



# WAYNESBURG UNIVERSITY

## Main Campus - Undergraduate Program Student Handbook and Information Guide 2008–2009

I. WELCOME .....	3
II. MISSION, COMMITMENTS, AND GOALS	
University Mission Commitments, and Goals .....	4
Institutional Commitments.....	4
Institutional Goals.....	4
Educational Services Mission .....	5
Institutional History & Accreditation .....	6
III. INSTITUTIONAL POLICIES	
Privacy of Educational Records (FERPA).....	8
Drug/Alcohol Free School & Campus .....	9
Smoke-Free Environment .....	10
Americans with Disabilities Act .....	10
Anti-Discrimination/Anti-Harassment.....	11
Sexual Assault Policy .....	12
AIDS Policy .....	14
University Network Policy .....	14
Grievance and Appeals .....	15
IV. ACADEMICS	
Policies and Procedures .....	17
Academic Integrity.....	17
Academic Regulations for Continuance .....	20
Notification of Academic Status.....	21
Class Attendance policies .....	21
Class Cancellation.....	22
Class Civility / Decorum.....	22
Grades/grading/incomplete grades.....	22
Registration .....	23
Course withdrawal .....	23
Withdrawal from the University .....	24
V. EDUCATIONAL SERVICES	
Resources / Campus Services .....	25
Career Services & Placement Office .....	25

University Calendar .....	25
Commuter Student Organization .....	25
Computer Labs & Network Accounts.....	25
Counseling Center.....	26
Department of Public Safety.....	26
Dining Services.....	26
Disability Services .....	27
Financial Aid.....	27
Fitness Center.....	28
Health Services .....	28
Identification Cards.....	28
International Student Service.....	29
Knox Learning Ctr. & Academic Support .....	29
Mail Service.....	29
Parking .....	29
Residence Halls.....	30
Student Directory .....	30
Student Activities/Organizations .....	30
Resource Guide for campus offices .....	36
Resident Students: Housing Information .....	37
Behavioral Policies .....	43
Student Code of Conduct.....	43
Disciplinary Processes / Appeals .....	54
Disciplinary Records.....	60
VI.    DIRECTORY.....	61
ACADEMIC CALENDAR.....	70

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*Student Handbook*  
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# Welcome

Welcome to the life and community of Waynesburg University. The privilege of a university education may serve as a pivotal point in your journey. Within the context of pursuing a degree, you will have every opportunity to develop your heart, your mind, and your values. Even more importantly, you will be challenged to consider the connections between them. For those who choose to seize the opportunity, college may provide a variety of educational experiences in and out of the classroom that will serve you for the rest of your life.

Joining together with others in a learning community, both individual rights and collective responsibilities will become elements in the foundation for a successful experience. There will be other members of our campus community who will both encourage and challenge you to grow in the way you think, the way you act and the values you possess. I urge you to view differences that you will inevitably encounter as an opportunity for your own growth and development.

As with any community, some standards must exist in order to retain a common living and learning environment. At Waynesburg University, such standards for academic programs are listed in the University Catalogue. For both educational services available to students and expectations for student conduct, this Student Handbook serves as the primary reference for students. Please use this document as the central source for your questions and concerns.

Within the University, the Educational Services division represents a group of staff people ready to assist with you such diverse responsibilities as residence living, career counseling, community service opportunities, campus ministry activities, information technology resources, and student activities/organizations. Many of these individuals are available in the Stover Campus Center. I encourage you to get to know them. You will be enriched by the experience.

It is our hope that your life and your future will be changed by your education at this special place.

Richard “Skip” Noftzger  
Senior V.P. for Institutional Planning, Research  
and Educational Services

## II. Mission, Commitments, and Goals

### Waynesburg University Mission Statement

Waynesburg University educates students to make connections between faith, learning and serving so they may live and work faithfully, transforming their communities and the world. As a Christian comprehensive university, we strive to inspire and challenge every undergraduate and graduate student to a life of leadership and purpose for the glory of God.

### Institutional Commitments

Waynesburg University educates students based upon:

- A commitment to the pursuit of truth in God's world through rigorous scholarship, academic excellence and creative expressions founded in the liberal arts and sciences.
- A commitment to the authority of the scriptures as the essential reference for faith and life. The scriptures inform and define our perspectives in service of Christ and his kingdom.
- A commitment to the integration of Christian faith within the various academic disciplines and professional programs for both undergraduate and graduate students.
- A commitment to employ faculty and staff members who embody the values and perspectives of the Christian faith in their teaching, personal lives and relationships with students.
- A commitment to understand and engage others locally and around the world, through the use of our education and talents in service of justice and righteousness.
- A commitment to student-centered education where the interests, aspirations and needs of each student are valued and encouraged.
- A commitment to welcome students from various cultures, backgrounds, educational experiences and ages to enhance diversity and contribute to the learning community.
- A commitment to develop students who will exhibit integrity, both personally and professionally, based upon the scriptural calling of Jesus Christ for all of life.

### Institutional Goals

*For Students:*

- Prepare students at both the undergraduate and graduate levels in the knowledge, skills and values necessary for the vocations to which they are called by God.
- Cultivate the ability of students to think critically and to apply these skills in lifelong scholarship and ethical decision making.
- Develop students who practice effective communication skills in both the spoken and written word in many different contexts.
- Educate students to apply processes of scientific inquiry and quantitative reasoning skills in examining observations and theoretical models.
- Provide students with opportunities to recognize lifestyles, traditions and rituals of diverse cultures.
- Equip students to examine and employ information resources and technologies with wisdom and faithfulness.

- Nurture within students the use of creative abilities and the engagement in analysis of aesthetic expressions.
- Challenge students to excel in scholarship, research and independent academic inquiry within the broad context of the liberal arts tradition.
- Educate students with depth of knowledge in one of the academic and applied disciplines through instruction and research at either the undergraduate or graduate level.
- Engage students to be servants and citizens in their local communities and to take responsibility for involvement in the world in which they live.

*For the Campus and Community:*

- Foster a Christian learning community where students are challenged and encouraged to develop as people through a variety of curricular and co-curricular programs.
- Nurture a campus environment where the spiritual development of students, faculty and staff is affirmed through programs and resources.
- Maintain an environment characterized by fairness and justice as expressed through institutional policies and procedures.
- Make available critical and emerging informational, physical and technology resources necessary to support the education and research of a learning community.
- Provide effective academic support services that will encourage and facilitate individual educational achievement for all students.
- Address the changing educational and cultural needs of the local region through educational degrees, instructional programs, utilization of campus and graduate center resources and strategic partnerships.
- Effectively manage fiscal and human resources to provide affordable opportunities for Christian higher education.
- Exhibit responsible care for the Creation through the institution's policies and practices.

**Educational Services Mission Statement**

As the Waynesburg University Educational Services Division, we pledge to lead and serve our students, through relationships, programs and services supportive of a Christian learning community, in order that they might make connections that matter both now and in the future.

**Church Affiliation Statement**

Established by the Cumberland Presbyterian Church in 1849, Waynesburg University currently maintains a relationship with the Presbyterian Church (U.S.A.). Although both the university and the church are institutions with their own sovereign purposes, Waynesburg University values its Christian identity as a Presbyterian-related university. Specifically affiliated with the Synod of the Trinity, Waynesburg University seeks to enhance its partnership with the Synod, Presbyteries, and individual churches.

Waynesburg University strives to provide a quality liberal arts education directed by historical Judeo-Christian perspectives and values. At the same time, Waynesburg University provides an education that is sensitive to the changing issues and problems confronting today's

societies. Based upon a Biblical, Christian, and Reformed worldview, Waynesburg University seeks to nurture in its students a commitment to their calling as students, family members, citizens, and church members. Recognizing the diversity of theological traditions within historic Christianity, and particularly the Presbyterian Church, the Waynesburg University community provides for free discussion and exchange of ideas in order to enhance the nurture of its members in faith and obedience.

Effort is also made to provide services and an environment conducive to development and maturity as people who are created in the image of God. Programs are provided for the development of individuals spiritually, socially, emotionally, intellectually, physically, and as citizens. Academic course offerings are available in the disciplines of Religious Studies and Philosophy. Various small group Bible studies are offered, as well as opportunities for campus-wide programs. Service projects for both student organizations and individual volunteers reflect a Christian concern for those in need. Worship experiences are also provided for the entire campus community, which reflect a variety of ecclesiastical traditions and experiences. The University also makes available programs, on its campus, to various local churches for the enhancement of the people and programs of those congregations.

At the heart of Waynesburg University are its faculty and staff. Special care is taken to create a community of people who embody the values and perspectives of the Judeo-Christian tradition in their teaching, their personal lives, and their relationships with students. Although not required to be members of any particular denomination, faculty and staff are expected to be supportive of the mission of the University and its expression in particular goals and objectives.

Although committed to its mission, Waynesburg University affirms the admission of students regardless of religious commitment or membership. Students who enter Waynesburg University should be aware of the central mission and goals of the University and choose to enroll in full knowledge of the type of institution it is and hopes to be.

## **History**

Waynesburg University and the town in which it is located are named for the Revolutionary War hero, General “Mad” Anthony Wayne. The institution was created by combining the assets of Greene Academy in Carmichaels, Pennsylvania, and Madison College at Uniontown, Pennsylvania.

Greene Academy, closely tied to the Cumberland Presbyterian Church, was founded in 1810 to bring higher education to those of limited means, and especially those called to Christian Ministry.

During the same period, Madison College was established in Uniontown, Pennsylvania, by the Methodist Church. However, by 1838, when three Cumberland Presbyterian ministers, John Morgan, A.M. Bryan, and Milton Bird, arrived in Uniontown, Madison College had

ceased to function. The three clergy secured control of the College and, in its reconstituted form, Madison operated until 1846.

In April 1849, the Pennsylvania Presbytery, meeting in Greenfield, Washington County, established a committee to found a new college. The committee, comprised of The Reverend J.H.D. Henderson, General Jesse Lazar, and Samuel Moredock, Esq., chose Waynesburg as the site of the new college. The Reverend Joshua Loughran of Greene Academy was named Waynesburg's first president. The first classes were held in September, 1849, in the old Hayes Building at the corner of High and Washington Streets.

The Commonwealth of Pennsylvania chartered Waynesburg College on March 25, 1850. In autumn of the same year, the College building now known as Hanna Hall was begun; it was completed a year later. A Female Seminary connected with the College was also established in 1850 and its first classes were held in the Baptist Church.

Today, the University celebrates over 158 years of service, the tradition of preparing students for lives of Christian service continues undiminished. As a Presbyterian-related university, Waynesburg continues to deepen the integration of Faith, Learning, and Serving in practical applications.

The single most important distinguishing feature of Waynesburg University is the connection between high-quality academics and volunteer service. Service Learning involves every Waynesburg student through partnerships with 56 local service partner agencies and an ever-expanding network of international opportunities. The University is proud to be numbered among only 23 "Bonner Schools" in the country. With the support and encouragement of the Corella and Bertram F. Bonner Foundation, Waynesburg offers significant scholarship aid to students willing to undertake a major commitment to volunteer service while in university.

Waynesburg students deliver over 1100 hours of volunteer service every week of the school year, and travel to sites in other states and countries in the summer and during breaks. This, combined with the values-based liberal arts curriculum of the University, prompted the Templeton Foundation to name Waynesburg to its prestigious Honor Roll of Character-Building Universities in 1997. The Center for Service Leadership will link the University's Service Learning program to the region and multiply the already considerable impact of Waynesburg's volunteerism.

International exchanges with China, Russia, South Korea, Kazakhstan, the Ukraine, and other Newly Independent States have brought the world to Waynesburg, and taken Waynesburg to the world. Combined with President Timothy R. Thyreen's active leadership in global associations of universities and educators, the A.J. and Rita Morris Center for International Studies will focus the University's global vision.

The Campus Master Plan has led to:

- The Eberly Library's becoming a twenty-first century, fully automated resource (expanded in 2007).
- The Paul R. Stewart Museum's development as a repository of regional history.

- The transformation of the Central Campus by landscaped walkways and Commons.
- Historic Hanna Hall's reconfiguration as the Piatt Center for Business Education.
- The construction of the Performing Arts Center, a 250 seat auditorium, design shop, and teaching facility.
- The erection of the Stover Campus Center, which opened in September of 1998 as the center of campus life, international studies, and Service Learning.
- The reconstruction of the third and fourth floors of Buhl Hall as television and radio production facilities.
- The redesigns of portions of Benedum Hall as fine arts studies, including an art gallery, and music practice rooms and the 2007 expansion of the dining area.
- New Stands at Wiley Field in the 1999 and new artificial turf in 2006.
- Five new residence halls since 2003.

The University takes pride in these physical manifestations of its mission, and looks back with deep respect on its founding principles and past accomplishments. And yet, after 158 years, there is a sense on campus and among alumni that the real history of Waynesburg University lays elsewhere.

The true history of the University is told in the life stories of its graduates who continue to carry with them that passion for making a positive difference that is the soul and the genius of Waynesburg University. The history of Waynesburg University lays in the future leadership exercised by its graduates. This history will be realized in the classrooms, schools, hospitals, offices, factories, courtrooms, churches, and families that will be touched and enlivened by the watchwords: Faith, Learning, and Serving.

### **Accreditation**

Waynesburg University, an affiliate member of the Council for Christian Universities and Universities, is fully accredited by the Middle States Association of Universities and Schools and the Department of Education of the Commonwealth of Pennsylvania. The Nursing program is fully approved by the State Board of Nursing. Waynesburg University's baccalaureate nursing program is also accredited by the Commission of Collegiate Nursing Education. The Education Department is accredited by the Pennsylvania Department of Education and is an affiliate of the Teacher Education Accreditation Council (TEAC).

## **III. Institutional Policies**

### **Family Education Rights and Privacy Act**

The Family Education Rights and Privacy Act of 1974 (Buckley Amendment) requires universities such as Waynesburg to protect the privacy of students with regard to educational records maintained by the University, and to provide students with access to records directly related to them. Parents of dependent students may have access to the student's educational records. The University may also disclose educational records to University officials with legitimate educational interest, other universities to which a student is transferring, appropriate

parties in connection with financial aid to a student, appropriate officials in cases of health/safety emergencies and to comply with judicial or legal authorities. Additionally, the University will normally permit release of directory information unless the student has requested that information not be released.

Educational records may consist of the following:

- application for admission
- acceptance letter
- entrance exam reports
- advanced placement records
- transcripts, notification of academic probation and/or suspension
- credit by examination forms
- name change authorizations
- pass/fail requests
- registration forms
- transfer credit evaluations
- withdrawal and/or non-returning student forms
- enrollment verifications
- application for graduation
- student requests for nondisclosure of directory information
- waivers for rights of access
- disciplinary records
- other documents as needed

These educational records may be maintained in different offices. Students have the right to inspect and review their educational records. Students who believe that their education records contain information that is inaccurate or misleading should discuss their problems informally with the person in charge of the records involved. If the problems cannot be resolved, students have the right to request a formal hearing on the matter and/or place a statement with the record setting forth his/her view about the contested information. A request form is available and should be completed in the Student Services Office by the individual student, or the appropriate representative of an inquiring agency from outside of the University, that is seeking access to information in the student's records. For further information about procedures for access and review of educational records, please contact the Student Services Office.

