracts from student development. While college students mature intellectually, they also mature physically, psychologically, socially, and, most importantly, spiritually.
4. Community life helps students learn. Christian communities thrive when they encourage and support an atmosphere that builds trust, respect, friendships, calculated and wise risk taking while sharing values rooted in Christ's love.
5. Students are responsible. Learning is not a passive process. Students learn and grow most when they are actively engaged in the classroom and in student life.

SPIRITUAL GROWTH

At Wisconsin Lutheran College, spiritual growth is central to our mission. The College is committed to maintaining its confessional Lutheran theology. At the same time, we understand that not everyone comes to WLC with the same religious background. WLC is committed to lovingly and respectfully working with each student on the basis of Holy Scriptures.

The Campus Ministry Office (CMO) seeks to carry out WLC's spiritual growth mission through worship (offering variety of worship styles), Bible study and guided discussions about campus-related topics centered on God's Word. The entire College community is invited to participate in worship on campus. WLC offers the following regular worship opportunities:

- Matins is held every weekday at 7:40 a.m. in the chapel. This is a 10 minute service of prayer prior to the beginning of classes.
- Chapel is held daily during an assigned break between classes at 10 a.m. on Monday, Wednesday, and Friday and at 11 a.m. on Tuesday and Thursday. This service includes a devotion, songs and prayer.
- Vespers: Evening Prayer is held Wednesdays at 9:25 p.m. in the chapel. This half hour service provides a contemplative midweek worship opportunity with devotion, songs and prayer.
- Sunday Worship is offered on campus at 10:00 a.m. The campus pastors are also committed to assisting students in connecting with a local church if they prefer to worship off campus.

Bible studies are organized and encouraged by CMO. Bible studies are often led by campus pastors or campus vicars (pastors in training). Individual Bible study with the pastors as well as pastoral counseling is available to all students.

See CMO for the following:

- Bible study opportunities and personal devotional resources
- Pastoral counseling
- Religious questions

- Opportunities to use vocal or instrumental gifts in worship
- Mission trips and volunteer opportunities, locally, domestic or international
- Assistance in finding a church in the Milwaukee area

STUDENT INVOLVEMENT

The College sponsors numerous activities and organizations to complement the academic and spiritual programs on campus for students enrolled in the traditional undergraduate program. These activities and organizations provide opportunities to discover interests, develop skills, apply values, build character, promote a spirit of unity, and to satisfy recreational needs. The Student Senate and Warrior Events Board sponsor activities to complement the College's intercollegiate athletics and fine arts programs. Funding is allocated from the student activity fee. There is an updated list of active clubs and organizations available under the "Campus Life" tab on my.wlc.edu.

For more information on a specific club or organization, contact the Director of Student Programming at 414.443.8813. For other questions on extracurricular programs the College offers, contact the Vice President of Student Life or the Director of Student Programming.

STUDENT GOVERNANCE

The Student Senate is comprised of nine students who have been elected by the student body to serve as representatives to the administration, to distribute student activity fee money, and to plan and coordinate student-sponsored activities. The senate is also a clearing house for students' suggestions aimed at improving all facets of campus life. The Vice President of Student Life serves as the liaison between students and the administration.

Student representatives on College committees provide students with an opportunity to influence the planning and decision making of the College. The following committees have student members: admissions, academic council, general education, parking, student life, health and wellness, and strategic planning. Student ideas and concerns can be voiced either through student representatives or by request at committee meetings. Committees evaluate campus life and propose new policy direction. Only the College's Board of Regents can establish policy.

The following are subcommittees of the Student Senate:

COMMUTER COUNCIL: Chaired by the Chief Commuter Representative, commuter representatives meet monthly and act in an advisory capacity to the Student Senate and Director of Student Programming. This council helps plan and implement commuter events throughout the academic year.

RESIDENT COUNCIL: Chaired by the Chief Resident Representative. The council meets monthly and acts in an advisory capacity to the Director of Residence Life. The Resident Council also plans and implements educational, spiritual, social and recreational events for resident students in order to build community.

STUDENT ORGANIZATION COUNCIL: Chaired by the Student Organizational Council President, this group is comprised of all of the presidents of clubs and organizations on campus with the primary goals being organization, communication, and policy direction for co-curricular involvement opportunities. In addition to following policies set forth for students in the Student Handbook, each organization is expected to follow the rules and regulations of the Student Organization Council Handbook in order to be a recognized organization of the College and receive funding. The SOC Constitution and Handbook can be found on my.wlc.edu under Campus Life.

STUDENT HEALTH AND WELLNESS COMMITTEE: This committee is dedicated to keeping students informed of health resources available to them, awareness of mental health topics, and to maintain the quality of these resources. This committee discusses and evaluates different resources and programming opportunities available on campus pertaining to health and wellness, how health resources are being used, and how to maximize efforts in this area.

WARRIOR EVENTS BOARD: Chaired by the Warrior Events Board President, this is an elected group of student leaders who are charged with creating programming and involvement opportunities for students to connect with each other, the institution and the community at large at both on and off campus events throughout each semester. This group meets weekly throughout each semester. Each member of the board works with a committee to plan and coordinate events.

COMMUTING STUDENTS

Students who meet the requirements to be a commuter are expected to observe the same general campus policies and regulations as resident students. Commuters may not remain on campus after 2 a.m. except with the permission of a Residence Life staff member. Facilities, services, and resources are available to commuting students during posted hours.

The Commuter Lounge is located between the Warrior Underground and the Office of the Provost in the lower level of the B building. The lounge contains couches, study space, and computers. A common refrigerator is available near the vending machines in the west side of the Warrior Underground.

Commuters may store personal belongings on campus by renting a locker from the Office of Student Life for a fee. Lockers can be rented by the semester or the academic school year.

Warrior Dollars can be added to the WLC Student ID at the Business Office or Automatic Deposit Machine in order to receive discounts on food in Campus Dining and the Brewhaus.

Parking is available for all commuting students. Please read the Parking Policy for more information.

HEALTH SERVICES

Health Services is prepared to serve students by providing health, wellness, and Christian counseling professionals on-site in a cost-effective and confidential environment. Information regarding building hours, contact information, available services, and resources can be found at www.wlc.edu/health or on my.wlc.edu under Campus Life.

All students are required to provide their health history, immunization records, and verification of personal health insurance. Students are to provide updates to Health Services as applicable. Failure to provide required forms and/or documentation will be referred to the Vice President of Student Life.

PHYSICAL HEALTH SUPPORT: Students are encouraged to utilize Health Services when medical assistance is needed as most services are available at little to no cost for students and many common health issues can be addressed on-site. Referrals for the appropriate next level of care will be made when necessary. If you receive emergency/urgent health care services off campus, it is important to share that information with healthservices@wlc.edu so appropriate follow-up care can be provided. Appointments are highly encouraged so patients can be seen in a timely manner. Students are able to schedule an appointment at Health Services utilizing the Medicat Student Portal. If there are questions or concerns, students can also email healthservices@wlc.edu or call 414.443.8630. For a list of services provided and associated costs, reference www.wlc.edu/health.

MENTAL HEALTH SUPPORT: WLC partners with Christian Family Solutions (CFS) to provide a wide range of counseling services to undergraduate students. An initial, short-term set of personal counseling sessions are available at no cost, and if longer-term services are needed several options to pay for continued services are available. The mental health professionals are licensed by the State of Wisconsin and have the ability to meet on campus at Health Services, via virtual meeting, or at a local clinic location. Challenges regularly addressed include, but are not limited to: boundaries, relationship difficulties, stress, anxiety, depression, substance use, eating concerns, or self-esteem issues.

Counseling appointments can be requested by contacting the Director of Health Services at 414.443.8549 or by emailing jackie.kacmarynski@wlc.edu. Students can also request an appointment by texting "WLCHELP" to 262.217.3500 and completing the online request form.

If additional support is needed, such as psychiatric care, intensive outpatient, etc., the counselors and/or Director of Health Services can provide referrals to appropriate resources. Treatment needs that involve services outside the scope of WLC Health Services, such as a psychiatric consultation, medication evaluation, or specialty counseling (e.g., substance abuse) will result in appropriate referrals and in such cases, the individual is responsible for any costs associated with these services.

If you receive emergency mental health support off campus (ex: suicidal thoughts/behaviors), it is important to share that information with jackie.kacmarynsi@wlc.edu, the Director of Health Services, so appropriate follow-up care and support can be provided.

EMERGENCIES, URGENT CARE & MENTAL HEALTH CRISIS: If you or someone else is in imminent danger and/or experiencing a life-threatening emergency, call 911 and WLC Campus Safety (414.443.8500) and/or Health Services (414.443.8630). You may also bring a student who is in an urgent (non-emergency) state to Health Services during building hours.

If you or someone else is having a non-life threatening mental health emergency, call the Christian Family Solutions support line (1.800.428.1772, option #1), which is available 24/7 or contact Health Services (414.443.8630) during business hours.

ELECTIVE MEDICAL PROCEDURES: Health related issues may arise that require surgery, rehabilitation therapy, and/or extended recovery. Students are encouraged to schedule these appointments at a time which minimally impacts their academic schedule (i.e., summer or semester break). Recovery in WLC residences is restricted due to risks and potential complications; furthermore, Residence Life staff and/or roommates are not in a position to assume the responsibility of supporting one's recovery. Please contact the Director of Student Support & Disability Services at 414.443.8797 or email karen.sitz@wlc.edu for advisement.

PERSONAL HEALTH INSURANCE: WLC requires every student to have personal health insurance coverage to protect against incurred expenses of an unexpected injury or illness which may affect their ability to remain in school and progress towards graduation. It is important to have access to additional care if/when emergencies or urgent care situations arise.

Each student is expected to have access to their personal insurance card and to have provided a current copy to WLC Health Services. Individual students must have an understanding of their individual insurance benefits, deductible levels, pre-authorization requirements and local in-network providers.

Those who do not have health coverage should contact Health Services at 414.443.8630 or email healthservices@wlc.edu as resources and available options for obtaining health coverage will be provided. Insurance coverage is not provided by WLC, but it can be purchased. International students are required to purchase additional coverage as a condition of their enrollment.

PAUSE

Wisconsin Lutheran College is committed to the safety, health, and well-being of our campus community. This is achieved by creating an atmosphere of Christian community in which all members can grow intellectually, socially, and spiritually and by providing for the personal welfare of each student. WLC recognizes that students may experience medical or mental health situations which significantly limit their ability to function successfully or safely in their role as a student. A Pause can be considered when such circumstances arise. The Pause permits the student to take a break from their education, with the intention of returning to WLC within a designated timeline, thereby allowing them the opportunity to focus their energy and efforts on recovery and self-care. Students must stay in contact with designated college personnel regarding their progress. Students may also be required to satisfy specific conditions (e.g. provide a release of information regarding treatment progress) before they are reinstated.

WLC will abide by provisions of ADA and/or Section 504 of the Rehabilitation Act of 1973 which prohibit discrimination based on disabilities, including mental health conditions. Consistent with WLC's Nondiscrimination Policy, WLC prohibits unlawful discrimination on the basis of any type of disability or other characteristic protected by applicable law. Confidentiality for the student is of paramount importance and will be provided according to WLC's policy on student records.

For more information regarding a pause, please contact the Director of Health Services, the Vice President of Student Life, or the Registrar.

STUDENT SUPPORT & DISABILITY SERVICES

The Office of Student Support & Disability Services offers services to students facing personal and situational crisis as well as chronic illness or disabilities. Examples would be sustained injury, physical impairments, learning

challenges/disabilities, death in the family, etc. This office provides general advisement and advocacy with faculty, staff, families, and peers. If a student or parent has an issue to address and does not know where to start, this office is an excellent place to begin.

Students with documented disabilities are encouraged to contact the Office of Student Support & Disabilities to review past Individual Educational Plans (IEPs) and 504 plans so that a WLC Student Support Plan, including support strategies and reasonable accommodations, can be developed. Reasonable accommodations are typically adjustments either to the college environment or academic process in order to assist students with physical or learning disabilities so they can be as successful as possible. Students looking to create a personal support plan can contact Karen Sitz, Director of Student Support & Disability Services, at 414.443.8797 or karen.sitz@wlc.edu for more information on specific strategies, appropriate accommodations, and services.

POLICY AGAINST HARASSMENT AND DISCRIMINATION

In keeping with our identity as a Christian institution, it is the policy of the College to provide an educational, employment, and business environment free of all forms of discrimination and harassment. Discrimination or harassment based upon one's race, color, religion, national origin, age, veteran status, or disability as defined in this policy and as otherwise prohibited by state and federal statutes is prohibited at the College. Further, in some instances, God's Word, as understood and applied by the Wisconsin Evangelical Lutheran Synod and the College, may require the College to operate in ways that may conflict with certain regulations and implementing Title IX regulations, as interpreted by the Office of Civil Rights (OCR) and other state and local laws. The College also prohibits all forms of hazing. This policy applies to all College students, faculty, and staff, to other members of the College community, and to all contractors, consultants, and vendors doing business or providing services to the College. Please visit www.wlc.edu/harassment for detailed information regarding guidelines and procedures.

PEOPLE WHO MAY BE VICTIMS OF SEXUAL ASSAULT

Health, safety, and the well-being of every student are the College's primary concern. If you, or someone you know, may be the victim of sexual assault, you are strongly urged to seek immediate assistance. Assistance can be obtained 24 hours a day, seven days a week, from:

- Police (Milwaukee, Wauwatosa): 911
- Aurora Healing & Advocacy Services - Sexual Assault Treatment Center: 414.219.5555
- Froedtert Hospital Emergency Department: 414.805.6717

TITLE IX COORDINATOR

The Title IX Coordinator is responsible for implementing and monitoring compliance on behalf of the College. This includes coordination of training, education, communication, and administration of grievance procedures for the handling of complaints alleging violations of this policy.

Jamie Brock, WLC Title IX Coordinator
Office of Residence Life; Fischer 2112
jamie.valerio@mail.wlc.edu; office: 414.443.8762

REPORTING SEXUAL HARASSMENT

To report sexual harassment, please contact the Title IX Coordinator and/or utilize the following form:
www.wlc.edu/reporting-form.

CAMPUS SAFETY AND SECURITY

Below is important information as we work together to provide a safe, secure campus:

- Public Safety can be contacted 24/7/365 by calling 414.443.8500. Their office is located in the lower level (P) of the Recreation Complex.
- The Campus Safety and Security Coordinator is available by calling 414.443.8896 and is located in E203 (south hallway outside the Chapel).
- Student Safety Patrol Ambassadors are available to walk with any student at night. Dial 414.443.8500 to make arrangements.
- Public Safety and the Campus Safety and Security Coordinator have access to and monitor hundreds of surveillance cameras that are strategically placed across campus.
- The Warrior Alert Emergency Notification System (ENS) delivers emergency notices via text message, email, office and classroom telephones, and exterior speakers.
- The Emergency Procedures Guide can be found in classrooms and meeting rooms on campus. WLC conducts multiple training exercises annually.
- Any safety concern should be reported immediately to Public Safety at 414.443.8500, your Resident Assistant or Counselor, or another WLC employee.
- The Annual Security Report and other campus safety tips are available online at www.wlc.edu/safety.

Important phone numbers include:

- Emergency: Dial 9-1-1. Confirm to the operator that 8800 West Bluemound Road, Milwaukee is the correct address, and also provide directions to your specific campus location.
- Police Non-Emergency
Milwaukee Police District #3: 414.933.4444
Wauwatosa Police: 414.471.8430
- Local Medical Facilities / Resources
Froedtert Hospital: 414.805.3000
Aurora West Allis Medical Center: 414.328.6000
Aurora Healing & Advocacy Services: 414.219.5555

RESIDENCE LIFE

WLC offers housing for traditional undergraduate students through their fourth year after high school or through 22 years of age (as available). Fifth- and sixth-year students need special permission from the Director of Residence Life to live on campus. As a residential college, WLC requires students to live in College housing through their third year after high school unless they are living with their parents (father, mother, or stepparent) or an immediate family member (father, mother, stepparent, grandparent, or a sibling who is 22 years of age or older) within 50 miles of campus. Students who wish to commute and live with an above-mentioned relative must submit a "Commuter Application" form for approval by the Vice President of Student Life. Students who knowingly and intentionally violate the College's residency requirement will be fined \$2,500 for each semester lived in violation of the policy.

Students living in College housing (residence halls, apartments, houses) are held accountable for the Code of Conduct, all WLC residence hall procedures, and policies stated in this Handbook and added to it in the future.