### **Drug and Alcohol Free School and Campus Policy (synopsis)**

Waynesburg University is committed to creating and fostering an academic and social environment in which its members grow in knowledge and responsibility. The presence and/or use of controlled substances are contrary to its mission and purpose. As a result, the University

will respond to any known instances of alcohol and/or drug abuse in existing evidence and exhibited behavior. Knowing that the use of alcohol and other drugs negatively impacts academic achievement, health, and behavior, Waynesburg University has implemented an alcohol and other drug education program which targets all segments of the educational community.

The University reserves the right to require assessment counseling for any individual who demonstrates the effects of alcohol or other drug use in their social interaction or academic accomplishment. The purpose of this assessment is to intervene in the lives of persons whose behavior while under the influence of alcohol or other drugs is harmful or disruptive to themselves or others. Individuals who exhibit inappropriate or disruptive behavior as the result of the use of alcohol or other drugs, or who violate University regulations regarding the possession, use, or distribution of alcohol or other drugs, or who are charged with or convicted of alcohol or drug violations of civil or criminal law on campus, will be disciplined and required to participate in an assistance program. *Furthermore, the University reserves the right to discipline individuals whose actions affect the interests of the University, even if such actions should occur off-campus.* University sanctions will be applied on a case-by-case basis, but may progressively include the assessment of fines, probation, suspension, dismissal, or expulsion. As it is difficult to accurately determine degrees of culpability, all students present in a room or area at the time of the alcohol/drug violation will generally be held responsible for such violation. Students are advised in advance to avoid such situations, which may put them at risk of disciplinary action. Legal sanctions may include fines, probation, imprisonment, or a combination thereof, in accordance with local, state, or federal law. A complete description of this policy may be found on page 49.

### **Smoke-Free Environment Policy (synopsis)**

The smoking of tobacco (or other similar products), rubbing snuff, or chewing tobacco is not permitted in any University residence hall, house, academic building, or administrative building. This also applies to all common areas, including lounges, laundry rooms, rest rooms, etc. In addition, any University-owned building subsequently used for instructional or academic purposes shall be tobacco-free, including any off-campus facility used for these purposes. The use of tobacco products is also prohibited in any motor vehicle owned, leased, or otherwise operated for University business. Violation of this policy will result in disciplinary action. Guests and visitors will be expected to comply with this policy. Students are responsible for the actions of their guests. Questions regarding this policy may be directed to the Student Services Office.

### **Americans with Disabilities Act**

The Americans with Disabilities Act of 1990 (ADA) is the civil rights guarantee for persons with disabilities in the United States. It provides protection from discrimination for individuals on the basis of disability. The ADA extends civil rights protections for people with disabilities to employment in the public and private sectors, transportation, public

accommodations, services provided by state and local government, and telecommunication relay services.

Waynesburg University intends to comply with Title III requirements. A student desiring specific information about these requirements or about the grievance procedure should contact Thomas Helmick, Director of Human Resources and Disabilities Services at 724-852-3210 or ext. 210.

### **Student Anti-Discrimination / Anti-Harassment Policy**

It is the policy of Waynesburg University to make decisions in admission, employment, and administration of its programs or activities without regard to race, color, sex, national or ethnic origin, age (over 40) or disability.

- A. The University also endeavors to maintain learning and working environment that is free from unlawful harassment. To help ensure an environment free from unlawful harassment, students are responsible for reporting incidents of harassment. Waynesburg is committed to maintaining a human atmosphere where basic human rights and its purposes as a Christian and academic community are upheld. The University condemns unlawful harassment and will not tolerate behavior or practices which would be regarded as unlawful harassment.
- B. The filing of a complaint, other than a deliberate false accusation, will not reflect upon an individual's educational status. Any attempt at retaliation against an individual for bringing a complaint is prohibited.
- C. Standards of academic freedom and free expression within the context of the mission and goals of the University will provide the background for consideration of any violations of this policy. Particular care will be taken to evaluate the use of expressive behavior for intent and context.
- D. Discussed below are examples of the type of conduct that is prohibited as well as the complaint procedure to remedy any problems that may arise.

### **Unlawful Discrimination is Prohibited**

Decisions based on race, color, sex, national or ethnic origin, age (over 40) or disability in admission, employment, and administration of the University's programs or activities is prohibited. It is unlawful to base decisions regarding athletic programs, educational policies, and scholarship and loan programs on race, color, sex, national or ethnic origin, age (over 40) or disability.

### **Unlawful Harassment is Prohibited**

Harassment based on race, color, sex, national or ethnic origin, age (over 40) or disability is prohibited by the University and by law.

Unlawful harassment includes derogatory remarks, slurs or actions motivated by a student's race, color, sex, national or ethnic origin, age (over 40) or disability which create a hostile,

intimidating, or abusive educational environment. It also includes the display of racist, sexist, or age related objects or pictures.

**Unlawful harassment of any employee or student of the University in any form is prohibited.**

**Unlawful sexual harassment is prohibited**

Sexual harassment includes, among other things, unsolicited and unwelcome sexual advances, requests for sexual favors, offensive touching, gestures, and other inappropriate verbal, visual, or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, or when;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual, or when;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment.

In addition, sexual harassment may include, but is not limited to the following:

- verbal harassment or abuse
- pressure for sexual activity
- unwelcome remarks to a person or group with sexual or demeaning implications
- unwelcome touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment, etc.
- the use or display of visual, written or other graphic reproduction in a manner that makes the setting hostile or intimidating or demeaning to community members of a particular sex.

*A description of the University's Procedures for cases of Harassment is available at the Student Services Office on the 3<sup>rd</sup> floor of the Stover Campus Center.*

**Sexual Assault Policy**

***Statement of Policy***

Waynesburg University is committed to creating and maintaining an environment that discourages sexual assault. Sexual assault is sexual intercourse or other sexual act committed against another without their consent.

***What to do if you are sexually assaulted:***

- A. If you believe that you are still in danger, you should call Security at extension 303 or 724-852-3303, or the Waynesburg police at 911 or 724-627-8113.
- B. Seek medical attention as soon as possible. You can call the campus Health Services at 724-852-3332 during regular business hours or go to the Emergency Room at the

Southwest Regional Medical Center. Be sure to tell the examining physician or nurse that you were sexually assaulted. The Sexual Harassment and Assault brochure, “A Guide for Waynesburg University Students” provides additional information and can be obtained from the Counseling Center, Health Services and Student Services Office.

***Making a Complaint of Sexual Assault***

- A. Sexual assault is a crime. If you have been sexually assaulted, the University strongly recommends that you make a report to the police who, where warranted, will pursue criminal charges. However, the decision to make a report to the police must be made by the victim. Except where the University believes there is a threat of imminent harm to the University community, the University will not make a report of an alleged sexual assault to the police without the victim’s consent.
- B. Sexual assault also violates the University’s rules and regulations governing student conduct. The University has instituted this policy to protect the University community, and the rights of both the alleged victim and the accused, and to maintain the confidentiality of the identity of those involved to the extent possible.
  - 1. How to report sexual assault to the University:  
A student who chooses to make a complaint through the University’s internal disciplinary proceedings must make a report to one of the University’s designated Sexual Assault Officers. These Officers are listed below.
  - 2. What happens once a complaint is made?  
The University Sexual Assault Officer will investigate the allegation. This will require interviews with the victim and the alleged assailant. In some circumstances, interviews with other persons who have knowledge of the circumstances surrounding the alleged incident may also be conducted. Whenever possible, the Sexual Assault Officer will not reveal the identity of the victim during the investigative process. In any event, the Sexual Assault Officer will not reveal the identity of the victim without the victim’s consent.

**What to do if you are accused of sexual assault:**

- A. Take the allegation seriously
- B. You may wish to consult an attorney, especially if a criminal complaint has or may be filed with the local police
- C. You should be aware of your right not to incriminate yourself and carefully consider the possible ramifications of any statements you choose to make.
- D. If you have been falsely accused, and are aware of information or evidence that you believe will establish the falsity of the accusations against you (for example, where you were off-campus or with other people at the time of the alleged incident), make sure you bring this information to the attention of the investigating Sexual Assault Officer as soon as possible. Make sure that you provide the investigating Sexual Assault Officer with the names of all persons who may have information relevant to the accusations

against you.

***Sexual Harassment/Assault Officers:***

- Pat Bristor, Associate Dean, Student Services, 724-852-3315
- Dr. Robert Herron, Provost, 724-852-3456
- Tom Helmick, Director of Human Resources, 724-852-3210

*A description of the University's Disciplinary Procedures for cases of Sexual Assault is available at the Student Services Office on the 3<sup>rd</sup> floor of the Stover Campus Center.*

**AIDS Policy**

As advised by the American University Health Association, Waynesburg University maintains a policy of dealing with individual cases of AIDS as they arise. The University's greatest concern is to insure a safe, healthy, and productive environment for all its students, faculty, and staff. Educational programming for the whole campus is a part of the services of the Student Health Service and the Student Services Office.

**University Network Policy  
Responsible Use of Technology**

As a community of people committed to the values and perspectives of the Christian tradition, we recognize the potential benefit, as well as danger, in the use of technology. Consequently, we make careful use of the products of science and technology in order that we might responsibly fulfill our callings as students, faculty and staff. We are stewards of technology and therefore, acknowledge our accountability to one another, to the mission of the institution and to God. To clarify what is meant by responsible use, we provide guidelines in relation to the following areas of concern: Respect for equitable access to resources, respect for another's opinions, values and feelings, respect for property, and respect for one another's privacy. Further descriptions of these concerns are provided in the Network Policy posted on the University Website, accessible via the Iconnect portal.

All computing resources and facilities at Waynesburg University are provided as a privilege to Waynesburg University students, faculty and staff. All users of these resources are responsible for exercising this privilege in an effective, efficient, ethical, and legal manner. The policies and procedures assume a commitment to support ethical behavior in every aspect of the academic community within the University. **These policies and procedures are not exhaustive, but rather provide the essential framework for acceptable use of the computer and communication resources of Waynesburg University.** Inevitably, the responsibility for utilizing common sense and upholding common standards of decency and fairness must be employed by the users for the benefit of others within the University community.

Accessing the Waynesburg University Network at ANY security level constitutes an agreement by the user to abide by ALL Rules & Policies as well as updated rules, policies, and responsibilities that may come into effect in the future. The user waives all claims against Waynesburg University, legal or otherwise, which may be incurred through the use and/or registration for use of the Network.

Violations of the policies and procedures for the Waynesburg University Network may result in the loss of computer use privileges and disciplinary review. Violations of some of the listed policies may be illegal and may be subject to prosecution by state and federal authorities. Any noted violations of policies will be referred to the supervisory Vice President. A full description of Acceptable Use Policies and Procedures is posted for students to access via the Iconnect portal of the University website.

### **Grievance and Appeals Policy**

Waynesburg University is committed to its mission of Christian higher education. In pursuit of those goals, we seek to maintain an environment where students are treated fairly and with justice based upon this mission expressed through institutional policies and procedures. As a result, procedures have been established to provide for student appeals concerning possible unfair treatment, unjust enforcement of policies or denied his/her rights as a student of the University. These procedures are listed below as well as some of them also listed in the University Catalog.

Occasionally, disputes and conflicts may arise between members of the Waynesburg University community over particular policies, procedures or actions both within the academic and non-academic areas of the institution. Many times, the dispute may be resolved at the personal level between the student and the faculty/staff member. The student should request an appointment to meet with the particular faculty/staff member to present his/her complaint to the person concerned. In some cases, this meeting should occur with a department chairperson on behalf of the department or one of its committees. This presentation should be offered in a civil manner and with respect for the position of the University employee. If the dispute is not resolved, the student may initiate a formal grievance in accordance with the procedures listed below for either designated issues or for general academic and non-academic matters.

### **Grievance Procedures**

The purpose of the formal grievance is not to express personal disagreement with a particular policy, but an appeal based upon unfair treatment. In order to initiate a formal grievance, the student must submit a written statement of the grievance outlining the alleged unfair treatment, a description of the basis for the appeal, any attempts to resolve the problem informally, and any suggested resolutions to the problem.

With particular policies, existing grievance and appeal procedures are listed with the policy (Student Code of Conduct, Sexual Harassment/Assault, etc.). In these cases, these

procedures should be followed by the student desiring to initiate an appeal in accordance with this Handbook or the University Catalog.

With regard to other general University policies and procedures, this written grievance should be submitted to the appropriate vice president or Dean supervising the particular area (In the case of students enrolled in the **Graduate and Professional Studies programs**, this written complaint should be submitted to the Dean of Graduate and Professional Studies). If the student is unsure to whom the grievance should be submitted, consultation is available from the Senior Vice President for Educational Services.

In the case of complaints concerning implementation of general policies and procedures, the grievance should be submitted within ten business days from the alleged unfair treatment. The respective Dean (or designee) may request additional information, secure relevant documents, interview involved parties or any other actions s/he deems necessary in order to investigate the issue and render a decision.

After receipt of the written grievance, the appropriate Dean will render a decision within ten business days. This decision will be transmitted to the student in writing through delivery to the student's on-campus mailbox (undergraduate) or to the permanent address (Graduate and Professional Studies). The decision rendered by the Dean is final.

In order to assist students concerning potential areas of grievances, the following policies specify the initial contact person for consultation in the process. This contact information is intended to be helpful, but is not a substitute for the individual student understanding and fulfilling procedures outlined in University Catalog or Student Handbook.

#### **Academic**

Academic Integrity Policy -

Dean of Undergraduate Studies

Academic Suspension -

Registrar / Academic Standards Committee

Departmental Major Admission / Academic Progression / Retention -

Dean of Undergraduate Studies

Grade Appeals -

Registrar/Academic Standards Committee

#### **Non-Academic**

Anti-Discrimination / Harassment Policy / Title IX -

Associate Dean for Student Services

Americans with Disability Act -

Director of Human Resources

AIDS policy -

Sr. Vice President for Educational Services

Family Educational Rights and Privacy Act -

Registrar

Student Conduct / Disciplinary Sanctions-

Sr. Vice President for Educational Services

# **IV. Academics**

Academic policies and procedures contained in this section may be changed through official action. Any changes in procedure and policies for 2008-2009 will be included in the Waynesburg University Catalog, and will be available after August, 2008. Please check your Academic Catalog for a complete description of academic policies and procedures.

## **Policies and Procedures**

### **Academic Integrity Policy**

The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The University has a responsibility for maintaining academic integrity so as to protect the quality of education, research, and co-curricular activities on our campus and to protect those who depend upon our integrity. The following describes how we understand academic integrity at Waynesburg University.

Each member of the University community expects that both faculty and students will honor the principles of academic integrity. Faculty will exercise care in the planning and supervision of academic work, so that honest effort will be positively encouraged. It is the responsibility of the student to refrain from academic dishonesty and from conduct which aids others in academic dishonesty. This responsibility means that all academic work will be done by the student to whom it is assigned without unauthorized aid of any kind.

If any instance of academic dishonesty is discovered by an instructor, it is his/her responsibility to inform the student in writing of the accusation along with a proposed sanction. Students found guilty of cheating or plagiarism will normally receive an "F" in either the course or the particular test or assignment, at the faculty member's discretion. Written notice of this finding will be provided by the faculty member to the Dean of Undergraduate Studies with a copy to the department chair.

If the student denies the accusation as charged by the instructor, the matter will be referred within three (3) class days, in writing by the student, to the Dean of Undergraduate Studies who will convene an Ad Hoc judiciary panel. This five member panel will consist of three faculty members and two students. The faculty representatives will be randomly selected by the Dean of Undergraduate Studies from a group of seven faculty appointed annually by the Academic Standards and Procedures Committee. Any faculty member who indicates a possible conflict of interest or any faculty member from the same discipline as the instructor alleging a violation of academic integrity will be excluded from the panel. The two students on the panel will be selected randomly by the Dean of Undergraduate Studies from a group of five students, consisting of the Academic Vice President of Student Senate and four others appointed by the President of the University. Students who indicate a possible conflict of interest will be excluded.

The Dean of Undergraduate Studies will convene the Committee until a chair is determined by the three faculty members. The panel will be charged with determining whether

the allegation can be substantiated and will report its decision in writing to the Dean of Undergraduate Studies who will inform the student and the faculty member of the outcome.

Students or faculty may, within three class days, appeal in writing the decision of the panel to the Dean of Undergraduate Studies. Students may, within three class days, appeal in writing the decision of the Dean of Undergraduate Studies to the Provost.

When in the judgment of the Dean of Undergraduate Studies, action other than or in addition to a failing grade in the course is warranted such action, including suspension, dismissal or expulsion, will be determined by the Dean of Undergraduate Studies and communicated in writing to the student. Students may, within three class days, appeal in writing such action of the Dean of Undergraduate Studies to the President.

### **Academic Integrity: Student Regulations**

The principles of truth and honesty are recognized as fundamental to a community of scholars. The University expects that students will honor these principles and in so doing protect the validity of the University grading system.

1. No student shall knowingly, without proper authorization, procure, provide or accept any materials which contain questions or answers to any examination or assignment to be given at a subsequent date.
2. No student shall, without proper authorization, complete, in part or in total, any examination or assignment for another person.
3. No student shall, without proper authorization, knowingly allow any examination or assignment to be completed, in part or in total, for him or her by another person.
4. No student shall knowingly plagiarize or copy the work of another and submit it as his or her own.

### **Academic Integrity: Definitions**

Academic dishonesty includes, but is not limited to:

***Cheating:*** Intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. As defined, “cheating” includes, but is not limited to:

1. Obtaining or retaining partial or whole copies of examinations, tests, or quizzes before they are distributed for student use.
2. Using notes, textbooks, or other information or equipment (e.g., calculators) in examinations, tests, and quizzes except as expressly permitted.
3. Obtaining confidential information about examinations, tests, or quizzes other than that released by the instructor.
4. Securing, giving, or exchanging information during examinations.
5. Presenting data or other assignments prepared by another person or group as one’s own.

6. Falsifying experimental data or information.
7. Having another person take one's place for any academic performance without the specific knowledge and permission of the instructor.
8. Cooperating with another to do one or more of the above.

**Plagiarism:** Taking and presenting as one's own a material portion of the ideas or words of another or to present as one's own an idea or words derived from an existing source without full and proper credit to the source of the ideas, words, or work. As defined, "plagiarism" includes, but is not limited to:

1. Copying words, sentences, and paragraphs directly from the work of another without proper credit.
2. Copying illustrations, figures, photographs, drawings, models, or other visual and nonverbal material (including recordings) of another without proper credit.
3. Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers.
4. Taking and presenting another's ideas as one's own.

**Fabrication:** Intentional falsification or invention of any information or citation in an academic exercise. Fabrication includes but is not limited to:

1. "Invented" information may not be used in any laboratory experiment or other academic exercise without notice to and authorization from the instructor or examiner.
2. Students must acknowledge reliance upon the actual source from which cited information was obtained.

**Facilitating:** Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty. Facilitating includes but is not limited to:

1. A student who knowingly allowed another to copy from his or her work would be in violation of this section.
2. Proxy Taking Exam: A student taking an exam by proxy for someone else is an infringement of academic integrity on the part of both the student enrolled in the course and the proxy substitute.

**Bribes, Favors, and/or Threats:** Bribing or attempting to bribe, promising favors to or making threats against any person, with the intention of affecting a record of a grade or evaluation of academic performance. This includes students who conspire with another person who then takes the action on behalf of the student.

**Interference and Computer-Related Infractions:**

1. Depriving students of fair access to and reasonable use of educational resources

(e.g., computer facilities, electronic data, required/reserved readings, or referenced works)

2. Tampering with, altering, circumventing, or destroying electronic resources or data used for student projects.
3. Computer-related infractions defined by federal laws, state statutes, or contracts with the University (such as unauthorized use of computer licenses, copyrighted materials, intellectual property, or trade secrets).
4. Unauthorized student use of academic or administrative computing resources for non-educational, private, or commercial purposes.

### **Academic Regulations for Continuance**

It is the policy of the University to deny a student eligibility to enroll after it becomes evident that he or she is either unable or unwilling to maintain reasonable standards of achievement.

At the end of each semester, the Registrar reviews the records of all students who fail to meet the minimum academic requirements enumerated herein. The records of part-time students are first examined after 12 semester hours have been attempted and every semester thereafter, regardless of the number of credits carried.

1. A student will be placed on academic probation whenever his or her grade point average falls below 2.00 after 12 or more hours attempted.
2. A student will be subject to suspension, thereby making him or her ineligible to enroll in the university for two consecutive terms (terms are defined as fall, spring, and summer), if his or her record shows one of the following:
  - a. A cumulative deficiency of grade points below those required to maintain the minimum probationary cumulative average based on total hours attempted.
  - b. A deficiency of 24 or more grade points at the time of the first official Waynesburg University evaluation. (No probationary semester is granted to students in this category.)
3. A student returning from suspension must earn at least a 2.00 average for each semester and must reduce his or her cumulative grade point deficiency to that number required based on total hours attempted after completing two semesters of work. If the above standards are not attained, the student will be placed on indefinite suspension. Student returning from suspension should also acquaint themselves with the options available under the Adjusted Resident Credit Policy described in the University Catalog.
4. Exceptions to these regulations may be made only by the Academic Standards and Procedures Committee. Appeals of suspension are in order if extenuating circumstances warrant. They are to be made in writing to the Registrar. The appeals will be forwarded for decision to the Academic Standards and Procedures Committee.

The Academic Standards and Procedures Committee reviews the cases of all students whose cumulative academic grade point average is below the satisfactory level as established by the faculty and, in cases of repeated or gross deficiencies, may place student on probation or suspend them from the University. Student so suspended may apply to the Academic Standards and Procedures Committee for readmission. This committee also handles exceptions to institutional policies concerning enrollment certification. For the purposes of financial aid eligibility, any student not suspended is considered in good standing. Satisfactory academic progress for renewal of financial aid funding is defined in the University Catalog.

A student who has been suspended twice for poor scholarship is ineligible for readmission. Students may appeal all suspensions to the Academic Standards and Procedures Committee through the Registrar.

Students on probation are required to attend a study table.

No transfer credit will be given for a course taken elsewhere which the student has taken previously at Waynesburg University and receive a grade of C- or lower.

Satisfactory academic progress shall be defined as:

- By the beginning of the 3<sup>rd</sup> semester of full-time enrollment: 24 semester hours completed.
- By the beginning of the 5<sup>th</sup> semester of full-time enrollment: 48 semester hours completed.
- By the beginning of the 7<sup>th</sup> semester of full-time enrollment: 72 semester hours completed.

### **Notification of Academic Status**

Waynesburg University makes every effort to notify students of their academic status. A certified letter is mailed to each undergraduate student placed on suspension. Since communication by mail may be delayed or misdirected, it is the responsibility of every student to determine his or her academic status by contacting the Registrar's Office. Non-receipt of a letter by a suspended student will not be considered grounds for claiming eligibility to enroll for a subsequent semester.

### **Class Attendance**

Regular class attendance is essential to academic success. Students are expected to attend all classes and laboratories for which they are enrolled. Individual attendance policies are determined by each instructor; irregular attendance may be reported in order that counseling and guidance can be provided.

All matters pertaining to requests for approved excuses from classes will be handled by the individual instructor unless the student is absent for an extended period. In such cases, you should call the Student Services Office and request that your instructors be notified of your situation. Examples of times the Student Services Office should be notified might be a death in the family, an extended illness (more than three days), or a hospitalization. In all cases, it is the

student's responsibility to make up work which has been missed.

### **Class Cancellation**

Information regarding inclement weather or other emergency conditions affecting class cancellations, school delays, and school closings can be obtained by calling 724-852-8573 or by viewing the University's main web page. Information regarding school closings will also be broadcast on the following radio and television stations: KDKA-AM (1020), WANB-FM (103.1), WASP-FM (94.9), WJPA-AM (1450), WMBS-AM (590), WRIJ-FM (106.9), WTAE-AM (1250), WVAQ-FM (101.9), WVTY-FM (96.1), KDKA-TV (channel 2) and WTAE-TV (channel 4).

### **Classroom Civility/Decorum**

As noted in the University Catalog, the University admits students with the expectation that they will comply with its rules and regulations and conduct themselves in the proper manner. Rules are considered necessary for the promotion of the highest welfare of the University community and the advancement of its academic purposes. A student is held responsible for any breach of respectable conduct, whether or not expressly stated in University publications.

Waynesburg University supports freedom of expression and inquiry between facilitators and students. However, inappropriate disruptive behavior will not be tolerated. It is the responsibility of the student to conform to conduct conducive to learning by being prepared, prompt; attentive, courteous, and respectful in the classroom and by conforming to policies and learning activities set forth by the teacher to maintain academic integrity. A student must be able and willing to examine and change behaviors when they interfere with productive individual or group relationships.

Instructors have the responsibility and the authority to maintain a productive educational environment. Civility, understanding, and mutual respect among all persons are intrinsic to such an environment. Students' side conversations, disruptive use of cell phones or pagers, use of profanity or threatening language, routinely coming to class late or leaving early, inappropriate interruptions, hostile and intimidating comments, and personal insults will not be tolerated.

See the Student Code of Conduct for more details about expectations for members of the campus community to demonstrate civility and consideration for others.

### **Grading Procedures**

***Courses Repeated.*** A student may take any course for credit if he/she has met the prerequisites for the course and has not already taken the course and received a grade of C– or better. When a course is repeated, both the first grade received and the grade earned in the repeated course remain a part of the permanent record; however, only the highest grade is used in computing the grade point average. In those cases where a student repeats a course in which he/she has previously earned a passing grade, the semester hours in the

repeated course will not be applicable toward the total hours required for the degree. A student who wishes to repeat a course must have the permission of the Registrar.

***Pass-Fail Grades.*** A student may elect to take twelve semester hours on a pass-fail basis in areas other than his/her major, correlated field, or general distributive requirements. Courses graded only as pass-fail that are required for major or distributive requirements (e.g., student teaching, internships, etc.), are not included in the twelve hour maximum. The student must inform the Registrar of his/her decision to elect pass-fail credit no later than the last day to add courses in each semester. All grades will be submitted by the faculty as letter grades to the Registrar who will convert those grades which are to be recorded as pass-fail. A passing grade will be given for work receiving a D- or better grade. Pass-fail hours are not included in the minimum 12 hours of grade point degree credit required each semester in order to be eligible for neither the academic dean's list nor any other honors computations.

***Incomplete Grades.*** An incomplete grade is given when the work of the course is satisfactory but not completed, only if the student has extenuating circumstances, such as serious illness or death in the family. If you are in this situation, you must contact the instructor before the end of the semester, and file a Request for Incomplete Grade form in the Office of the Registrar.

***Grade Reports.*** Mid-semester grade reports are sent to the student by the Registrar. These reports are not filed with the permanent record of the student. At the end of the semester, final grade reports are mailed to each student. Midterm grades are sent to both the campus mail and to the home address; final grades are sent to the home only.

### **Grade Appeals**

The purpose of the grade appeal procedure is to serve the needs of students who believe that they are awarded unjust grades by faculty members. The basis of a grade appeal is the student's charge that the grade was awarded through prejudice or caprice. The burden of proof rests with the student. Students must initiate the appeal within the first six weeks of the semester following the one in which the course was completed. A written appeal must be submitted to the Registrar who may forward the appeal to the Academic Standards and Procedures Committee for action.

### **Registration**

During the regular academic year, the minimum course load for a full time undergraduate each semester is twelve semester hours. A normal student program may range from twelve to eighteen semester hours.

### **Change of Registration/Course Withdrawal**

The student who is advised to make changes in his/her schedule after registration is required to secure from the Registrar a Drop/Add Form which must be signed by the faculty advisor. (For specific dates, see the Academic Calendar, which is available online at

<http://waynesburg.edu>.) Any student who stops attending a course without filing a Drop/Add Form receives a failure (F) in the course.

After the Late Registration and Drop/Add deadline, a student may withdraw from a course through the tenth week of a regular semester (or its equivalent in a non-semester course). A signed Withdrawal Form must be filed in the Registrar's Office. The grade of W will be recorded on the permanent record.

### **Withdrawal from University**

Students who desire to withdraw from the University should obtain a petition from the Registrar's Office. It is very important that you complete the withdrawal petition; failure to do so may affect your final academic record as well as your future financial aid.

## **V. Educational Services**

### **Campus Life**

In both the curricular and co-curricular areas, Waynesburg University strives to provide an educationally purposeful environment that maximizes the opportunity for students to develop in all facets of life. The Educational Services program is designed to complement the academic program by offering out-of-classroom experiences that develop leadership and interpersonal skills, provide for experiential learning, and encourage ethical decision-making. A fundamental question Educational Services attempts to address within student life is, "How can we in a diverse community of ideas and cultures get along with and learn from one another?"

A wide array of services exists to meet specific student needs and a variety of activities, organizations, and programs are planned to enhance the development of the individual student and the uplifting of the campus community. Community service and service learning are understood as integral to the educational environment. They provide experiential components to the classroom as well as an impetus for the development of habits of service and an awareness of good citizenship within the local and global community.

All activities and student life auxiliary services are under the general direction of the Educational Services division of the University. The main office is located on the third floor of the Stover Campus Center and is open throughout the day, Monday through Friday, to assist students with any problems, questions, or ideas. The Counseling Center, Student Activities, Residence Life, Department of Public Safety, Career Services and Placement, Chaplain, International Student Affairs, and the Center for Service Leadership and Bonner Scholars are also located in the Stover Campus Center. The Health Center is located in a separate building on campus. Call Student Services for assistance in finding any office, 724-852-3206.

## **Campus Services**

### **Campus Telephones**

All University phones have a three digit extension. When calling a campus extension from a phone which is not part of the University system, you should dial 724-852-3 plus the extension (or 724-852-7 plus the extension for Residence Life Staff phones).

### **Career Services and Placement Office**

The process of planning for your major and career are among the most important decisions that a student will make during their university years. The Waynesburg University Career Services & Placement Office is a resource center full of career related information, books, videos, CD's, and career coaching. An extensive file is kept current composed of openings for permanent employment, as well as, summer jobs, internships, and graduate school information. Some unique services offered are: one-on-one counseling, collecting and providing various internship possibilities, educating first-year through graduate students about the career development process, providing learning opportunities, such as Professional Development Course, that enhance the academic experience, and providing opportunities for on-site job fairs and employer visits as well as off campus events.

The Waynesburg University Career Services Office prides itself in being known as the "user-friendly" office. Professional staff members are available to assist you with your personal plans and job search strategies. By getting to know you as an individual, we can assist in a more effective way. We encourage all students from freshman to seniors to stop by the office located on the third floor of Stover Campus Center.