HOUSING CONTRACT

Resident students enter into a contractual agreement with the College through the housing contract. Students should become completely familiar with the obligations of that contract. After final housing assignments have been made, every effort is made to work out roommate conflicts by supporting and encouraging individual growth or providing another avenue of resolution. A student must carry a minimum of 12 credits to reside in campus housing. However, residential students registered for less than 12 credits may reside in campus housing for the balance of a semester provided they also have approval from the Director of Residence Life and maintain a minimum of nine credits.

The Office of Residence Life reserves the right to use any available residential space to house any of our students. Residents pay for only a portion of the room in which they live and do not have exclusive rights to the entire room in which they reside. In order to efficiently and effectively utilize all available spaces, multiple occupancy units with vacancies may be filled at the discretion of the Director of Residence Life. Vacancies will be filled according to seniority (determined by point system as in the housing lottery, with lowest seniority being filled first).

Students who find themselves without roommates because of cancellation or withdrawals have the following options:

1. Room with another student
2. Remain in the room with the understanding that at any time a new roommate may be assigned to the room or the student may face consolidation and be placed into a room with a vacancy.

Prior to the fall academic semester, at semester break, and in emergency situations, the Office of Residence Life reserves the right to move students from their current room assignment. The relocation of students is done to best use each room/suite to its capacity. All efforts at consolidation will be exercised with care, and staff members will assist the students to make the transition as smooth as possible.

Limited summer break housing is available to students for an additional charge. Summer break housing is a separate agreement from the academic year housing contract, but all housing regulations listed in the Handbook apply throughout summer break.

VII. CODE OF CONDUCT

In conformity with the Word of God and guided by the Statement of Understanding, a student of Wisconsin Lutheran College must abide by these sets of standards:

- Academic Code of Ethics (c.f. Section VI Academic Policies)
- College rules and regulations
- Federal, state, and local laws

The purpose of these standards of behavior is to create a safe environment and encouraging community that supports the pursuit of spiritual, academic, and personal goals.

Misconduct will subject individuals to action taken as described in the Student Handbook Introduction, Code of Conduct, Student Conduct System, and other pertinent sections of the Handbook. These policies apply to the behavior of students and the guests of students while on campus, the grounds adjacent to the residence facilities, and to all College-sponsored on- and off-campus activities.

AUTOMATIC SUSPENSION OR EXPULSION: The College has determined the following violations, when severe, affect the community so adversely that it necessitates immediate attention and action. Documentation of these incidents will be sent directly to the Vice President of Student Life for immediate resolution. Interim measures, such as removal from campus, may be instituted.

1. Verbal or physical abuse
2. Tampering with fire safety equipment and/or keys and/or locks
3. Possession and/or use of firearms, explosives, or weapons
4. Possession, use, or distribution of alcohol and/or drugs
5. Any conduct that endangers/jeopardizes the health, safety, and well-being of another individual, others, the campus, and/or public.
6. Illicit sexual activity
7. Improper use of computing or network resources

Additionally, students may be encouraged to transfer to another college if it becomes apparent that their convictions and lifestyle are significantly at odds with the beliefs and values of WLC. Students may be dismissed from the College when there is a blatant unwillingness to live under the will of God and the Statement of Understanding. The College happily works with students who may be wrestling with their beliefs and moral values. However, when a student's position hardens in opposition to the College's mission and convictions, honesty and love dictate that they discontinue their enrollment at WLC.

CAMPUS PUBLICITY

Any student(s) or outside community member desiring to post or disseminate information on campus through posters, fliers, and/or special notice must present to the building manager or Director of Student Programming for approval prior to posting on campus. Any publicity that has not been approved will be removed. Students asking for publicity for course credit or recognition must create their own messaging/publicity and present it for approval and posting following established guidelines. All distribution and posting of material is at the discretion of the building manager or the Director of Student Programming.

CO-CURRICULAR PARTICIPATION

Student publications, musical groups, and theatre productions are opportunities to exercise students' creative talents. Intramural and intercollegiate athletics offer the opportunity for competitive recreation. Spiritual growth opportunities and service projects can help students develop talents, discover new interests, and grow as servant leaders outside the classroom.

While the College encourages student initiative in developing new student-sponsored activities, new program ideas generated from the student body must be presented to the Director of Student Programming or Student Senate for approval. Any program, speaker, or presentation on campus which involves use of campus resources must be approved and scheduled by contacting the Office of Events & Conferences, 414.443.8870 or www.wlc.edu/reservearoom. Individual students and student groups must have their program approved by Student Programming prior to issuing an invitation or scheduling an event.

Students and student groups in any way organized by or representing the College must obtain the approval of the Vice President of Student Life before performing off-campus.

The College views academics and the development of Christian character and responsibility as top priorities that deserve undivided attention. Eligibility and participation in College-sponsored co-curricular activities requires that a student be enrolled in the traditional undergraduate program of WLC and maintain an academic status in good standing. Participation in intercollegiate activities may be negated by disciplinary probation. Eligibility policies are applied individually with the opportunity for the student to work toward positive results. Students on disciplinary probation may be declared ineligible for co-curricular activities. Participation in intercollegiate athletics requires students to follow NCAA guidelines.

FUNDRAISING/SOLICITATION

Fundraisers include collecting monetary donations, gifts or contributions for a specific organization or cause. An individual student or student group seeking to launch a fundraiser must have the request approved by the Director of Student Programming. Fundraising request forms are available from the Student Programming Office and my.wlc.edu. Fundraising requests must be submitted to Student Programming three weeks in advance of the project in order to be considered. No one is permitted to sell any product or solicit anywhere on campus, including student residence facilities, without prior approval of the Director of Student Programming. This includes all outreach activities (distributing materials and other forms of marketing, proselytizing, seeking participants/members) on WLC Campus by unapproved or unregistered groups and organizations. Please report concerns or violations of this policy to Public Safety, the Director of Student Programming, a Residence Counselor, or the Student Life Office.

GUEST SPEAKERS

Guest speakers and program requests planned by individual students or student groups must be presented to the Director of Student Programming in writing by filling out the form found on my.wlc.edu. Requests must be submitted at least three weeks before the event to be considered. Requests will be evaluated by utilizing WLC's Statement of Understanding, mission, vision, values, and contributions to the current program offerings at the college. All decisions about guest speakers will be communicated via email or in person. Appeals can be made to the Vice President of Student Life.

INITIATING NEW PROGRAM IDEAS

The College encourages student initiative in developing new student-sponsored activities and program ideas that advance the mission, vision and values of WLC. New program proposals must be presented to the Director of Student Programming or Student Senate for approval using the form on my.wlc.edu. Requests for new program ideas must be submitted a minimum of three weeks in advance of the program in order to be considered. Individual students and student groups must have their program approved by the Director of Student Programming prior to issuing an invitation or scheduling an event. Requests will be evaluated using WLC's Statement of Understanding, mission, vision, values, current involvement calendar and contributions to the current WLC programs.

Any program, speaker, or presentation on campus which involves use of campus facilities must be approved and scheduled by contacting the Office of Events and Conferences, 414.443.8870 or www.wlc.edu/reservearoom.

MOTORIZED VEHICLES

WLC prohibits the use of all personal motorized vehicles, including but not limited to electric scooters, electric bicycles, electric skateboards, hoverboards, Segways, and mopeds. All motorized vehicles of the rentable, dockless variety provided by companies such as Lime, Bird, and Spin are banned from use on all WLC campus property, including but not limited to walkways, sidewalks, greenspaces, and residence halls.

The College will enforce all Milwaukee/Wauwatosa ordinances related to operating motorized vehicles. Those found in violation of city ordinances or campus regulations are subject to a fine and/or relocation at the owner's expense and/or Milwaukee/Wauwatosa Police Department citations.

MOTOR VEHICLE REGULATIONS

The College offers limited parking. It is for this reason that freshmen are encouraged not to bring a vehicle to campus. If a student chooses to bring a vehicle to campus, the following procedures must be followed:

1. Parking permits are available from Trinity Home Group (facilities management company). Their office is located in the lower level of the REX. Parking fees for student permits vary by location.
2. Vehicles must be parked only in areas designated by the parking permit. Any incorrectly parked vehicle may be ticketed.
3. All vehicles parked in any WLC lot must have a permit; this includes visitors. Temporary parking permits are available from the Public Safety area in the lower level of the REX.

Unauthorized vehicles are subject to a fine and/or towing at owner's expense and/or Milwaukee/Wauwatosa Police Department citations. The parking policy can be found at www.wlc.edu/parking.

Overnight parking on city streets is allowed by permit only through the Milwaukee/ Police Departments.