### **University Calendar**

A calendar of semester events is published by the Director of Student Activities and may be obtained in the Student Services Office and is available on the University web page.

### **Commuter Student Organization**

The Commuter Club meets monthly in the Student Organization Room located on the 2nd floor of the Stover Campus Center. Contact Jane Owen at ext. 225 for more information.

### **Computer Labs and Network Accounts**

The computer labs listed below are fully networked general purpose labs available to all students, and open during a wide range of hours. Check the schedules posted on the main door of each lab for specific times the lab is open and which hours a lab assistant is on duty to answer questions and provide assistance.

All students receive Internet access and an Email account, free of charge, when they begin university. These accounts and other University computer resources are to be used for educational purposes and in accordance with the University's mission, goals, and policies. Failure to use resources appropriately may result in disciplinary sanctions.

**Knox Lab— Monday–Thursday, 8:00 a.m. to 12:00 a.m.; Friday, 8:00 a.m. to 5:00 p.m.; Saturday, 12:00 p.m. to 5:00 p.m.; Sunday, 2:00 p.m. to 2:00 a.m.**

**Stewart Hall, Rooms 409—weekdays until 9:00 p.m.**

**Buhl Hall, 4th floor—(Mac Lab) Sunday through Thursday 7:00 p.m. to 11:00 p.m.**

**Hanna Hall, 2nd floor—open for departmental classes**

**Buhl Hall, 2nd floor—open for departmental classes**

See postings at each lab for the most up to date hours of operation.

### **Counseling Center**

The Counseling Center, located in the Stover Campus Center, offers free counseling to Waynesburg University students. Three types of counseling are offered. Career counseling will help you decide on a major and a career that is right for you. Academic counseling will help with study skills, time management, test anxiety, and other academic difficulties. Personal counseling will be helpful if you are experiencing difficulties with the emotional or psychological aspects of your life. Some examples of problems discussed in personal counseling are: eating disorders, depression, relationship problems, addiction, family problems, anger, sexual assault, etc. The Counseling Center strictly adheres to the ethical rules of confidentiality. You may see a counselor for as many sessions as you and the counselor think are needed. For a counseling appointment, call any one of the University counselors directly. The Counseling Center also offers workshops and seminars on a variety of topics. These will be listed in the university calendars.

### **Department of Public Safety (D.O.P.S.)**

The D.O.P.S. Office is located on the first floor of the Stover Campus Center. The D.O.P.S. staff is responsible for campus safety around the clock. Call extension 303 or 724-852-3303 any time you have a safety concern.

### **Dining Services**

The Dining Hall, located in Benedum Hall, is open to all students. All first, second, and third year students living in University residence halls and houses are required to enroll in choice of the 10, 14 or 19 meal plans. Students on the meal plan show their University ID upon entering the Dining Hall. Students who do not have their University ID will not be permitted to eat in the cafeteria or Beehive. Temporary clearance will be given to students who leave their ID's home after the weekend (three days only). After three days, the student will be responsible for purchasing a new student ID from the Student Services Office.

Commuting students who choose to eat on campus may pay for individual meals or may purchase a semester commuter meal plan. This plan entitles the student to eat any five meals per week, including breakfast, lunch or dinner in the cafeteria or the daily “meal deal” in the Beehive. You can sign up for a meal plan in the Student Services Office and is

nontransferable. Weekly menu, hours, and prices are posted at the entrance to the cafeteria. As an added feature to your meal plan, “bonus dollars” can be placed on your meal plan account through your University ID card and used to treat a friend to a meal in Benedum or in the Beehive on an “a la carte” basis. Bonus Dollars can be added to your account through the Business Office. These Bonus Dollars can be used at any time during operating hours.

### **Beehive**

Located in the Stover Campus Center, the Beehive is a student lounge area complete with a restaurant, television, and game room. Food is served from 8:00 a.m.–11:00 p.m., Monday through Thursday; 8:00 a.m.–8:00 p.m., on Fridays. Meal plan hours: lunch, 11:00 a.m.–1:00 p.m., dinner, 4:30–8:00 p.m. Meal plan choices are posted every day. Items not on the meal plan choices will have to be paid for by cash or Bonus Dollars. The lounge is open 24 hours a day, seven days a week.

### **Disability Services**

Students with disabilities who believe that they may need accommodations are encouraged to contact the Director of Human Resources and Disabilities Services at 724-852-3210 or ext. 210, fax number 724-852-3269, or e-mail [thelmick@waynesburg.edu](mailto:thelmick@waynesburg.edu). Requests for accommodations may not be honored without documentation of a disability. Students are encouraged to contact the office as soon as possible to better ensure a timely review of their request. All accommodation requests must be consistent with documented needs of the student requesting such accommodations. A disability will be defined according to the parameters of Section 504 of the Rehabilitation Act of 1973, as amended, and the American Disabilities Act of 1990.

### **Financial Aid**

The University offers financial assistance from numerous federal, state, private, and institutional sources. Financial aid may include scholarships, grants, work-study programs and student and/or parent loans. A student’s financial aid award is normally a combination of gift aid (grants/scholarships) and self-help aid (loans/work-study). Most awards are based upon demonstrated financial need, which is determined by subtracting the Expected Family Contribution (EFC) from the estimated Cost of Attendance (COA). The EFC is calculated by the United States Department of Education based on the results of the information that the family submits on the Free Application for Federal Student Aid (FAFSA).

To apply/reapply for financial aid each academic year, students must complete the FAFSA or the FAFSA Renewal Application. The FAFSA/Renewal Application must be submitted in a timely manner to satisfy state and institutional deadlines. In addition to this, students must also maintain academic progress, e.g., full time students must complete at least 24 credit hours per academic year (The complete policy is printed in the University Catalogue).

## **Fitness Center**

The Waynesburg University Fitness Center is located off of Franklin Street on the lower side of the Rudy Marisa Field House. There are many pieces of fitness equipment along with racquetball facilities to meet the wellness needs of the Waynesburg University community. For strength training, there are machines and dumbbells. For cardiovascular training, the choices are plentiful and include treadmills, elliptical trainers, recumbent cycles, and steppers. While working out in the facility, there are three television sets that can be watched. Racquets and balls are available at the desk for the racquetball courts. Hours: M-F, 6:00 a.m. – 9:00 p.m.; Sat., 10:00 a.m.-6:00 p.m.; and Sun., 12:00 p.m. – 9:00 p.m.

## **Weight Room**

Nautilus, free weights, dumbbells and plate loaded machines are in the weight room. It is located on the lower level of the gym.

## **Health Services**

The Student Health Service, located in the white building behind Benedum Hall, is open Monday - Friday, 9:30 a.m.–4:30 p.m. The University nurses are prepared to assist you with your health concerns while respecting the medical ethics of confidentiality. There is no charge for most services. Students will be responsible for payment for any laboratory work, x-rays, or medications if they are prescribed. If the student is covered under their parents' insurance, they should have the policy name and numbers. Certified Physicians Assistants (P.A.), working under the University physician, comes to the Health Service Office at various times during the week. The hours are posted on the door or you may call the Health Services Office (724-852-3332) or contact the residence hall staff. You are strongly encouraged to use the P.A. services while they are on campus, to avoid emergency room expenses and need for transportation. There is a doctor on call at all times.

The Health Service is also a resource center for health and medical information. We have booklets on many different topics and also have a video library on medical subjects, available for loan. Our goal of promoting healthy lifestyles includes prevention activities aimed at smoking, alcohol awareness, cancer screening, infectious disease control, and nutrition.

Emergency care is provided at Southwest Regional Medical Center. If you are covered by your parents' insurance company, please bring the card or have the policy numbers to present to the Emergency Room in case the need arises. The Southwest Regional Medical Center will, however, treat you without proof of insurance in an emergency.

## **Identification Cards**

Every student is required to have a University ID card. This ID card is prepared by the Student Services Office and is given to all new students. A \$5.00 fee is charged for a replacement. The ID is required to receive student employment checks, for admission to the dining hall, to check out books from the Library, as a room key for most Residence Halls, and for admission to many University events.

## **Special Information for International Students**

Waynesburg University is a member of the National Association for Foreign Student Affairs (NAFSA). Immigration and Naturalization Services (INS) procedures are carefully followed to assure that immigration regulations are satisfied. Social events are planned each semester by the International Student Organization, also called WORLD, to provide an opportunity for international students to interact with each other, the faculty, and the student body.

## **Knox Learning Center**

The Knox Learning Center (KLC) offers a variety of services to assist students in making their education successful, rewarding, and exciting. The KLC is located on the bottom floor of the Eberly Library and is not only the setting for one of the campus computer labs, but also includes a resource library, a study area, the Tutor Coordinator's Office, and a lounge.

The KLC offers free peer tutoring as well as a Writing Table, giving students access to proofreaders and writing tutors. The KLC also offers services in English as a Second Language (ESL), and workshops on topics such as study skills, time management, and academic advising. The KLC resource library includes textbooks, writing manuals, practice guides, sample tests, researching information, and a variety of information on general academic preparation.

We encourage students to make the most of their learning experience. Tutoring offers students an opportunity to process lecture notes, text readings, and personal perceptions. Talking with another student is a great way to learn!

To get a tutor, stop by the Tutor Coordinator's Office in the KLC, call Pam Abbe at 724-852-3266, or complete an online tutor request form at [waynesburg.edu/~knoxlc/](http://waynesburg.edu/~knoxlc/).

## **Mail Services**

Mailboxes for all students are located in the Stover Campus Center. The mail room is operated by students and supervised by Student Services personnel. All students are expected to check their mailboxes daily, as important information from the Registrar, Financial Aid Office, etc. is sent via campus mail.

## **Parking**

Resident students must park in designated residence hall lots. Commuting students are permitted to park in the lot beside Hanna Hall, Marisa Fieldhouse, the Benedum lot, two lots on Franklin Street, and in the lot next to the maintenance building. Resident freshmen males, who have permission to have a car on campus, are to park only in the Martin Hall lower lot. Resident freshmen females, who have permission to have a car on campus, are to park only in one of the following three locations: 1) maintenance lot, 2) Performing Arts Center lot, or 3) Benedum lot. The Miller Hall lot and the Stewart Hall lot, are reserved for faculty, staff, and handicapped parking. Please note that students must obtain a parking placard at the beginning of each academic year (cost \$20.00/residents; \$10.00/commuters) from the Department of

Public Safety located on the first floor of the Stover Campus Center before using the campus parking lots.

### **Residence Halls**

All full-time first, second, and third year men and women, except those who are living at home, are required to live in a University residence hall. Students who are enrolled for fewer than twelve hours must get special permission from the Assistant Dean of Student Services to live in a residence hall. Students will not be permitted to remain in a University residence hall if they have stopped attending classes.

### **Student Directory**

A directory listing the name, home address and phone number; along with the local address, phone number, e-mail address and mailbox number of each student is published by the Student Services Office for internal University use only. The following items are considered public information and may be released for any purpose at the discretion of the University: name, address, telephone number, dates of attendance, class, previous institutions attended, major, awards, honors (including Dean's List), degree(s) conferred (including dates), past and present participation in sports and activities, physical factors (height and weight of athletes), date and place of birth, gender. Any student who does not want these items disclosed to the public or who does not want this information listed in the Student Directory, must complete a Request to Withhold Directory Information in the Registrar's office. A new form must be completed each semester.

## **Student Activities and Organizations**

Waynesburg University values the importance of co-curricular activities both for personal development and for interpersonal skill development. Participation in student activities and organizations is essential to receiving the full education that Waynesburg University has to offer. The number of activities and organizations available represent the diversified interests of the students at the University. Under the advisement of the Director of Student Activities, new ideas for activities and organizations are always welcomed. For information about how to get involved in the activities and organizations listed below, see "Advisors for Student Activities and Organizations" listed on page 62.

### **New Student Orientation**

Each year, new students are invited to campus for Fall Preview Days. During this time, students take a math placement test, receive a preliminary schedule, meet faculty members, and pay their bills.

In August, new students arrive two days earlier than the returning students. During this time, they have the opportunity to begin to develop relationships with peers, meet with their advisors, and learn about the University. Adjustment to university life begins during new student orientation and it helps to make entering students feel at home in Waynesburg.

## **Student Senate**

The Student Senate exists as the representative governing organization for the entire student body. The Senate is composed of representatives from the residence halls, commuting students, and student organizations. Serving as a governing body, it voices the concerns of students within the University. It also functions, through its Activities Committee under the direction of the Social Vice President, as a contributor to student activities on Waynesburg's campus.

## **Intercollegiate Athletics**

Waynesburg University is a member of the National Collegiate Athletic Association Division III and the President's Athletic Conference. Varsity teams represent the University in intercollegiate competition in men's football, wrestling, and baseball; women's softball, and volleyball; and men's and women's cross country, golf, basketball, soccer, tennis, women's lacrosse, and track and field. In addition, we also have men's Club Volleyball.

## **Cheerleading**

Cheerleaders at Waynesburg University cheer for the football and basketball teams. Tryouts are held in both April and September, and all men and women students are encouraged to try out.

## **Intramural Activities**

The University encourages all students to participate in the intramural program. Intramural sports and tournaments offered in the past have included flag football, basketball, volleyball, bowling, billiards, ultimate frisbee, ping pong, softball, racquetball, and aerobics. Requests for other intramural activities are always welcome.

## **Publications**

Under the direction of the Student Media Advisory Board, students are given opportunities in a variety of media. Publications are student-staffed and student-operated. The student newspaper, *The Yellow Jacket*, is published weekly; the *Mad Anthony* yearbook captures the spirit of each school year in photographs. *Muse & Stone*, the annual literary journal featuring the creative writing and artwork of students, is jointly published by the Department of English and the Sigma Tau Delta Honorary Society.

## **Media**

WCYJ-FM and WCYJ-TV are open to all students interested in participating in the student-operated radio station and television activities. Students may also participate with the WCTV community access channel, which is operated by the Waynesburg Borough and managed by Waynesburg University.

## **Drama**

The Players, the University drama group, sponsors the production of plays and musicals.

While auditions for roles are open to all students, membership in The Players is made up of those people who have appeared in or worked backstage on at least one campus production. Students may participate in the fields of acting, stagecraft, stage lighting, play direction, theater management, and publicity. The Players also make up the King's Court, the University's Christian Drama Troupe.

### **Music**

Students find opportunities for musical expression through participation in the Band Program and in the Waynesburg University choirs, The Lamplighter Concert Choir and the Lamplighter Touring Choir. The Concert Choir is open to all students, while the Touring Choir is by audition only. Activities include singing for Chapels and concerts each semester. The Touring Choir also sings off-campus for area Churches and community groups, and participates in a Spring tour.

### **Alpha Phi Omega**

Alpha Phi Omega is a national coeducational service fraternity. Membership is open to any student. APO is dedicated to service, leadership, and fellowship. Membership in APO will broaden your experiences, expand and test your inherent abilities, and sharpen your social skills — and at the same time enable you to help others while helping yourself.

### **Habitat for Humanity**

The Habitat for Humanity campus chapter is open to all students who are interested in serving with a local housing outreach program. Activities include construction (skilled and unskilled), fund raising, break trips, and raising awareness of housing problems and homelessness in our society.

### **Waynesburg Outdoor Experience**

Waynesburg Outdoor Experience (WOE) is for students who enjoy the outdoors and the challenge of physical activity. This group plans caving, camping, biking, hiking, and other outdoor trips.

### **Environmental Group**

The campus Environmental Group is an organization devoted to the promotion of environmental awareness and stewardship. Membership is open to everyone. Organizational activities include lectures, field trips, discussion groups, fund raisers, and recycling programs.

### **Nursing Organizations**

The primary purpose of the Student Nurses Association of Pennsylvania (SNAP) is to socialize the nursing student into the profession. This is accomplished through interaction between students, faculty, future colleagues, and nursing leaders. In this environment, students are afforded the opportunity to develop their leadership expertise, gain insight into the rights as well as the responsibilities of the nursing profession, and develop the skills that will enable

them to advocate effectively for the clients they wish to serve. These opportunities not only facilitate the development of a proactive professional nurse, but also lead to an increased marketability in a competitive health care market.

### **Education Organization**

Kappa Delta Pi (KDP), an international honor society, is dedicated to scholarship and excellence in education. The society as a community of scholars is pledged to worthy ideals, recognizes scholarship and excellence in education, and promotes the development and dissemination of worthy educational ideas and practices. KDP enhances the continuous growth and leadership of its diverse membership and it fosters inquiry and reflection on significant educational issues. Kappa Delta Pi maintains a high degree of professional fellowship. The Chapter at Waynesburg University (Sigma Upsilon) meets twice a year for programs and also has two service community projects that focus on community needs and issues in education. Membership in Kappa Delta Pi includes a one-year membership in the national organization plus educational resources to enhance educational experiences at Waynesburg University. This is a student run organization.

### **Criminal Justice Organization**

The Kappa Epsilon Omega chapter of the American Criminal Justice Association, Lambda Alpha Epsilon, is a social and occupational fraternity for criminal justice administration, forensic accounting, forensic science, and computer forensics majors. The chapter hosts guest speakers, sponsors trips, and schedules events relating to current issues in criminal justice, including crime scene investigation competitions.

### **Athletic Training Association**

The Athletic Training Association is an organization designed to provide athletic training majors with the opportunities to apply newly learned skills in a variety of settings outside of Waynesburg University, to initiate a network of allied health professionals, and to develop leadership skills in the administration of the club and its activities. One main goal of the ATA is to volunteer athletic training services at community events such as the Special Olympics, the Pittsburgh Marathon, and the Homecoming 5K Road Race. Through major funding efforts, members of the ATA also participate in athletic training field trips, physician speaking engagements, and state athletic training conventions (PATS). The club financially assists with membership dues to professional organizations such as the National Athletic Training Association, Eastern Athletic Training Association, and the Pennsylvania Athletic Training Association.

### **Campus Ministry Organizations**

Upper Room is student-led, Sunday evening contemporary worship experience that meets throughout the semester. Upper Room provides a context for challenging and strengthening students' faith commitments through song, prayer, and study of scripture.

Small Group Studies, led by students, along with faculty and staff, take place in a number of different campus locations. These studies focus on scripture or, at times, are topical studies of books that promote growth in the Christian faith. Some of these studies are geared for particular segments of the campus population like a men's, women's or commuter's study, while others are open to the campus community in general.

The Newman Club helps Catholic students and those interested in the Catholic tradition to further understand the meaning and significance of their faith commitment and its rich heritage. It also provides fellowship, support, and activities in a nurturing environment.

The Fellowship of Christian Athletes (FCA) is an interdenominational Christian organization for men and women, athletes and non-athletes, who seek to grow spiritually and emotionally. FCA seeks to challenge those who participate in the program to integrate faith and life.

These organizations exist to help students develop a sense of vocation, to encourage students in their spiritual journey, to provide a context to explore and discover their gifts and talents, to promote excellence in scholarship and leadership, and to help build Christian community on campus. Leaders from these organizations form the Campus Ministries Coordinating Team that works with the Chaplain and other faculty and staff planning and implementing Campus Ministry objectives at Waynesburg University.

### **Black Student Union**

The Black Student Union is a campus organization that seeks to promote racial diversity on campus, as well as in the local community. In addition, the Black Student Union provides support for racial and ethnic minority students, who are part of the University community. Reconciliation, education, understanding, and community building are main themes in the organization. The Black Student Union welcomes any chance to nurture these values in the campus community. Membership in the organization is not limited to minority students, but is open to all who have even a remote interest in furthering their knowledge of different cultures and people. The Black Student Union seeks to assist the University in promoting programs, policies, and campus involvement related to retention, personal growth and academic excellence of minority students.

### **Waynesburg University Commuting Students – Commuter Club**

Serving as both a support and social group for nontraditional and commuting students, Commuter Club highlights the activities and accomplishments of its members through a number of events during the year.

### **International Student Organization (WORLD)**

While membership is open to all students, this organization serves to promote greater knowledge and understanding between students of different cultures.

### **Women's Association**

Faculty, staff, and students join together for education, professional growth, friendship, and awareness of women's issues on campus. Campus seminars have included power communications skills, date rape, and women's history.

### **New Student Organizations**

The Student Services Office encourages students to form new organizations according to their interests. The proposed group should submit a letter of inquiry, a constitution, bylaws, and a list of officers to the Senior Vice President for Educational Services. These documents should contain a statement of purpose and membership qualifications. Both the aims and purposes of the organization and specific activities of the organization must be consistent with the mission and goals of Waynesburg University and all new members must be in compliance with the extracurricular activity eligibility policy (see page 47). Ordinarily, a faculty member, staff member, or graduate from the local area will act as the advisor to the group.

### **Honorary Societies and Clubs**

Art.....	Kappa Pi
Athletics .....	Varsity Club
Biology .....	American Institute of Biological Sciences
Business .....	Alpha Kappa Psi
Chemistry .....	American Chemical Society
Criminal Justice .....	Alpha Phi Sigma
Drama .....	Alpha Psi Omega
Education .....	Kappa Delta Pi & Student PA State Education Association (SPSEA)
English .....	Sigma Tau Delta and the English Club
History .....	Phi Alpha Theta
Leadership .....	Omicron Delta Kappa
Mathematics .....	Kappa Mu Epsilon
Marching Band.....	Kappa Kappa Psi
Nursing .....	Nu Sigma
Nursing.....	SNAP (Student Nurses Assoc. of PA)
Psychology .....	Psi Chi
Academic Scholarship .....	Xi Psi Epsilon
Women's Honorary .....	Drus

*For more information about these organizations, contact the Student Services Office or the appropriate academic department chair.*

## **Resource Guide: “Where to Find What” on Campus**

### **Contact the Student Services Office, 3<sup>rd</sup> Floor Stover Campus Center, Extension 206, to:**

- Get a new I.D. Card
- Understand residence hall damage charges
- Make room or roommate changes
- Register change of address
- Obtain information about selling on campus
- Obtain information about the judiciary system
- Sign up for the airport, train station, or bus shuttle to Pittsburgh
- Inquire about a program on campus
- Arrange for a special diet
- Mailbox information
- Sign up to attend a student activity

### **Contact the Public Safety Office, 1<sup>st</sup> Floor Stover Campus Center, Extension 303, to:**

- Report a safety concern or incident
- Register firearms
- Inquire about lost and found items
- Obtain a parking permit

### **Contact the Financial Aid Office, 2<sup>nd</sup> Floor Miller, Extension 208, to:**

- Obtain information about on-campus employment
- Obtain information about financial aid, loans, grants, scholarships
- Submit student time sheets

### **Contact the Business Office, 2<sup>nd</sup> Floor Miller, Extension 385, to:**

- Pick up your paycheck
- Pay your bill or fines

### **Contact your local bank to:**

- Cash a check

### **Contact the Student Health Service, Extension 332, to:**

- Arrange for allergy shots
- Obtain medical or dental advice
- Know more about accident or medical insurance
- Make an appointment with a Physician Assistant

### **Contact the Counseling Center, 3<sup>rd</sup> Floor Stover Campus Center, Extension 225, to:**

- Get help with study skills
- Get assistance with a personal problem

Get help deciding on a major or changing your major

**Contact the Tutor Coordinator, Knox Learning Center in the Eberly Library, Extension 266, to:**

- Get a tutor or to become a tutor
- Get help with writing a paper
- Improve study skills

**Contact the Vice President for Academic Affairs, 1<sup>st</sup> Floor Miller, Extension 253, to:**

- Obtain information about academic awards and honors
- Obtain information about Honor Societies

**Contact the Registrar, 1<sup>st</sup> Floor Miller, Extension 252, to:**

- Drop/add a course
- Request an academic transcript
- Withdraw from a class or from the University

**Contact the Placement Office, 3<sup>rd</sup> Floor Stover Campus Center, Extension 372, to:**

- Seek information about career planning/placement
- Get help with a résumé or cover letter
- Obtain information on internships

**Contact your Resident Director to:**

- Store luggage
- Obtain a new room key
- Discuss any housing problems

**Contact the Director of Human Resources, 2<sup>nd</sup> Floor Miller, Extension 210, to:**

- Seek accommodations for a disability

## **Housing Information**

### **Residence Halls**

Waynesburg University has ten residence halls: Denny, Burns and Ray Halls are women's residences; Martin, Thayer, and Franklin Street Halls are for men; East, South, West and Pollock Halls house men and women on separate wings/floors. Each residence hall is supervised by a Resident Director (RD) who is a member of the Student Services staff and several Resident Assistants (RAs). RAs are undergraduate students who have participated in extensive training. The residence hall staff is responsible for establishing community, sharing information, conducting educational and recreational programs, and maintaining a safe, orderly environment.

## **Roommate Selection**

Residence Hall accommodations are assigned to first-year students on the basis of Roommate Preference Questionnaires. Upper-level students choose their rooms according to a lottery system administered by the Director of Housing. Single rooms are made available as space allows for an additional \$650 per semester and are assigned on a seniority based upon the single room waiting list. If a roommate leaves unexpectedly during the first three weeks of any semester, beginning with the first class day (the Consolidation Period), the remaining traditional hall resident has three options: (1) choose a new roommate; (2) a roommate will be selected for the student; or, (3) pay the additional charge for a single room. If a roommate leaves after the Consolidation Period, no charge will be added to the remaining resident's bill for that semester. However, the University reserves the right to move another student into the room with the remaining student at any time. If a roommate has not been selected by the remaining student by the end of the Consolidation Period of the next semester, the student may be required to move or to pay the additional single room charge. If a student wants a roommate but cannot find one, he or she should contact the Director of Housing or a Resident Director. Students assigned to East, South, West, Pollock, or Franklin Street Halls are required to have roommates.

## **Room Changes**

Room assignments are made on a yearly basis. A request for a room change should be made to the Resident Director, who will first assist you in resolving your concerns informally. If you have made a good faith effort and cannot resolve the concerns, you will be given a Room Change Form. This form must be completed, signed by all parties involved, and returned to the Resident Director. The form will then be forwarded to the Director of Housing, who has final approval of all changes.

## **Keys and Residence Hall Access**

For the safety of students, residence halls are locked 24 hours a day. Entry to a residence hall may be gained by the use of a key, ID card or by invitation as a guest. Phones or call boxes are located outside of the main entrance of each building, enabling guests/visitors to contact residents or the Department of Public Safety.

Each residential student will be assigned a room by request and/or availability. During check-in, keys will be issued (Thayer and Ray) or your ID card encoded (Burns, Denny, Martin East, South, West, Pollock, and Franklin Street Halls). If you lose your key or ID card, report it immediately to your RD and your lock will be changed or a new ID card will be issued. The cost to change a lock is \$50.00. A new ID card is \$5.00.

The University will not be responsible for the loss or theft of a student's personal property; therefore, it is advisable to keep your room locked. Valuable items, such as stereos or computers, may be engraved at the Department of Public Safety Office free of charge.

## **Residence Hall Closings**

Residence halls are CLOSED for Thanksgiving, Christmas, and Spring breaks. The residence halls close at 6:00 p.m. on the last day of classes before a vacation break and reopen at noon the day before classes resume. At the end of each semester, all students are expected to leave the residence halls within 24 hours of their last examination, but no later than 12:00 noon on the day following the last day final exams are given. The following exceptions may be made with the approval of the Director of Housing ten days in advance:

- International students living on campus
- Seniors who live more than 100 miles from campus may stay in the residence halls the week between final exams and graduation
- Students who are required to participate in an authorized University activity
- Students who are unable to leave due to travel arrangements, etc.

In the event that athletes or other University-recognized groups must be housed during vacation periods when the residence halls are closed, those individuals needing housing may be required to relocate to another residence hall for safety and security reasons.

## **Storage**

Limited storage is available for students who wish to store their suitcases during the school year or their belongings over the summer months. The University assumes no responsibility for articles that are lost, stolen, or vandalized. See your Resident Director for information.

## **Campus Telephones**

Each floor in the traditional residence halls has at least one intercampus phone. The intercampus phones are connected to the switchboard which is open daily until 4:00 p.m. (Monday-Friday).

Residents of all halls may have a private line. Those students who wish to have individual phone service may obtain information and service from Windstream, at 1-800-347-1991.

## **Hall and Room Furnishings**

Residence halls are equipped with laundry and kitchen facilities for the use of the residents. All student rooms in the residence halls are furnished with a bed, desk, dressers, closets, drapes or blinds, and mirrors. East, South, West, Pollock, and Franklin Street Halls have a couch and micro fridge unit in each room. You should bring your own pillows, sheets, and blankets.

## **Community Information**

Waynesburg University, located in the heart of Greene County, shares a rich history with the surrounding communities in the County. Named, along with the town, for General “Mad” Anthony Wayne, the University ties its historic roots to both Greene Academy of

Carmichaels and Madison College of Uniontown.

Situated in the southwestern corner of Pennsylvania, Waynesburg’s location provides the benefits of a small town without giving up the advantages of a large city. Pittsburgh, one of the United States “most livable” cities, is only an hour away. Sports fans can easily follow the Pittsburgh Pirates, Steelers, and Penguins or attend major university games at the University of Pittsburgh and Duquesne University in Pittsburgh or West Virginia University in Morgantown, West Virginia.

Waynesburg serves as the service and commercial center of many Greene County residents. There are a wide variety of stores in the downtown Waynesburg area and two shopping centers in Franklin Township. Carmichaels located in the eastern section of the County, serves as another shopping and service center. Within easy walking distance of the University are banks, restaurants, drug stores, grocery stores, variety stores, and hair stylists. In addition, stores and shopping centers in Pittsburgh, Uniontown, and Washington, Pennsylvania and Morgantown, West Virginia, are within a comfortable driving distance from the University.

**Newspapers and Radio**

In addition to Pittsburgh television, radio stations and newspapers, there is a local daily morning newspaper, The *Observer-Reporter*, 32 Church Street, and the weekly *Greene County Messenger*, 4 Central Plaza. WANB Radio is located on Gordon Hill. Set your radio dial at FM 103.1 or AM 1580. The University radio station, WCYJ-FM, broadcasts at 88.7 on the radio dial.