PEACEFUL ASSEMBLY/DEMONSTRATIONS AND DISRUPTION OF COLLEGE COMMUNITY

Peaceful assemblies/demonstrations are permitted by currently enrolled students following established guidelines for program approval and space reservations, and must not disrupt normal operations or approved activities of the College. In reference to the Statement of Understanding, WLC expects all members of the community to be respectful of each other and to contribute in positive ways to an orderly and civil exchange of diverse ideas and opinions.

The right to dissent is an essential factor in the maintenance of academic freedom. Those who dissent in our Christian community should be willing to first seek to understand and to permit the free expression of ideas and positions other than their own.

No person or organization may interfere with, disrupt, or promote the interference of normal activity for students, faculty, staff, and administration or the educational mission of the College or its buildings, equipment, and facilities. Any form of expression that interferes with approved activities and day to day operations or attacks the rights of others is prohibited. This also includes, but is not limited to, inappropriate language, comments, or actions at College sponsored events and programs, on College premises, or within the off campus community. Remaining in the vicinity of activity that is disrupting normal College functions when requested to leave by a College official is prohibited. Bystanders may be in violation if their presence incites or adds to the disruption.

NOTE 1: If approved, participants in a peaceful assembly or demonstration must respect the rights of all people, property, and the environment and must not represent a threat to public safety or physical property. Assemblies and demonstrations may not use amplified sound in a manner that interferes with classes or other events in progress.

POLITICAL ACTIVITY

In accordance with section 501c3 of the IRS Code, tax-exempt organizations, such as Wisconsin Lutheran College, are prohibited from participating or intervening in political campaigns on behalf of, or in opposition to any candidate for public office. Any requests for activities that compromise that status will not be approved.

Individual students and student organizations who wish to support a political campaign are permitted and encouraged to exercise their rights. College resources may be used for recognized student sponsored partisan political purposes provided that special care is taken to avoid the appearance of College endorsement and to observe all other aspects of this policy. The College reserves the right to decline requests for facilities / resources to be used for political purposes.

Candidates or advocates for political campaigns may appear on campus or at events, if appearances adhere to all existing College policies regarding guest speakers. The sponsoring individual or organization must clearly communicate that WLC does not take a position in supporting or opposing any campaign or candidate. Reasonable efforts must be made to ensure that appearances constitute speeches, question-and-answer sessions, or similar communications in an academic setting. No fundraising may take place at the appearance.

Candidates may be invited to appear in a non-candidate capacity, provided that the individual chosen to speak is solely for reasons other than his/her candidacy, no reference to the election is made, and the College maintains a nonpartisan atmosphere on the premises and at the event. The capacity in which the candidate is appearing should be clearly communicated and should not mention upcoming elections.

Student clubs, recognized by Student Senate, are allowed to sponsor candidate appearances. All costs incurred must be financed through funds separate from those allocated from the Student Activity Fee or college budget. Posting of official candidate or partisan campaign materials in approved campus posting locations and in public areas on campus property is strictly prohibited. Club and Organization postings are subject to Campus Publicity Policy.

ROOM RESERVATIONS

Every time any room/space is needed on campus, the Office of Events and Conferences (OEC) must be contacted to ensure that the room/space is available. Please contact the OEC at least three business days in advance. To request a reservation, fill out the form at www.wlc.edu/reservearoom. All food requests must go through Warrior Dining.

RULES AND REGULATIONS RE: MISCONDUCT

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in the Sanctions section of the Handbook.

NOTE: When a student (resident or commuter) brings to campus, invites to campus, and/or keeps company with any non-WLC person(s) on the campus and/or at any College-sponsored activity, the student accepts the responsibility for the actions of the non-WLC person(s). This includes giving access to any campus room (e.g. residence hall), facility, or equipment. The College expects the WLC student to inform the non-WLC person(s) of ALL the rules and regulations of the College. The student host may be subject to ALL disciplinary sanctions, College fees, and/or probation for the actions of the non-WLC person. This policy applies to ALL rules and regulations contained in this Code or published/announced by a College official.

ALCOHOLIC BEVERAGES AND DRUGS

No alcoholic beverages, illegal or intoxicating drugs, or non-prescribed narcotics of any kind are to be found on WLC property, in the student residence facilities, or at College-sponsored student events, regardless of whether or not you are 21 years of age, whether the events are held on or off campus, and/or whether the events involve domestic travel.

The consumption of alcohol by members of the College community during international travel is informed and regulated by the College's International Travel Policy.

NOTE: The only exception to the Campus Alcohol Policy are events sponsored by the Office of Development and sanctioned by the President's Cabinet. At such events, alcohol may be served to persons who are of the legal drinking age and who are not traditional undergraduate students of the College.

It is illegal for anyone under the age of 21 to consume alcohol per Wisconsin law. Therefore, underage students returning to campus with alcohol on their breath or other signs of alcohol in their system will be referred to the student conduct system. The College reserves the right to refer violations of civil law to civil authorities for prosecution.

Students 21 and older who have consumed any alcohol should not participate in school activities. Students who are of legal drinking age and choose to drink off campus are expected to not become intoxicated and will be held responsible for their actions and behavior, and if returning to campus, should return directly to their campus room. The College will address irresponsible behavior that results from alcohol consumption regardless of age. Possession or knowledge of the presence of these substances is considered grounds for suspension or expulsion.

NOTE: The presence of alcohol or illegal or intoxicating drugs is considered to be "in the possession of" all those present in a room/situation.

Drinking paraphernalia that contributes to over- and mass-consumption including beer pong tables, beer bongs, and other items that contain alcohol residue are prohibited. The College also prohibits alcohol beverage containers, alcohol advertisements, and promotional materials.

Immoderate and illegal or intoxicating use of alcohol – whether on- or off-campus – is reason for counseling and may become grounds for disciplinary action and expulsion.

All members of the College community are responsible for the observance of state and federal laws that apply to alcohol and other drugs or narcotics. The College has an expectation that faculty, staff, and students know and understand the risks and liability associated with the use of alcohol, other drugs, or narcotics. Any individual or group who is a member of the College community who provides illegal substances to a minor, whether on or off campus, is acting irresponsibly and the College reserves the right to have the matter reviewed by the student conduct system and/or referred to civil authorities for prosecution.

Any student violating standards of conduct relating to alcohol shall be subject to the following sanction: Fines (minimum of \$100) may be levied as well as probation (minimum of one semester) and/or suspension. As a condition of enrollment, the College reserves the right to require a student to get an alcohol assessment from a licensed agency and, if deemed appropriate, complete an approved rehabilitation program. Misuse of alcohol or other drugs may result in automatic referral to the Vice President of Student Life, removal from campus, and notification of parents of their violations.

Note: The Family Educational Rights and Privacy Act (FERPA) permits colleges and universities to inform the family when a student under 21 years of age has been found in violation of the College's alcohol or drug rules and/or in the case of a health or safety emergency.

COMPUTING/NETWORK

Any illegal downloading or file sharing via web pages, bit torrents, Peer-2-Peer software, or other means may be probable cause for investigation. Extending or interfering with the campus internet infrastructure with hubs, switches, routers, wireless routers, or any other devices is not permitted and is subject to investigation and penalty. The College strictly prohibits the use of its computing facilities to engage in, participate in, or be party to any illegal activity. Using, possessing, storing or distributing pornography on personal or college owned computers is prohibited.

NOXIOUS ODOR POLICY

All members of the College community are responsible for contributing to healthy, supportive learning and living environments. The College recognizes that noxious odors have the potential to contribute negatively to the quality of life in our learning and living environments.

A noxious odor is ANY aroma of such intensity that becomes apparent to any one or more persons. Any odor (including, but not limited to, cigarette, cannabis, cigar or pipe smoke, perfume, air freshener, or large amounts of dirty laundry) may become noxious or offensive when it is too strong or lingers for a period of time. When the source of the noxious odor can be traced to a particular room or the odor is emanating from a person and/or her/his clothing, the occupant(s) of that room or person from whom the odor is emanating may be subject to disciplinary action.

RESIDENCY REQUIREMENT

Wisconsin Lutheran College offers housing to full time undergraduate students. WLC requires students to live on campus through their third year after high school, with the exception of those who have been approved by the Office of Student Life to be a commuter. To be considered, students must submit the commuter application and required documentation to the Office of Student Life. The Commuter Application for Returning Students is found on www.wlc.edu.

SMOKE-, VAPE-, AND TOBACCO-FREE POLICY

WLC is committed to promoting and protecting the health, safety, and well-being of all students, employees, and visitors by nurturing a positive, healthy campus community. In light of the clear health hazards associated with smoking for smokers and non-smokers alike, as well as other potential unknown risks, WLC has adopted a smoke-, vape-, and tobacco-free policy that applies to all faculty, staff, students, clients, contractors, and visitors at all times. Specifically, WLC strictly prohibits smoking, vaping, and the use of tobacco and tobacco/nicotine products in, on, and around all buildings and facilities and properties owned, operated, or rented/leased by WLC. This policy applies to, but is not limited to, the following: every WLC academic building and all instructional spaces, public gathering spaces, individual offices, College residences, the Parking Center and interior/exterior parking lots (including stairwells and other enclosed portions of the Parking Center and parking lots), athletic fields and outside spaces, and all WLC-sponsored on-campus activities. Additionally, possession of Vape Pens (Juul, etc.) are prohibited in all student resident facilities.

Examples of smoking, vaping, tobacco and tobacco/nicotine products that WLC strictly prohibits include, but are not limited to, the following:

- Cigarettes (e.g. tobacco, clove)
- Cigars and cigarillos
- Pipes
- Smokeless tobacco (e.g. spit and spit-less chew, pouches, snuff)
- E-cigarettes/cigars
- Vape pens (e.g. JUUL)
- Hookahs
- Vaporizers (e.g. oil, herb, wax)
- Other smoking/vaping-related devices or paraphernalia

NOTE: Nicotine replacement therapy, which is designed to assist tobacco users to quit, does not apply.

SOCIAL MEDIA/INTERNET

Students are advised to be aware that the information they post/share online or is posted/shared online by others becomes public information that may be viewed by their relatives, faculty, future employers, etc. If the College receives information via social media/internet/online that the law or College policy has been violated/potentially violated by a student, such allegations will be investigated through the student conduct process as outlined in the Handbook.

Students may be held accountable for violations of local, state, or federal laws or College policy(ies) that are revealed during the investigative process. Investigative action will be taken for pictures, videos, posts, or statements, information or other that reflects poor judgment, choices, or actions taken in contrast to what is expected of Wisconsin Lutheran College students, as noted/explained in the Handbook. This includes, but is not limited to, any pictures, videos, posts, or statements, or any other information that reflects personal possession or personal display of alcohol, drugs or other illegal items/activities. Corrective action may be taken as a result of this investigation. Out of Christian love and concern, internet postings that may demonstrate a need for corrective action or psychological/mental health help or support will also be investigated in the same manner.

ADDITIONAL PROHIBITED ACTIONS AND BEHAVIORS

1. Using, distributing or possessing any illegal drug or unauthorized controlled substance or drug paraphernalia (for explanation refer to: Alcoholic Beverages & Drugs Policy). Prescription medication qualifies as an unauthorized controlled substance under this policy when used outside of the manner in which it was prescribed.
2. Using, possessing, or distributing alcoholic beverages, possessing alcohol containers, or public intoxication (for explanation see: Alcoholic Beverages & Drugs Policy).

NOTE 1: The College will also consider ALL individuals found in a location where an alcoholic beverage or drug is present to be in possession of an alcoholic beverage/drug. This would include locations off campus (e.g. underage students drinking in a bar or at a house party). **EXCEPTION:** This does not include specific situations where the student is in personal possession of or personally displaying an alcoholic beverage/drug, when the student is with a parent or guardian who is of legal age (e.g. restaurants, family gatherings, weddings, etc.).

NOTE 2: Drinking paraphernalia that contributes to over- and mass consumption including beer pong tables, beer bong, and other items that contain alcohol residue.

NOTE 3: If students who are over the age of 21 choose to consume alcohol, they are expected to consume responsibly off-campus and not become intoxicated.

3. Explicit sexual conduct and cohabitation.

NOTE: The College holds to the unchanging truth of the Bible that sexual intercourse is reserved for the marriage of one man and one woman as his gift and for the sake of families. We believe premarital, extramarital, heterosexual, and homosexual forms of explicit sexual conduct to be inconsistent with the teaching of Scripture including cohabitation by members of the opposite and same sex, the trivializing of God's gift of sex in pornography, sexually suggestive behavior, and sexual assault/violence and harassment.

4. Making threats or being verbally abusive to and/or intentionally or recklessly causing physical harm to any person or one's self.

5. Making threats to and/or intentionally or recklessly destroying or defacing College or private property.

6. Storing, possessing, or using any weapon (or look-alike) concealed or unconcealed on WLC property is prohibited.

NOTE 1: A "weapon" shall include, but is not limited to, firearms, propellant guns (airsoft, BB, pellet), sling shots, bows, arrows, martial arts weapons, knives with a blade longer than three (3) inches, hatchets, axes, explosives, or any other device which in the matter used or intended is capable of producing death, harm to person or property, or bodily injury.

NOTE 2: Food preparation knives (e.g. common kitchen knives) used in the manner for which they were designed with a blade not to exceed five (5) inches are exempted.

7. Setting or fueling a fire or causing smoke.

NOTE: The campus fire pit located east of Stimac Hall may be reserved 24 hours in advance through the Director of Residence Life and using the firepit in the manner in which it was intended shall not violate this policy.

8. Using, distributing, or possessing torches, fireworks, explosives, or hazardous chemicals.

9. Smoking, vaping, and using/possessing tobacco and tobacco/nicotine products in, on, and around all buildings and facilities owned, operated, or rented/leased by WLC (for explanation, see "Smoke-, Vape-, and Tobacco- Free Policy").

10. Intentionally initiating or causing any false reports/alarms of an emergency.

11. Intentionally or recklessly damaging or misusing fire safety equipment.

12. Intentionally or recklessly tampering with any residence hall/campus security system. This includes, but is not limited to, altering or propping open any locked exit doors and propping open any exterior windows other than those in student rooms.

13. Theft of property or withholding information about stolen property.

14. Initiating/engaging in harassment.

NOTE 1: Non-discriminatory harassment, as defined by WLC Policy, includes any action, language, or visual representation that is sufficiently severe, pervasive, persistent, or patently offensive that it has the effect of unreasonably interfering with that person's work or academic performance, or that creates an intimidating, hostile, or offensive working, educational, or living environment.

It is a violation of this Policy for a member of the Wisconsin Lutheran College community (faculty, staff, student, guest/visitor, or anyone else acting at the instigation of a WLC community member) to:

- Engage in any form of harassment whether intentional or unintentional on the campus or in an off-campus area.
- Retaliate against a person who has initiated an inquiry or complaint having to do with harassment.

NOTE 2: Visit www.wlc.edu/harassment for more information and/or to file a report (www.wlc.edu/reporting-form).

15. Retaliating against anyone who reports any policy / regulation violation.

16. Gambling or any form of illegal wagering, bookmaking, or unauthorized games or contests of chance on College premises or at College-sponsored activities.
17. Unauthorized use, possession, or duplication of keys and/or access cards to any College premises.
18. Unauthorized soliciting on College premises (refer to Fundraising/ Solicitation section in the handbook)
19. Furnishing false information to any College official, faculty/staff member, or Office; furnishing false information in any College application or agreement that is required by the College no matter the time of discovery or knowingly bringing false charges against a student, faculty, or staff member.
20. Failing to comply with the directions of a College official acting in the performance of his/her duties.
21. Trespassing, or the unauthorized entry into or occupation of any College room, building, courtyard, roof, or area of the campus, including such entry or occupation at any unauthorized time or any unauthorized or improper use of College property, equipment, or facilities.
22. Violating any federal, state, or local law.
NOTE: Wisconsin Lutheran College disciplinary proceedings may be instituted with a student charged with violation of a law which is also a violation of the Code of Conduct, for example, if both violations result from the same factual situation, discipline may proceed without regard to the status of any civil litigation in court or criminal arrest and prosecution. Proceedings under the Code of Conduct may be carried out regardless of the timing of civil or criminal proceedings.
23. Noisy or disruptive behavior that interferes with the personal or academic activities of others.
24. Throwing, dropping, or causing any object to fall from any campus building.
25. Using/operating self-propelled vehicles (i.e., scooters, skateboards, inline skates, hoverboards, etc.) and drones inside any campus building.
NOTE: The operation, storage, and charging of hoverboards and similar products inside all owned or leased property where WLC conducts business is prohibited.
26. Improper use of an unmanned aircraft system (aerial drone).
NOTE: The operation of an unmanned aircraft system (UAS), an aerial drone, is regulated by the Federal Aviation Administration (FAA). In addition, as a private institution, Wisconsin Lutheran College establishes the following policy to extend to all property owned, rented, leased, and controlled by the college. The use of drones for hobby or recreational use on WLC property is NOT permitted. All civil (commercial, contract, or WLC owned) operated drones must comply with all federal (FAA), state, and local laws. Prior approval for civil use must be obtained from the Office of Marketing and Communication at least 72 hours in advance of the proposed use of the UAS. Contract operators must be accompanied by a representative of the college at all times. The UAS must be registered with the FAA and be operated according to FAA civil guidelines and in a responsible manner. The UAS is not permitted to photograph or videotape areas of the campus where members of the campus community would have a reasonable expectation of privacy.
27. Acting as an accomplice to, or withholding information about, any person violating any College policy.
28. Engaging in food or beverage fights.
29. Improper footwear. Students and guests are required to wear shoes/ footwear when entering or occupying any non-residential campus building. This policy also prohibits the wearing of athletic cleats indoors.
30. Babysitting, defined as, a relative or non-relative child present without parental supervision.
31. Violating any College policy, rule, or regulation published in hard copy or available electronically on the College website and/or portal.