**Local Churches**

<p>First Presbyterian College &amp; Richhill St. 724-627-6006 Sunday School, 9:00 a.m. Worship, 10:30a.m.</p>	<p>St. Ann’s Roman Catholic 232 E. High St. 724-627-7568 Masses: Saturday, 5:00 p.m., and Sunday, 8:30 and 11:15 a.m. Confession: Saturday, 4:00 p.m.</p>
<p>First Baptist 303 West High St. 724-627-6444 Sunday School, 9:30 a.m. Worship, 8:20 and 10:45 a.m.</p>	<p>Washington Street Methodist 152 S. Washington St. 724-627-3240 Contemporary Praise &amp; Worship, 8:15 a.m. Sunday School, 9:30 a.m. Worship, 10:30 a.m.</p>

<p>First Christian  Morris &amp; Franklin Streets  724-627-5355  Sunday School, 9:30 a.m.  Worship, 10:30 a.m.  Bible Study, Wed. 7 p.m.</p>	<p>St. George's Episcopal  Fifth &amp; Bonar Ave.  724-627-8419  Worship, 10:30 a.m.</p>
<p>First United Methodist  112 N. Richhill St.  724-627-5951  Sunday School, 9:00 a.m.  Worship, 8:30 and 10:45 a.m.</p>	<p>Waynesburg Bible Chapel  808 E. Greene Street  724-852-2611  Communion, 9:00 a.m.  Sunday School, 10:00 a.m.  Family Bible Hour, 11:00 a.m.</p>
<p>First Church of the Nazarene  115 Deerfield Lane  724-627-7593  Sunday School, 9:45 a.m.  Sunday Worship, 10:45 a.m. Wednesday  Evening Service, 7:00 p.m.  Sunday Evening Service, 6:00 p.m.</p>	<p>First Assembly of God  4131 W. Roy Furman Hwy.  724-627-5356  Sunday School, 9:30 a.m.  Worship, 8:00 a.m. and 10:30 a.m.  Family Night, Wednesday 7:00 p.m.</p>
<p>Greene Community Church  635 E. High St.  724-852-3138  Sunday School, 9:30 a.m.  Worship, 10:30 a.m.</p>	

## **Entertainment and Recreation**

### **Bowling**

Waynesburg Lanes 724-627-0300 (Waynesburg)  
Yanak's Bowling Alleys, 724-883-2969 (Jefferson)

### **Golf**

Rohanna's 724-627-6423 (Waynesburg)  
Carmichaels 724-966-7500 (Carmichaels)  
Greene County Country Club 724-883-4880 (Jefferson)  
Blacksville 304-432-8486 (West Virginia)

### **Movie Theaters**

Waynesburg Theater 724-852-2388 (Waynesburg)  
Uniontown Mall Carmike (6) 724-439-4824 (Uniontown)  
Laurel Mall Cinema (4) 724-439-4824 (Uniontown)  
Washington Mall 724-225-0900 (Washington)  
Washington Crown Center Mall 724-222-6007 (Washington)  
Morgantown (WV) Mall 304-983-6868 (Morgantown)

### **Drive-In Theaters**

Carmichaels 724-966-2364  
Malden 724-785-5310  
Brownsville 724-785-7190

### **Skating**

Interstate Skateland 724-627-7608 (Waynesburg)

### **Swimming**

The Olympic-size indoor pool at Waynesburg Central High School is open to Waynesburg University students. Call 724-852-1050, extension 2 for a schedule.

### **Tennis**

In addition to the courts at the University, there are public courts at the Lions Club Park.

### **Skiing**

Hidden Valley 1-800-458-0175  
Seven Springs 814-352-7777  
Snowshoe 304-572-1000  
Wisp 301-387-4000

## **Transportation**

University vans take students to and from the airport, bus station, and train station in Pittsburgh at holiday times and at the beginning and end of each semester. The Associate Dean of Students will develop a time schedule, and students should make travel arrangements accordingly. The cost during these times is \$15.00 each way if utilized during a regularly scheduled trip. Students must sign up in Student Services five days in advance.

## **Airlines**

Pittsburgh International Airport is approximately 50 miles north of Waynesburg.

Air Tran 1-800-247-8726

American 1-800-433-7300

ATA 1-800-435-9282

Delta 1-800-221-1212

Trans World 1-800-892-4141

United 1-800-241-6522

US Airways 1-800-428-4322

## **Bus/taxi service**

The Greyhound Station is located in downtown Pittsburgh. Phone 1-800-231-2222. There is one company offering taxi service in the Waynesburg area:

Greene County Cab 724-852-1552

## **Train**

The Amtrak train station is across the street from the Greyhound Station in downtown Pittsburgh. Phone 1-800-872-7245.

# **Behavioral Policies**

## **Student Code of Conduct**

Waynesburg University expects all members of the University community to accept responsibility for their personal conduct and to encourage others to do the same. If the conduct of any member of the University community is found to be detrimental to the academic, social, and spiritual development of others within the community, the University (through its various offices and personnel) will provide guidance, direction, and if necessary, discipline.

As a Christian academic institution, Waynesburg University has a vested interest in the safety and well-being of the campus community. This Code is intended to support and advance the educational and religious mission of the University, without unduly restricting or diminishing the University experience. The Student Code of Conduct outlines the minimum

acceptable level of conduct expected of every student at Waynesburg University.

All laws of the Commonwealth of Pennsylvania and the Borough of Waynesburg are in effect on the Waynesburg University campus. The implementation of University disciplinary authority does not protect the student from, nor does the University consider it to be a substitution for, criminal prosecution. The University disciplinary authority is administrative in nature and purpose, and completely independent of civil or criminal proceedings in the courts of Pennsylvania.

**Waynesburg University students are expected to accept and adhere to high standards of personal conduct.**

***Community Conduct and Civility.*** Students shall treat all members and guests of the Waynesburg University community with courtesy, respect and dignity. All students are expected to refrain from profanity/vulgarity in public or community settings.

***Physical or Verbal Abuse.*** Any form of threat, intimidation, ethnic harassment, coercion, or other conduct which threatens or endangers the health or safety of any person is prohibited. This includes all inappropriate language, comments or actions whether made on the Waynesburg University campus or in the surrounding community.

***Off-Campus Incidents Involving Waynesburg University students.*** Students living off-campus are expected to abide by the Student Code of Conduct to the same extent as students living on campus. Students involved in off-campus incidents may find themselves subject to discipline by the University as well as criminal prosecution by local authorities.

Waynesburg University will cooperate fully with local authorities in their investigation and prosecution of students engaged in illegal activities. In addition, the Vice President, or his designee, may also charge the student with a violation of the Student Code of Conduct and pursue charges in the University discipline system. In that instance, the University will follow its normal discipline process, regardless of the pending criminal proceedings arising from the same incident.

***Gambling.*** All forms of gambling are prohibited on campus. This includes playing cards, wagering on sports events, or other games for money or items of value. While playing cards and other games of chance without exchanging items of value might be permissible, spending large amounts of time on such games may not be beneficial.

***Guests.*** Students are responsible for the conduct of their guests. Guests are expected to conform to all University policies and procedures. It is the student's responsibility to insure that guests are informed of and abide by the policies and procedures of the University.

**Students shall follow all rules, regulations and procedures applicable to them.**

***Residential Living Procedures and Policies.*** Students are responsible for knowing the procedures and policies for all residence hall facilities. All full-time first, second, and third year students, except those who are living at home with a parent or legal guardian,

are required to live in a University residence hall. Students who are enrolled for fewer than twelve hours must receive permission from the Dean of Students to live in a residence hall. Students will not be permitted to remain in a University residence hall if they have stopped attending classes (See Regulations for On- and Off-Campus Resident Students).

***Tobacco Policy.*** Waynesburg University prohibits the use of tobacco products inside University buildings, including entryways.

***Disregarding the Directive of a University Official, Residence Life Staff Official, or Civil Official.*** Students are not to disregard the directives, verbal or written, of University or civil officials. Students are not to obstruct a University or civil official from carrying out his or her duties.

***Disregarding an Official Summons.*** When a student receives an official University summons, he/she must respond to the issuing office that very day. Failure to respond will warrant disciplinary action.

***Identification Card.*** All students must carry, and when requested by University Officials, furnish their student I.D. card. Any falsification or other misuse of a student I.D. card is prohibited. The I.D. card is the property of the University and must be surrendered upon withdrawal from enrollment.

***Room Inspection.*** The University reserves the right to inspect all University residence rooms to insure compliance with all rules, regulations, and laws, whether or not the occupants are present at the time of inspection.

***Student Activities.*** All meetings and functions sponsored by any campus organizations must be registered in advance with the Associate Dean of Student Services.

***Social Fraternities and Sororities.*** The University no longer sanctions or recognizes social fraternities and sororities. Any student or group of students who advertise or otherwise hold themselves out to be a social fraternity or sorority affiliated with, recognized, chartered, or sanctioned by Waynesburg University may be subject to disciplinary sanctions.

***Open Flames.*** Torches, candles, and incendiary or explosive devices of any type are prohibited on university property, except as specifically authorized by the Director of Public Safety.

***Organized Activities on University Property.*** Organized activities on University property must be properly permitted and approved in advance by the Student Services Office, the Vice President for Educational Services, and the Director of Public Safety.

**Students shall treat the property of others with respect.**

***Theft, Misappropriation, or Unauthorized Sale.*** The unauthorized occupancy, use, possession, or removal of property belonging to the University, other students, guests, or vendors is strictly prohibited.

***Damage to Public or Private Property.*** Students shall not damage property belonging to

others, including University buildings, fixtures, furnishings and grounds.

***Unauthorized Entry or Exit from University Facilities.*** Forcible or unauthorized entry into any University owned or controlled building, structure, facility, or room is prohibited.

***Littering.*** Littering on campus grounds is prohibited. This includes discarding cigarette butts.

**Students shall not misuse or tamper with campus safety equipment, or make false reports of fire or other emergencies.**

***Alteration or Misuse of Safety Equipment.*** The unauthorized alteration or use of any fire fighting equipment, protective devices designed for such equipment, or other emergency device is prohibited. Tampering with or otherwise rendering useless any emergency or safety equipment, such as exit signs, fire extinguishers, fire alarms, fire boxes, water/steam pipes, first aid equipment, or emergency telephones, is strictly prohibited. Obstructing fire escape routes, such as hallways or stairwells, is prohibited. Because of the potential for harm to others, sanctions for such conduct may include suspension or expulsion from the University.

***False Report of an Emergency.*** The intentional false report of a bomb, fire, attack, or other emergency (verbal, written, or otherwise) is strictly prohibited. Any such act is a serious matter for which the maximum sanctions provided will be imposed.

**Students are expected to display academic and personal integrity.**

An individual's personal integrity is one of his or her most cherished possessions. Any form of dishonesty is an indictment of the integrity of an individual and is considered grounds for disciplinary action. Some examples of dishonesty are: cheating, plagiarism, unauthorized use or possession of an unadministered test, forgery, falsification of records, and falsification of checks, theft, and misuse of meal tickets. For further information on the Academic Integrity policy and procedures, please refer to the University catalogue.

**Students shall respect themselves and others. Students shall not engage in any behavior, which threatens harm to themselves or to others, or which is destructive, indecent, obscene, or disorderly.**

The types of conduct which this regulation is intended to cover include, but are not limited to, the following:

***Intentionally inflicting bodily harm upon any person.*** Students shall not: intentionally harm any person; take any action that creates a substantial risk of harm to another person; or threaten by any means harm or injury to another person.

***Pranks, practical jokes, recreational activities.*** Considering the potential for damage to people and property, students should demonstrate good judgment in regards to any type of practical joke or recreational activity. Students are expected to exercise common sense, show consideration for others, and to always respect the request of any staff member or university official.

***Acts of an indecent or lewd nature.*** Students shall not engage in acts of an indecent, lewd or obscene nature in public or community settings.

***Sexuality and Relationships.*** While recognizing that community members may disagree about the parameters of appropriate physical intimacy, the University expects students to refrain from sexual activity, including intercourse, outside the covenant of marriage. Students who are victims of any type of sexual abuse or assault are encouraged to seek the assistance of the University Counseling staff and to refer to the Sexual Assault policy.

***Possession of pornographic material.*** The possession of pornographic material is strictly prohibited on University premises, or during University sanctioned activities wherever held. This includes pornography in any form (e.g., magazines, videos, internet sites, phone sex, “cyber sex,” etc.).

***Telephone Harassment.*** Obscene or harassing telephone calls are against the law. Students and their guests are strictly prohibited from engaging in this type of behavior.

***Unauthorized climbing of University buildings or facilities.*** Climbing on the exterior of any University building or facility is strictly prohibited. This practice is extremely dangerous and will not be tolerated.

***Firearms, Fireworks, Weapons.*** Weapons (e.g., firearms, bows with arrows, knives, “B.B.” guns, pellet guns, fire crackers, mace, tear gas, martial arts devices, or anything that can be used as a weapon) will not be allowed on campus; except that for hunting rifles and bows may be stored in the Security Office. Possession or keeping of any firearm, ammunition, explosive device, or other weapon on University owned or controlled property is strictly prohibited.

Students found to be in possession of weapons or dangerous materials in violation of this policy will likely be subject to immediate suspension and/or expulsion and may face prosecution by local authorities.

Students are not to possess or explode any type of fireworks on University owned or controlled property.

***Disruption of Academic or Operational Functions of the University.*** Students are not to engage in any behavior disrupting the academic or operational functions of the University. Any person who disrupts or interferes with the academic or operational function of the University will be asked to immediately cease and desist. If he or she does not immediately do so, the following steps will be taken:

- The individual will be asked to identify him or herself.
- If the individual refuses to identify him or herself, and does not cease and desist, he or she will be removed by Campus Security.

If in the determination of the Vice President or his designee, it is determined that the University cannot meet the mental health needs of a student and it is in the best interest of the student to no longer be enrolled, an administrative withdraw may be invoked. A student may reenroll in a subsequent semester pending a meeting with the

Vice President or his designee and if given approval to reenroll.

## **University Regulations and Policies**

### **All students are subject to the following regulations and policies:**

***Participation in Athletic and Co-Curricular Activities.*** In order to participate in athletic or other co-curricular activities, students must be in good academic standing and be making satisfactory progress toward completion of their degree. Minimal academic standards for participation in all athletic and co-curricular activities are as follows:

- for 1 to 23 credit hours: a cumulative grade point average of 1.750
- for 24 to 35 credit hours: a cumulative grade point average of 1.850
- for 36 to 47 credit hours: a cumulative grade point average of 1.900
- for 48 or more credit hours: a cumulative grade point average of 2.0

Satisfactory academic progress is defined as twenty-four credit hours earned by the beginning of the third semester of full-time enrollment; forty-eight semester hours earned by the beginning of the fifth semester of full-time enrollment; and seventy-two semester hours earned by the beginning of the seventh semester of full-time enrollment.

***Academic Eligibility for Athletes.*** In addition to the above requirements, varsity athletes must earn a minimum of 24 credit hours between seasons of competition. A varsity athlete must earn a minimum of 12 credit hours per semester; any exceptions must be in compliance with NCAA guidelines. Repeat courses should be approved by the Registrar where eligibility is concerned.

***Academic Eligibility for Honorary Societies.*** An active member of an honorary society must maintain a cumulative GPA of 2.50 or better to remain a member in good standing. If a member of an honorary society does not earn a 2.50 cumulative GPA in a given semester, he or she will be placed on probation for the following semester. If, after one semester of probation, the student does not achieve a 2.50 cumulative GPA, he or she cannot participate in any honorary activities. Failure to comply can result in sanctions against the student and/or the honorary organization.

***Student Organizations.*** The University reserves the right to discipline student organizations for the conduct of its members. All organizations are expected to carry out their particular purposes as an expression of the larger mission and goals of Waynesburg University.