32. Downloading copyright protected materials without the consent of the copyright holder. WLC requires users of the College's computing or networking facilities to comply with applicable laws including, but not limited to, those related to copyright and trademark.

HOUSING REGULATIONS

By signing a WLC housing contract, you are agreeing to abide by all rules and regulations in the Wisconsin Lutheran College Handbook. Failure to do so can result in being asked to move out of your current residence to a campus residence assigned by the Director of Residence Life or asked to move out of College housing.

The following constitutes unacceptable behavior for which students may be penalized when using residence facilities. This includes both resident and non-resident students (commuters) and guests who are the responsibility of the host student.

PROHIBITED IN HOUSING

33. Disassembling or moving furniture and room furnishings provided by the College into or out of rooms, lounges, apartments, or houses. Basements may not be used to store furniture. Students will be accountable for all furniture in the room or apartment/house to which they were assigned.

34. Moving large furniture that is not provided by the College into Aspire, Stimac, and Fischer Halls. Furniture not provided by the College is allowed in houses and apartments but must be removed by students at check out. Students are responsible for damage caused by furniture. Students are also responsible for the cost of damages caused by furniture.

35. Living or sleeping in basements (per city ordinance).

36. Throwing, passing, handing, or moving anything out of windows.

NOTE: The following actions are also prohibited: throwing debris/objects from a window, removing the window screen, exiting or entering through a window, hanging articles outside a window, displaying alcohol beverage signs or other signs and posters that are not in good taste, placing stereo speakers or radios in the windows, and installing air conditioning units. If a screen becomes loose or unattached, it is the resident's responsibility to immediately inform the Maintenance Office.

37. All cooking appliances with a heating element are prohibited within residence hall rooms with the exception of microwaves provided by the College. This includes but is not limited to hot plates, hot pots, coffee makers, toasters, toaster ovens, and grills (coffee makers and toasters are allowed in the common area kitchenettes on each floor in Stimac/Fischer).

NOTE: Student housing with full kitchens is not under this regulation; however, only appliances with automatic shut-off devices are permitted.

38. Candles, incense, candle wax melt/warmers, or plug-in air fresheners.

39. Halogen lamps (light bulbs).

40. Natural Christmas trees.

41. Room decorations that do not reflect Christian taste. Examples: alcoholic beverage containers, alcohol advertisements, promotional materials, as well as sexually graphic pictures and advertisements.

42. Dirty and disorderly rooms. Health and Safety inspections will occur each semester with notice.

43. Suspending anything from the ceiling except by specific approval of a Residence Life staff member.

44. Causing damage by affixing pictures, posters, and other decorations to walls. Residence hall rooms come equipped with trim that is suitable for small nails and tacks. Any damage caused by tape, nails, and adhesive agents will be charged to the student.

45. Weight-lifting equipment or any other equipment that might prove hazardous.

46. Bicycles. Except in the basement of the four-plex apartments. Bicycle storage is provided by the College and access may be obtained through Trinity Home Group. Skateboards, scooters, roller skates, and the like are not to be used inside any campus building.

47. Guests* outside of the hours:

In rooms/houses of Stimac, Fischer, and Aspire:
10 a.m.-midnight during the week (Sunday-Thursday)
10 a.m.-2 a.m. on Friday and Saturday nights.

In apartments/houses:
10 a.m.-1 a.m. during the week (Sunday-Thursday)
10 a.m.-2 a.m. on Friday and Saturday nights

*A guest is defined as a person who is not assigned to live in that WLC room, suite, apartment, or house including other WLC students and those students who live in another WLC room, suite, apartment, or house.

48. Loud noises during quiet hours. For sleep and study considerations, quiet hours are from 11 p.m. until 11:30 a.m. Courtesy hours are in effect 24 hours a day.

49. Overnight guests without prior approval. Overnight guests of the same sex are permitted provided a residence life staff member is given notification 10 hours in advance and the host's roommate(s) assent to the overnight guest. A guest pass will be issued by a Residence Life staff member.

NOTE 1: All guests not having obtained overnight permission must be off campus by 2 a.m.

NOTE 2: WLC residents must obtain a guest pass to sleep in a room other than their own.

NOTE 3: A resident student is permitted only one (1) overnight guest at a time for no more than two (2) consecutive nights. A resident student is permitted a maximum of 10 overnight visits per academic year.

NOTE 4: A guest is not permitted to stay on campus in any WLC residence for more than two (2) consecutive nights, three (3) nights in a month, or six (6) nights in a semester. This includes other College residents as well as commuting students.

NOTE 5: Overnight guests are not permitted during official break periods without approval of the Director of Residence Life.

NOTE 6: Resident students spending the night off-campus on Monday-Thursday must inform their Resident Assistant (RA).

50. Unaccompanied guests. The host is to be with the guest at all times. Additionally, the host will accept responsibility for the actions of their guest(s). Guest privileges will be removed for uncooperative conduct. The same guest rules apply for WLC commuters and residents staying in any room but their own.

51. Large gatherings. If the number of guests in a student residence will exceed the number of residents times three (3), the host must apply 24 hours in advance for a party permit. Party permits may be obtained from any Residence Life staff member. [Example: if there are two (2) residents living in a room there can be no more than eight (8) people in the room before it is classified as a large gathering.]

52. Water fights of any kind or throwing of water or any other liquid.

53. Hall sports. No balls of any kind are to be used in hallways, common areas, or student residences.

54. Pranks.

55. Misusing or damaging housekeeping tools (e.g. vacuum cleaners) and supplies. Items that are broken or missing should be reported immediately to the housekeeping staff.

56. Laundry facility use by non-residents. Washers and dryers are available in laundry areas of residential facilities. Washers and dryers are to be used only by current residents in their designated living area. Laundry may not be left unattended overnight.
57. Failing to vacate campus housing facilities during winter, spring and summer breaks. The residence halls are closed during the winter, spring, and summer breaks, and all normal services are discontinued. If a student leaves after posted closing times or returns prior to opening times, he/she is subject to a \$100 fine for the first day and a \$50 fine each subsequent day. Students may remain in their campus residence during Fall, Thanksgiving, and Easter breaks, although food service may be discontinued. After a break, food service will resume with the evening meal immediately preceding the first scheduled class.
58. Students acting unreasonably. All WLC residents are expected to exercise sound Christian judgment and maintain reasonable hours at all times. Students who act unreasonably will be confronted by the Residence Life staff, the Director of Residence Life, and/or the Vice President of Student Life.
59. Inappropriate and/or reckless behavior. Students are expected to exhibit appropriate behavior within the community of the student residence facility. Inappropriate and/or reckless behavior is defined as any activity that disrupts, endangers, or interferes with the spiritual and educational environment of the residential community.
60. Pets. No pets are allowed on campus with the exception of fish in one aquarium filled with water. Maximum aquarium size is 20 gallons.
61. Denying access to assigned residence. College personnel reserve the right to enter a room without permission if there is reason to believe that a life-threatening situation exists or a College policy is being violated. Personal property that is hazardous or in violation of College policy may be confiscated. College personnel also have the right to enter rooms during vacation periods to check that all electrical appliances and lights have been turned off, that windows are secure, and rooms are being properly maintained. Trinity Home Group does semi-annual residence inspections for the purpose of scheduling repair and maintenance projects. Students will be notified in advance of these inspections.
62. Storing anything in corridors or on resident floors including shoes. Students are expected to maintain clean, neat, and orderly common areas and are subject to fines for leaving trash in these areas. Items left in corridors will be removed.
63. Attaching anything to doors of student residences in Stimac, Fischer, and Aspire Halls.
64. Storing anything on campus during summer.
65. Occult practices and associated paraphernalia. Example: channeling (Ouija) Boards and tarot cards.
66. Sharing residence keys. A room key is issued to each occupant of the room for his or her personal use; however, the key remains property of WLC. The key cannot be given to or used by a third party.
67. Sharing Warrior OneCards. The Warrior OneCard provides access to the main entrances of the residence halls and to floors within those buildings. It is only to be used by the student to whom the card is issued. The Warrior OneCard cannot be given to or used by a third party.
68. Damaging College Property. In the event that property damage occurs in the residence facilities and responsibility for that damage is not claimed nor can be ascertained by College personnel, assessments may be made equally among roommates or all members of a community to cover costs associated with repair/replacement of the property. This includes, but is not limited to, graffiti, broken windows, or furniture.