***Hazing.*** The University will not tolerate acts of hazing against individuals or groups. Hazing includes, but is not limited to, acting in ways which are degrading or injurious, which create a substantial risk of mental or physical harm, or which hold another against his or her will. Hazing is both illegal in the Commonwealth of Pennsylvania and antithetical to the standards of decency and promotion of human dignity that are primary to the mission of Waynesburg University.

***Vehicles and Parking.*** All motor vehicles operated by students on campus must be registered

with the Security Office and must display a valid University parking placard. First-year students, with the exception of commuting students, may not bring motor vehicles to campus unless special permission is obtained from the Assistant Dean of Students. Fines will be imposed for parking and other motor vehicle violations. Outstanding fines will result in a “hold” being placed on your records through the Registrar’s Office. Placards may be revoked after three violations in a single semester. Repeated violations may result in the wheel locking or towing of vehicles.

***Solicitation on Campus.*** University facilities may not be used for selling merchandise for profit. Solicitation by non-University businesses is not permitted on University property. Student organizations wanting to hold a fund-raiser to benefit their organization must complete a Campus Solicitation Request Form, which must be approved by both the organization’s advisor and the Associate Dean for Student Services.

***Sign Posting.*** All recognized student organizations have permission to post signs publicizing their events on the bulletin boards provided for that purpose. No posters, signs, or notices may be displayed on any internal or external walls, doors, or windows. No commercial notices or advertising may be posted on campus property at any time.

***Alcohol and Other Drugs.*** In accordance with State and Federal laws: Waynesburg University prohibits the possession, use or sale of controlled substances. The possession and use of illegal drugs of any kind or drug paraphernalia by members of the University is contrary to the University’s purposes and will result in disciplinary action. Such disciplinary action includes the possibility of expulsion.

Pennsylvania State Law also prohibits persons under twenty-one years of age from the purchase, consumption, or possession of intoxicating beverages. Waynesburg University prohibits the possession or use of alcoholic beverages or containers (empty or full) on University property regardless of age. Violations of these regulations will result in confiscation of the alcohol and/or container and disciplinary action. Stronger sanctions will be applied for repeated offenses.

The Vice President of Educational Services or designee will determine the level of offense by the seriousness of the violation, the severity of the offense in terms of potential or actual harm to self or others, and whether it is a repeated violation of the policy.

Level One Offense:

- Interview with the designated Student Services staff member to discuss the incident.
- Meeting the Coordinator of Alcohol and Other Drug (AOD) Education for evaluation and education.
- Review and sign the Student Accountability Contract.
- Fine: \$75.00
- Violation of this policy may constitute dismissal from the University.

Level Two Offense:

- Student will be mandated to attend a University sponsored AOD Education Program. Attendance at all sessions is mandatory. The Assistant Dean of Student Services will be kept informed of attendance and completion of the program. Non-attendance or dropping out of the program will result in further sanctions. The student is responsible for all class fees.
- The Assistant Dean of Student Services will notify parents or Guardians of the AOD violation by phone and follow-up with a certified receipt letter.
- Student will be placed on disciplinary probation.
- Counseling services will be offered to individuals who wish to further explore their patterns of alcohol or other drug use.
- Fine: \$100.00
- Violation of this policy may constitute dismissal from the University.

Level Three Offense:

- Student will be suspended for one semester.
- The student may be required to seek private counseling services off campus.
- Before returning to the University, the student must meet with the Vice President of Educational Services or designee.

While some violations involving possession of alcohol on campus may be designated as a Level One Offense, the seriousness and severity of the violation might categorize some first-time violations as a Level Two or Level Three Offense. A violation involving a student becoming intoxicated to the point of illness, or a situation involving disorderly conduct would typically be categorized as a Level Two Offense. Violations in relation to drugs are typically considered a Level Three Offense.

In addition, the University will not tolerate organizations or individuals who seek to promote the sale or use of alcoholic beverages. This applies both to public events and individual rooms.

## **Regulations for On- and Off-Campus Resident Students**

### **Residential Requirements**

All full-time first, second, and third year men and women, except those who are living at home with a parent or legal guardian, are required to live in a University residence hall. Students who are enrolled for fewer than twelve hours must get special permission from the Assistant Dean of Students to live in a residence hall. Students will not be permitted to remain in a University residence hall if they have stopped attending classes.

### **Residence Life Contracts**

***Housing Contract and Off-Campus Housing.*** All resident students, those not living at home, must sign a housing contract with Waynesburg University. All first, second, and third year men and women are required to live in a University residence hall or house and read and sign a “Housing Contract.” All senior resident students living on-campus must read and sign a “Housing Contract.” Seniors living off-campus must understand that living off-campus is a privilege and may be revoked if inappropriate behavior is exhibited. The Director of Housing administers all matters pertaining to both the “Housing Contract” and “Off-Campus Housing.”

### **Joint Responsibility**

Students are responsible for what happens in their rooms. Individuals who are present in their own or any other residence hall room or area where University policies are being violated are subject to the same disciplinary action as the host of that room.

### **Dining Requirements**

All first, second, and third year students living in University residence halls are required to take their meals at the University Dining Facilities. Any student requiring a special diet, prescribed by a doctor, should put the request in writing to the Assistant Dean of Students along with a specific diet, signed by the doctor. Resident Students may select a 10, 14 or 19 meal plan. **No meal plan changes may be made after the first week of classes for the semester.**

### **Room Entry**

The University reserves the right of Resident Directors, maintenance staff, and other authorized representatives to enter the room premises at any time for the purpose of supervising conditions regarding maintenance, repair, damage, health, safety, compliance with University policies, or federal, state and borough laws. Unannounced room safety inspections will occur during fall and spring semester. All rooms will be inspected at Thanksgiving, Christmas, and Spring breaks.

### **Keys**

Duplication or possession of University keys by unauthorized persons is not permitted and will result in a fine of \$50.00 and a disciplinary action.

### **Guests of the Opposite Sex**

Students may have guests of the opposite sex visit in their residence halls from 11:00 a.m. until midnight, Sunday through Thursday, and from 11:00 a.m. until 2:00 a.m., on Friday and Saturday. Visitation in lounges extends one-half hour beyond the above stated ending times (12:30 a.m., Sunday through Thursday; 2:30 a.m., Friday and Saturday). First time violations will likely result in a fine of \$25.00 - \$50.00, with a potential loss of visitation privileges. All visitors of the opposite sex must be escorted (see Escort Policy below). Failure

to observe this policy will result in disciplinary action for the resident and guest, if he or she is a student of the University.

### **Escort Policy**

Resident students are responsible for the behavior of their guests and their guests' compliance with all University policies. Guests of the opposite sex may visit residents during the stated visitation hours; however, they must be escorted at all times by a resident of the building. This escort policy is in effect for all private areas, hallways, stairwells, kitchens, and laundry rooms. Guests are allowed to be in the public areas without an escort during regular visitation hours. Public areas are the lounges and lobby of each residence hall. Just as with the Visitation policy, failure to comply will result in disciplinary action for the resident and guest, if he or she is a student of the University.

### **Overnight Guests of the Same Sex**

Residence hall students may have guests of the same sex in their rooms on Friday and Saturday nights at no charge. Students housing guests should notify the Resident Director, complete a guest request form, and are reminded that they are responsible for the conduct of and for any damage incurred by their guests. Guests must abide by residence hall regulations. Students are not permitted to have overnight guests in their rooms on other nights of the week.

### **Appliances**

A list of acceptable electrical appliances for use in residence hall rooms is available from the Director of Housing. Compact refrigerators, microwave ovens and coffee pots may be used in any residence hall room. Hot plates, hot pots, toasters, toaster ovens, air conditioners, space heaters, and deep fryers are not permitted for safety reasons. Cooking is permitted in the kitchen of each residence hall. Only heavy-duty, UL approved extension cords may be used in any residence hall or house and may not be plugged into each other or placed under rugs. Students are strongly encouraged to use power surge boxes. When needing to extend power beyond the reach of a single extension cord, students should plug a UL approved Power surge protector into the electrical outlet and then plug the extension cord into the surge protector. Plugging one extension cord into another extension cord to add length creates a fire hazard and is prohibited. A student may be required to unplug and discontinue the use of any appliance or electronic device that might overload the building's electrical system.

***East, South, West, Pollock and Franklin Street Halls:*** A micro fridge is provided in each room. Additional refrigerators or microwaves are not permitted for safety reasons.

***Houses:*** A microwave and refrigerator will be provided in the kitchen of each house. No microwaves or refrigerators will be permitted in any other rooms for safety reasons.

### **Room Furnishings**

Appropriate beds are provided by the University for the residents of each room. The University requires that these beds and all other university-provided furnishings not be

removed from the rooms without the permission of the Resident Director. Water beds, hanging beds, or lofts of any kind are prohibited. Altering existing beds for any reason or bringing your own bed is prohibited and may result in a \$75.00 fine.

### **Window Screens**

Window screens may not be removed from residence hall windows. Violations will result in a minimum fine of \$25.00.

### **Lounge Furniture**

Lounge furniture is to remain in the lounge and not be removed. If the furniture is removed a minimum fine of \$25.00 will be charged for each missing piece.

### **Animals**

Animals are not permitted in the residence halls. This includes cats, dogs, birds, snakes, reptiles, and all types of caged rodents. Fish are permitted. Fines will be imposed for each day of violation.

### **Locked Doors**

Students forcing locked doors open or keeping locked doors ajar in the residence halls or other University buildings will likely be fined a minimum of \$50.00.

### **Vandalism**

Any incident of vandalism attributed to a student will result in the payment of the repairs plus appropriate fines and disciplinary action.

### **Damage Deposit**

Occupants are held financially responsible for any damage to the residence hall rooms, furnishings, and common areas. A room condition report is completed for each student space at the beginning of the school year. Students should carefully review the Room Condition Report and bring to the attention of the hall staff any damage that has been omitted on the report. A one-time damage deposit fee of \$100.00 is charged to each resident student upon enrolling at Waynesburg University. Students will be billed annually for any damage. Upon checking out of the residence hall permanently, each student will receive a refund of the unused balance.

### **Corporate Damage**

In addition to their individual rooms, residents are responsible for the common areas in their building. This includes hallways, bathrooms, lounges, laundry facilities, and stairwells. When vandalism or damage occurs, if there is no admission of guilt, residents are corporately responsible for damage.

### **Quiet Hours**

Quiet hours begin at 10:00 p.m. and end at 10:00 a.m., Sunday through Thursday; on Friday and Saturday, quiet hours begin at midnight and end at 11:00 a.m. the following

morning. As a group, a floor may decide to increase quiet hours, but may not decrease them. Residents are expected to be courteous and sensitive to their neighbors at all other times. Quiet hours also apply to the exterior of all residence halls.

Noise should be kept to an acceptable level to permit proper conditions for study and for sleep. Ignoring a request to reduce the noise level of stereos, television sets, or musical instruments may result in their removal from the residence hall and disciplinary action being taken.

### **Firearms, Fireworks, Weapons**

Weapons (firearms, bows with arrows, knives, “B.B.” guns, pellet guns, paintball guns, slingshots, firecrackers, mace, tear gas, martial arts devices, or anything that can be considered a weapon) will not be allowed in or around the residence halls. Violations may result in a fine of \$75.00 and disciplinary action. Any weapons intended to be used for hunting purposes must be stored in the Department of Public Safety.

### **Fire Extinguishers, Fire Alarms, and Smoke Detectors**

Hindering, tampering with, removing, or discharging any fire protection equipment, including the smoke detectors, without proper cause will result in a fine of \$75.00 and disciplinary action. Setting off a false alarm or igniting a fire in the residence hall or in a campus facility will result in suspension from university and possible criminal prosecution. In addition, failing to leave the facility when a fire alarm is activated will result in disciplinary action and a fine.

### **Candles, Incense, and Halogen Lamps**

For safety reasons, the burning of candles and incense is not permitted in any residence hall room or common area and will result in a fine. The use of halogen lamps is also prohibited for safety reasons.

## **Disciplinary Processes**

### **Rules of Procedure for Disciplinary Actions**

#### **Complaints**

Any student, faculty, or staff member of the institution may make a complaint alleging violation of University policies or the student Code of Conduct. Additionally, any police reports and documentation supplied by members of the community concerning Waynesburg University students may be used to submit a complaint against a student. Any student may contact a member of the Educational Services staff to file a complaint alleging violation of University Policy by another student. University security, residence life officers or Educational Services staff who either observe a student violation or receive a report which he/she is able to corroborate will submit a written report.

## **Investigative Process**

Upon complaint of a violation of the Code of Conduct, the Dean of Students or another member of the Educational Services staff shall review the matter to determine whether the complaint is credible. The Dean of Students or his designee will serve as the investigating officer and will meet with the appropriate students to determine the legitimacy of the allegations and to ascertain responsibility for these violations of the Code of Conduct.

If it is determined that the allegation is without merit, the investigation shall promptly cease and no record of the accusation will be made in the accused student's file.

## **Administrative Interview**

If the Dean of Students or his designee determines the allegation is merited, an administrative interview will be conducted with the accused student. During the administrative interview, he/she shall notify any accused student(s) of the specific charges, including the date(s) and time of the alleged incident.

During the administrative interview, students charged with a disciplinary violation will be given the opportunity to admit to the charge and acknowledge responsibility for their actions. When an admission of responsibility is made, the opportunity for a disciplinary hearing is no longer applicable. The student will be given a sanction determined by the investigative officer. The student may appeal the sanction only in accordance with the same appeal procedures available for hearing dispositions.

If the student denies responsibility for the violation, a disciplinary hearing will be scheduled during the administrative interview to occur within 10 working days of that date. The accused student may examine relevant portions of reports as well as other pertinent evidence and may request a copy for their personal use.

## **Hearing**

The hearing will normally be conducted by the Student-Faculty Judiciary Council. The Student-Faculty Judiciary Council will not ordinarily be convened during the last week of classes of each semester, during final examinations, or during summer school sessions.

Depending upon the seriousness and sensitivity of the accusations or the time of the semester, the disciplinary hearing may be held before a designated hearing officer at the discretion of the staff member conducting the administrative interview. In this case, the Vice President will assign the hearing officer.

The disciplinary hearing will be scheduled with the student at the conclusion of the administrative interview. If the accused student is unable to appear at the scheduled hearing date, he/she will have until 4 p.m. two days prior to the scheduled hearing to notify the hearing officer or body. Should the accused fail to appear without giving this proper notice, the case will be heard in his/her absence. At the scheduling of the hearing, the accused student may examine relevant portions of reports as well as other pertinent evidence and may request a copy for their personal use.

A. Student-Faculty Judiciary Council

The Judiciary Council is composed of five students (two seniors, two juniors, one sophomore) appointed by the Student Senate President, three faculty members appointed by the President of the University, and a member of the Educational Services staff. One of the senior students will serve as the chairperson. Student alternates will also be appointed for availability in the case of a conflict of interest.

To be eligible to serve on the Judiciary Council, students must be in good academic standing, have been full-time students at Waynesburg University for at least one year immediately prior to the appointment, and may not have been the subject of any major disciplinary action.