ROOM CHANGES

Requests for changes will be considered by Residence Life staff; there is a \$20 charge for changing rooms. No changes will be made without the consent of all students involved and the approval of the Director of Residence Life. Students may not move into or out of a room without authorization*. All changes initiated by a student for the spring semester must be approved and completed prior to leaving for Christmas break. *Minimum fine: \$200 for violations of this policy.

KEYS

Keys are issued to each resident for the room to which he or she is assigned. Keys cannot be shared with others. Students are encouraged to lock their rooms at all times. Replacement keys will be issued for a charge of \$50.00 each. Keys remain property of WLC and must be returned when checking out of rooms, whether at the end of the academic year or at the time of a room switch. To ensure the public safety of the campus, keys should not be loaned to others. All exterior doors to campus should remain closed and locked during the evening hours. Entrance to the campus buildings in the evening should be through designated entrances. The College is not liable for lost, stolen, or damaged personal property.

ROOM CHECK-IN/OUT PROCEDURE

At the beginning of the year students will file a "room condition" check-in with a residence life staff member indicating any existing damage. The same checklist is completed by the resident staff at the end of the year to determine if a student is responsible for any damage to the room. If a student is found to be responsible for damage to a room, he/she will be assessed monetary fees according to the fee schedule that is issued by housekeeping/maintenance. When the responsibility for damage cannot be ascertained by College personnel, assessments may be made equally among all roommates according to the Joint Damage policy listed in #68.

Students may not check out at the end of the year or switch rooms during the year without consulting the Residence Life staff and completing a check-out. Failure to do so may result in forfeiture of their housing deposit.

ABANDONED AND CONFISCATED ITEMS

Confiscated Items

College officials have the right to confiscate any item(s) which violate campus policy. The item(s) may be disposed of or held by the Office of Residence Life until the last day of the semester in which they were confiscated. All alcohol, tobacco, and drug products and paraphernalia will be discarded immediately. Weapons will be held by Public Safety and disposed of at the discretion of that office. Students must make an appointment to retrieve the item(s) and immediately remove them from campus. Items not reclaimed by the last day of exams will be considered abandoned property.

Abandoned Property

Items left in a student's room or residence after the student has left their residence are considered abandoned property. Items will be disposed of after five business days if no contact is made by the student and/or the student misses an appointment to collect the item(s). Students who abandon property and cause additional labor to discard or remove this property may be charged for this work.

Items not considered to be abandoned property include but are not limited to trash cans, toiletries, food items, cleaning supplies, small quantities of office supplies, and coins. These items will be disposed of immediately without notification.

Storage

There is no on-campus storage available. Students seeking storage options off campus must make their own arrangements with a third-party vendor. While WLC does not maintain a formal relationship with any specific vendors the Office of Residence Life can share contacts for local businesses that students have used in the past.

STUDENT CONDUCT SYSTEM

CONDUCT PROCESS OVERVIEW: The conduct process, as outlined in this section, applies to all the rules and regulations adopted by the College (now or in the future) and/or identified in this Code or any other official publication of the College.

Wisconsin Lutheran College recognizes the procedural rights of students as published in this document to ensure that students are treated fairly; however, the College reserves the right to exercise flexibility in the conduct process and procedures when dealing with situations that involve issues of safety to self or others, disabilities, unlawful conduct, and matters in conflict with the mission of the College.

NOTE 1: The conduct process and procedures do not constitute a contract between the student and the College. The College may modify these procedures at any time.

NOTE 2: Flexibility in the conduct process can and may include immediate resolution as stated in the Automatic Suspension or Expulsion section.

DUE PROCESS: Students involved in a disciplinary case are afforded procedural due process rights. Procedural due process pertains to the operational requirements for a fair conduct process. Procedural Due Process is as follows:

1. At least 48 hours prior to the hearing, the student is entitled to the following:
 - a. Written (email) notification of the time, place, and location of meeting.
 - b. A written statement referencing the incident.
2. Description of the alleged violations
 - a. Notification of the name of the person directly responsible for having reported the alleged violation of the Code of Conduct
 - b. A statement of the conduct system guidelines
3. A meeting will be held where both sides can be heard. At the hearing, the accused student is entitled to:
 - a. Appear in person to present a defense and call witnesses. The accused student's failure to appear at the meeting should not be interpreted as an indication of responsibility.

NOTE: Only witnesses with actual knowledge of the incident will be allowed; character witnesses will not be allowed.

- b. Ask questions of the board and any witnesses; submit a written statement.
 - c. Receive an expeditious hearing of the case.
 - d. Ask that one of the student conduct board members serve as an advisor to help him/her understand the procedures of the meeting.
4. The accused student shall be entitled to an explanation of the recommendation of the decision (not sanction) made to the Conduct Board Advisor following the meeting with the Screening Committee, Review Board, or Administrator.
5. A record of the complaint, accompanying documents, and recommended action will be maintained in the Office of Student Life.

STANDARD FOR DETERMINING RESPONSIBILITY: The standard used to determine whether a violation of the Code of Conduct has occurred is whether it is more likely than not that a violation occurred. This is often referred to as a "preponderance of the evidence" standard.

FAILURE TO APPEAR: After being notified of a Conduct Meeting, the student is obligated to appear at the date, time, and location specified. If a student fails to appear, a meeting may be conducted in the student's absence and a decision on the charge(s) may be made.

FILING A COMPLAINT OR INFORMATIONAL REPORT: Any member of the Wisconsin Lutheran College community may file a complaint report with Campus Safety or Student Life against any student alleging a violation of the Code of Conduct. Upon receipt of this report, an investigation will take place and, if deemed appropriate, referral will be made to the Conduct Board Advisor to commence the Conduct Process.

Complaint reports (specific action reports) should be filed with the Conduct Board Advisor within 24 hours of the violation. Under normal circumstances, the person responsible for filing the report of a violation of the Code of Conduct should also notify the person being documented within 24 hours of the incident.

Complaint reports must include a detailed description of the incident, date, time, and location of the alleged violation, the name of the accused student(s), if known, and the name of the person filing the report (complainant).

COMPLAINT PROCESSING: Complaint report Conduct Board Advisor 3 options: 1) No Action 2) Screening Meeting 3) Administrative Meeting.

1. No Action: Upon investigation of the complainant's report, the Conduct Board Advisor may determine that there is insufficient information about a violation of the Code of Conduct to warrant a conduct meeting. The Conduct Board Advisor may choose to keep the report on file for reference in future allegations of violations of the Code of Conduct.

2. Screening Meeting: Upon receipt of the complaint report, if the Conduct Board Advisor's investigation finds sufficient information about a violation of the Code of Conduct, he will schedule a Screening Meeting where three (3) members of the Student Conduct Board (Screening Committee) along with an advisor will meet with the individuals involved in the report to review the report. All individuals that may have been involved in the alleged commission of a violation of the Code of Conduct or may have knowledge that is pertinent to the incident will be invited to appear at this meeting.

The purpose of this meeting is to give the accused student(s) an opportunity to read and review the report and respond in writing to any factual discrepancies they have with the report. Student Conduct Board members will be responsible for asking questions at this meeting to determine any other information that may be useful in reaching a decision about whether or not a violation of the Code of Conduct occurred.

The accused student has the right to admit responsibility for violating the Code of Conduct and have the case resolved at the Screening Meeting. For violations involving alcohol, assault, or other violations of a serious nature, a Review Board meeting may be required.

NOTE: If the incident of an alleged violation of the Code of Conduct involving more than one student is not able to be resolved with all of the involved students at the Screening Meeting, the College reserves the right to have a student who has admitted responsibility appear before the Review Board before their case is resolved.

3. Administrative Meeting: Administrative Meetings are used as an alternative to the Screening Meeting in cases where students' schedules, time of the semester, or other extenuating circumstances make scheduling and conducting a Screening Meeting in a timely or efficient manner difficult. The process and procedures of an Administrative Meeting are the same as the Screening Meeting with the substitution of a professional staff member serving in the place of the three students who comprise the Screening Committee.

CONDUCT OUTCOMES: Following the Screening Committee/Administrative Meeting, the decision will be made by a simple majority whether or not a violation of the Code of Conduct occurred. The decision will be sent with a recommendation for sanctions (if violation occurred) to the Conduct Board Advisor for approval.

In cases where it is determined more information is needed or the severity of the incident warrants additional information being gathered, the case will be sent to the Review Board to determine the outcome.

STUDENT CONDUCT REVIEW BOARD MEETING: The Review Board Advisor will schedule the Review Board Meeting no more than five (5) class days after receiving the incident from the Screening Committee. The Review Board Advisor will provide a minimum of 48-hour notice of the date, time, and location of the meeting to each of the individuals involved. If the complainant(s), accused student(s), or witness(es) are unable to attend the meeting, it is his/her responsibility to notify the Review Board Advisor no less than 24 hours prior to the scheduled meeting.

The Review Board shall consist of five (5) members of the Student Conduct Board and no member of the Review Board should sit on the Review Board for an incident in which they served on the Screening Committee. The Review Board Advisor will appear at the meeting in an advisory capacity.

PROCEDURES:

1. All board members will read the complaint report before the hearing convenes.
2. The chairperson will call the meeting to order and direct all persons present at the meeting to state their name and relationship to the incident.
3. The chairperson will indicate to all present that the meeting will be recorded.
4. The chairperson will explain the format and procedures of the meeting.
5. The chairperson will answer any questions concerning the complaint and/or procedures to be followed during the meeting.
6. The chairperson will state the alleged violations of the Code of Conduct and ask for a response of "in violation" or "not in violation" from the accused student(s). **NOTE:** If the accused student(s) fails to attend the hearing of which he/she has

been formally notified, the board will hear the case in his/her absence using any available information to determine responsibility.

7. The board's action to a plea of in violation or not in violation will be:

- a. The accused student(s) and witnesses (if present) will be given an opportunity to make statements about the incident.
- b. Board members will be given an opportunity to ask questions. It is in the accused student's best interest to fully answer all questions so as to provide the Review Board with the most information possible to guide their deliberations.
- c. The board will ask questions of the accused student(s) and witness(es) individually. Each student will appear before the Review Board as directed by the chairperson and in the interest of time, multiple students involved in the same incident may appear before the Review Board simultaneously.
- d. The accused student(s) may question witness(es), if present, one at a time.
- e. The accused student(s) will be given the opportunity to make summary statements at the end of the meeting.

8. The accused student(s) and all other witnesses will be asked to leave the room.

9. After deliberation, the board will decide responsibility by a simple majority vote.

10. If the accused student(s) is found in violation, the Advisor will inform the Review Board of any existing conduct sanctions imposed on the accused student(s) and previous violations of the Code of Conduct which are applicable to sanctioning. Such information will only be shared following the decision of responsibility and is to be used to guide the recommended course of disciplinary action (sanctioning).

11. The recommended course of disciplinary action (sanction) will be shared with the Conduct Board Advisor, or his designee, within one (1) class day upon the completion of the meeting.

12. The accused student(s) will be contacted by Conduct Board Advisor, or his designee, within three (3) class days of receiving the determination of responsibility and recommended course of disciplinary action (sanction). The accused student(s) will meet with the Conduct Board Advisor to learn the outcome of the meeting, procedure for appeal, and to answer questions. Following that meeting, the accused student(s) will receive written notification of the decision and recommended course of disciplinary action. A copy of the letter will also be filed in the Office of Student Life.

APPEAL OF DISCIPLINARY ACTION: Appeals must be submitted in writing to the Conduct Board Advisor no more than three (3) class days following notification of a decision for disciplinary action. An appeal request must include the specific ground on which the appeal is based. Decisions and sanctions may only be appealed if there is at least one of the following conditions:

1. An error in due process which impaired either party.
2. Significant evidence of a substantial nature that was not available at the initial meeting.

The Conduct Board Advisor will review any requested appeal within five (5) class days of receiving the written appeal. The Advisor will consider the original complaint, the decision of the initial hearing board, the written appeal and (if needed) the recording of the original hearing. The Advisor will notify the student in writing informing him/her of the decision to grant or deny an appeal. A copy of this letter will also be given to the Office of Student Life.

Based on evidence presented in the student's appeal, one of the following actions will occur:

1. Uphold the original decision and disciplinary sanction.
2. Uphold the original decision but modify the disciplinary sanction.
3. Reverse the original decision and disciplinary sanction.

GRIEVANCE PROCEDURE: Should a student feel that campus policy or the application of campus policy to him/her is unjust, the student should first seek to resolve the issue with the person(s) involved. If the issue is not satisfactorily resolved, the situation should be directed to the Office of Student Life by completing its Grievance Form (go to myWLC and search "grievance form"). If further resolution is desired, the student may seek a final appeal with the Student Life

Committee. The Student Life Committee consists of faculty members, student leaders, and the Vice President of Student Life. Its decision is final and binding.

SANCTIONS: All disciplinary sanctions rendered through the Student Conduct System are in the form of a recommendation to the Student Conduct Board Advisor to ensure consistency and fairness in sanctioning. Upon review of all student conduct matters, the Advisor may choose to accept or modify recommendations.

The following have been determined to be appropriate sanctions/support for use by the Student Conduct Board or administrative hearing officers:

Warning: A written statement made addressing the violation of a policy that does not rise to the level of other sanctions. A warning may be taken into consideration when determining appropriate sanctions for subsequent violations.

Fine: A system of fines has been established where appropriate. Fines may be imposed independently of, or in conjunction with, other sanctions.

Creative Sanctions: The Conduct Board or Advisor has the option to stipulate "creative" sanctions whenever appropriate to encourage positive interactions with the community or to reinforce desirable community involvement. Assignment of a task or special project must not be demeaning.

Restitution: In cases of damage or harm to persons or property, the College may require restitution to the affected party.

NOTE: The College may be the affected party.

Probation: A written statement will be issued indicating to the accused student that he/she is placed on probationary status for a specified period of time. The accused student should be aware that any further violation of College and/or housing regulations could jeopardize his/her residence hall contract and/or student status. Further violations during the probationary period will result in more serious sanctions.

Suspension: Temporary loss of student status for a specified time with resultant loss of all student rights and privileges. A suspended student will be required to leave campus and will not be permitted to return until the time of suspension has elapsed. A suspended student will lose credit for subjects carried that semester, and fees and tuition will be forfeited according to the College's withdrawal policy.

Expulsion: Permanent termination of student status. The decision to expel is made by an administrator of the College with responsibilities for overseeing student conduct. An appeal to that decision may be made only to the Office of The Provost, whose decision will be final. An expelled student shall receive a grade of "F" in all courses during the term he/she is expelled and fees and tuition will be forfeited according to the normal withdrawal policy. The action of expulsion will be noted in the student's permanent record. The recommendation to expel may come from an administrator of the College for consideration by the Provost cabinet, with the final decision regarding this severe action resting with the Provost of the College.

Referral to Civil Authorities: When student action violates both a College policy and state, federal, or local law, the conduct process may be instituted and/or the matter referred to civil authorities. A student's involvement in criminal proceedings from an incident that involved a violation of the Code of Conduct does not preclude, nor should it interfere with, the resolution of College conduct proceedings.

Christian Counseling: Counseling as a sanction or consequence of some behavior is merely one aspect of the broad-based counseling approach inherent to this conduct system. Checkpoints in the system ensure counseling opportunities for the parties involved. Nevertheless, these opportunities do not preclude the possibility that more intense and/or professional attention may be warranted. A student may be required to meet with a variety of on-campus personnel such as an advisor, a Campus Pastor, the Director of Student Health, or anyone else deemed appropriate.