B. Hearing Procedures

All hearings before the Student Faculty Judiciary Council or an individual hearing officer shall proceed in accordance with the following guidelines:

1. All hearings shall be considered confidential and shall be conducted in private.
2. No transcript of the proceeding will be produced.
3. Admission of any person to the hearing shall be at the discretion of the hearing body. Since hearings are intra-institutional functions, students are not entitled to representation by legal counsel. Moreover, as the presence of the accused student's (hereinafter "the respondent") parents would not facilitate the hearing process; their attendance is not permitted unless presented as a witness to the events at issue.
4. When an incident or series of related incidents have given rise to complaints against more than one student, the hearing body may, in its discretion, conduct separate hearings, or hear one or more related cases together.
5. When a complaint has been filed by a reporting officer of the University (security, residence life staff, administrative staff, and faculty members), the initial written report and any supplemental reports will be submitted to the hearing body and read aloud at the outset of the hearing. Unless requested in advance by the student, the reporting officer will not be expected to testify before the tribunal. The Dean of Students or his designee will serve as the complainant and present the relevant information to the hearing body, including calling and questioning witnesses.
6. When both complainant and respondent are students, the Dean of Students or his designee will present relevant information to the hearing body, including calling and questioning witnesses with firsthand knowledge. Both the complainant and the respondent shall each be permitted to ask questions of all witnesses. A list of witnesses must be provided to the

hearing body at the beginning of the hearing. Where either party or the Dean of Students has called a witness known to the hearing body to possess relevant evidence, the Judiciary Council or hearing officer may call the witness to testify.

7. Both the complainant and the respondent may be assisted by a member of the student body or a faculty/staff member of Waynesburg University. These “advisors” are not permitted to speak or participate directly in the disciplinary hearing. No person may serve as an advisor in a disciplinary matter in which he/she is expected to be called as a fact witness.
8. The hearing body has broad discrimination in determining the type and quantity of testimony and materials to accept as evidence. The hearing body may accept written statements in lieu of live testimony when the circumstances warrant; e.g., where a witness is unavailable.
9. In matters before the Judiciary Council, the chairperson shall decide all matters pertaining to issues of procedure, including objections or requests to submit evidence.
10. The standard by which all disciplinary matters shall be decided is whether it is more likely than not the accused student violated the Student Code of Conduct.
11. The Judicial Council shall determine by majority vote both whether the student has violated University Policies and/or the Student Code of Conduct and/or the appropriate sanction for each violation. In cases heard by a single hearing officer, that staff person will make a determination on the violation and the appropriate sanction.
12. The decision of the hearing body will be in written form and mailed or delivered to the accused student within two days. If the hearing determines there was a violation, the sanction shall be listed. The written decision will also list the procedures available to the student for appeal of either the violation or the sanction.

## **Appeals**

The accused, the complainant or the Dean of Students may appeal either the decision on a violation or the sanction. Determinations made by the Student-Faculty Judiciary Council or a Hearing Officer will be appealed to the Vice President. If the Vice President has served as the Hearing Officer, the decision may be appealed to the President of the University.

All appeals must be submitted in writing within three school days of the date of notification of the disciplinary sanction. Except as required to explain new evidence, an appeal shall be limited to the review of the written decision and any supporting documents. The President or Vice President, as the case may be, shall review the appeal through written materials to determine the following:

1. Whether the original hearing was conducted fairly and in conformity with the prescribed procedures;
2. The sanction(s) imposed were appropriate for the violation found to have been committed;
3. Any new evidence raised in the appeal was not available to the student at the time of the original hearing and if presented at the hearing would have changed the outcome.

The Vice President or the President, as the case may be, may uphold the decision and sanction imposed, reduce or increase the sanction imposed, or remand the case to the original hearing officer or body for a new hearing. All decisions on appeals are final.

When an appeal is made, the disciplinary sanction will not be implemented pending a decision on the appeal, except where the student has been summarily suspended, in which case the summary suspension will continue pending the outcome of the appeal.

### **Mediation**

In certain cases involving interpersonal disputes, the investigating officer may suggest that the matter be submitted to mediation. If the involved parties (complainant(s) and accused) agree, the matter will be submitted to mediation before a staff member acceptable to all parties. Any mediation will result in a “Contract of Resolution” which will specify any terms of settlement and define any future behavioral expectations.

### **Summary Suspension**

In appropriate circumstances, the Vice President or his designee may issue a summary suspension pending an investigation and disciplinary hearing. A student under summary suspension must immediately leave campus and may not return except to participate in the disciplinary hearing.

A summary suspension may be imposed when the Vice President or his designee has reason to believe that the student is an immediate threat to persons or property, and/or that his/her presence may disrupt the operations of the University.

Any student who returns to campus during the period of summary suspension without the permission of the Vice President shall be subject to further disciplinary action, including but not limited to, suspension, dismissal or expulsion. The imposition of a summary suspension shall not create any presumption of guilt with respect to the underlying accusations. Parents of the student may be notified of the summary suspension.

### **Organization Violations**

The Vice President, or his designee, will handle all cases involving a violation of University policy by a student organization. An organization charged with violation of University policy will have the opportunity to admit to the violation and receive an appropriate sanction. The opportunity for a hearing is then dismissed. The organization may appeal the sanction imposed to the Vice President or the President of the University (if the Vice President

conducted the hearing).

If the organization denies the charge, a hearing will be conducted. The organization will be notified of a hearing date in writing and a single Hearing Officer (the Vice President or his designee) will conduct the hearing in conformity with the procedures governing student disciplinary hearings in matters initiated by report of a University official. Its current President, who may be assisted by another student from the same organization, shall represent the organization at the hearing. The President of the organization may present evidence and question witnesses on behalf of the organization in the same manner as an individual respondent.

## **Disciplinary Sanctions**

The tribunal has broad discretion in determining the appropriate sanctions for code violations for students as well as organizations. Any or all of the following sanctions may be imposed, separately or in combination:

***Disciplinary Warning.*** A written warning may be issued when the individual's conduct or disciplinary involvement merits official admonition. Disciplinary warning is a written notice that the conduct in question was inappropriate and that future incidents will be treated more severely. The warning is recorded in the confidential discipline records of the Student Services Office.

***Loss of Privilege.*** Loss of privilege is the withdrawal of the right to participate in a specified activity, or to use a specified service, for a specified period of time. Loss of privilege is recorded in the confidential discipline records of the Student Services Office.

***Fine.*** The levying of a monetary fine may be utilized as a sanction. The intended purpose of the fine is to deter future violations and the amount of the fine should reflect this intended purpose, as well as the relative seriousness of the offense.

***Restitution.*** Restitution requires the student or organization to reimburse the University or complainant for damages caused by their conduct. The fact and amount of the restitution is recorded in the confidential discipline records of the Office of Student Services.

***Disciplinary Work Assignments.*** Disciplinary sanctions may be issued in the form of work assignments, such as campus or local area work projects. Failure to complete the work assignment within the time allowed will result in additional sanctions.

***Residence Hall Suspension.*** Residence hall suspension is the separation of the student from his or her residence hall for a definite period of time. In appropriate circumstances, specific conditions for re-admittance may be imposed. The student's parents may be notified of a residence hall suspension.

***Disciplinary Probation.*** A student or organization placed on disciplinary probation is required to comply with all restrictions imposed by the terms of the probation, and to generally behave in accordance with all University rules and regulations for the period of probation. Failure to abide by the imposed restrictions, or any violation of any

University rule or regulation, will result in more severe sanctions, up to and including suspension, expulsion, revocation of recognition or dissolution. While on disciplinary probation, the student or organization membership may be prohibited from participation in varsity sports or other extracurricular activities. The student's parents may be notified of the probationary status. Disciplinary probation is recorded in the confidential discipline records of the Student Services Office.

***Disciplinary Suspension.*** Disciplinary suspension may exclude the student from registration, class attendance, residence on campus, the use of University facilities, or all of the above, for a specified period of time. In unusual circumstances (when the presence of the student on campus is deemed to be acceptable), suspension may be deferred to the end of the term. In the intervening time period, the privilege of the use of University facilities will be withdrawn, unless specific permission is obtained from the Vice President. The student's parents may be notified of the suspension status. Upon completion of the period of suspension, the student may be readmitted, provided the student is in compliance with academic admission standards then in effect. Any violations of University policy after the student is readmitted will likely result in dismissal or expulsion.

In the case of organizations, suspension prohibits the organization from participating in any University sanctioned activities or events, or otherwise operating as an organization, during the period of suspension. Any violation of the terms of the suspension will result in the revocation of recognition and dissolution of the organization.

***Disciplinary Dismissal.*** Disciplinary dismissal is the withdrawal of the privilege of registration, class attendance, and residence on the campus with no possibility (implied or otherwise) that the student may return at any future time. The privilege of the use of University facilities is withdrawn. A student who has been dismissed may apply for readmission on or after one year from the date of dismissal. If the student is readmitted, further incident of misconduct shall result in expulsion. The parents of the student may be notified of the disciplinary dismissal status.

In the case of an organization, "disciplinary dismissal" will be in the form of the revocation of recognition and dissolution of the organization. The organization's membership may not apply for reinstatement sooner than one year following dissolution. Reinstatement, if granted, may be probationary or subject to such other restrictions as deemed appropriate by the Vice President.

***Disciplinary Expulsion.*** Disciplinary expulsion is the permanent withdrawal of the privilege of registration, class attendance, or residence on the campus with no possibility of readmission. Parents of the student may be notified of the disciplinary expulsion.

In the case of an organization, "disciplinary expulsion" will be in the form of permanent revocation of recognition and dissolution, without the possibility of reinstatement at any time in the future.

## **Disciplinary Records**

Disciplinary records are kept on file for as long as the student attends Waynesburg University, and for seven years following graduation or withdrawal. If a student is not permitted to return to the University resulting from disciplinary action, that record will be maintained for those purposes. Disciplinary actions taken become the basis for more severe sanctions during the entire time a student attends Waynesburg University. Student discipline records consist of any official University disciplinary action taken or mediation contracts. While the University intends to comply with the standards of the Family Education Rights and Privacy Act (1974), in certain situations when the educational interests of the University and/or the student are substantially affected, it may be deemed appropriate to communicate with a student's parents and to disclose information contained in his/her file.

## **Disposition of Fines**

Fines must be paid by the date assigned or further disciplinary action will likely be taken which could include University transcripts not being released. Fines received for payment of damage to property will be deposited in an account to benefit the damaged building. Fines resulting from other disciplinary action will be deposited in an account benefiting students. Fines are not payable by coin.

# **VI. Directory**

## **Administration and Student Services Staff**

**Below is a partial list of University Administration and Student Services staff:**

<b>Position</b>	<b>Name</b>	<b>Ext</b>	<b>Office</b>
President	T. Thyreen	212	1st Miller
Executive Asst. to the President	B. Duffield	396	1st Miller
V. P. Business and Finance	R. Barnhart	241	2nd Miller
Controller	D. Martin	463	2nd Miller
Director of Financial Aid	M. Stokan	227	2nd Miller
Asst. Director of Financial Aid	M. Crouse	301	2nd Miller
Provost	R. Herron	456	1st Miller
Dean, Undergraduate Studies	R. Graham	253	1 <sup>st</sup> Miller
V. P. Institutional Advancement, Alumni, & Church Relations	W. Back	257	2nd Miller
Dean, Grad. & Prof. Studies	J. Graff	888-481-6029	Southpointe
Registrar	R. Coltrane	389	1st Miller
Asst. Registrar	V. Wilson	375	1st Miller

Sr. V. P. Planning, Research, & Educational Services	R. Noftzger	271	3rd Stover
Dir. of University Relations	B. Doyle	289	84 Wayne St
V.P. for Enrollment & Marketing	R. King	333	1st Miller
Director of Human Resources	T. Helmick	210	2nd Miller
Chaplain	T. Ribar	302	1st SCC
Dean of Student Services	D. Calvario	318	1st SCC
Assoc. Dean of Student Services	P. Bristor	315	3rd SCC
Asst. Dean of Student Services	S. Peters	272	3rd SCC
Student Services Secretary		206	3rd SCC
Student Services Secretary	J. Virgili	206	3rd SCC
Coordinator, Bonner Scholars	B. Zeisloft	460	1st SCC
Director, Student Health	C. Young	332	Health Service
Nurse, Student Health	D. Haines	332	Health Service
Director, Placement & Career	M. Coffman	399	3rd SCC
Director of Housing	K. Hardie	402	3rd SCC
RD Thayer Hall	M. Juliano	407	3rd SCC
RD Burns & Ray Halls	C. Koren	407	3rd SCC
RD Denny Hall	C. Smith	407	3rd SCC
RD Martin Hall	Z. Northen	407	3rd SCC
RD East, South, West, & Pollock Halls	J. Majewski	407	3rd SCC
RD Franklin Street Hall	A. Jones	407	3rd SCC
Director, Public Safety	M. Humiston	303	1st SCC
Director, Instrumental Music	R. DePriest	420	PAC
Director, Counseling	J. Owen	225	3rd SCC
Academic Support Services	B. Carr	317	3rd SCC
Counselor	M. Hamilla	344	3rd SCC
Tutor Coordinator	P. Abbe	266	Knox LC
Secretary	P. Brown	233	3rd SCC
Dir., Fitness Center	S. Venick	405	3rd Gym
Athletic Director	R. Marisa	246	3rd Gym
Asst. Athletic Director	S. Szabo	437	3rd SCC
Athletic Training	N. Wilder	306	3rd Gym
Soccer, Men's	C. Dei Cas	230	3rd Gym
Tennis, Men's & Women's	R. Christman	365	3rd Gym
Baseball	M. Humiston	390	1st SCC
Lacrosse, Women's	C. Lahew	474	3rd Gym
Volleyball, Women's	S. Benkowski	405	3rd Gym

Track and Field, Men's & Women's	J. Falvo	324	3rd Gym
Football	R. Shepas	245	3rd Gym
Cross Country, Men's & Women's	B. Zimmerman	438	3rd Gym
Basketball, Women's	S. Jones	292	3rd Gym
Soccer, Women's	J. Rue	424	3rd Gym
Wrestling	R. Headlee	338	3rd Gym
Golf, Men's & Women's	L. Almeida	427	3rd Gym

## Residence Hall Staff

### Denny Hall

#### Carrie Smith, Resident Director — 724-852-7601

Danielle Brush, Resident Assistant	ext. 611
Britni Green, Resident Assistant	ext. 615
Lindsay Moore, Resident Assistant	ext. 613
Heather Quinlisk, Resident Assistant	ext. 612
Halie Theriault, Resident Assistant	ext. 614

Telephone extensions:	first floor:	ext. 311 (724-852-3311)
	second floor:	ext. 312 (724-852-3312)
	third floor:	ext. 313 (724-852-3313)

### Burns Hall & Ray Hall

#### Chrissy Koren, Resident Director — 724-852-7602

##### Burns Hall –

Lindsay Benish, Resident Assistant	ext. 624
Annette Byler, Resident Assistant	ext. 620
Kaitlyn Karan, Resident Assistant	ext. 622
Stephanie Leisie, Resident Assistant	ext. 621
Leah Weyand, Resident Assistant	ext. 623

Telephone extensions:	first floor:	ext. 321 (724-852-3321)
	second floor:	ext. 322 (724-852-3322)
	third floor:	ext. 323 (724-852-3323)

##### Ray Hall –

Sara Mounts, Resident Assistant	ext. 603 (724-852-7603)
Amber Thompson, Resident Assistant	ext. 603 (724-852-7603)

Telephone extension:	hall phone ext. 319 (724-852-3319)
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### Thayer Hall

#### Mike Juliano, Resident Director — 724-852-7606

Jared Kephart, Resident Assistant ext. 664  
 Kyle Kooyers, Resident Assistant ext. 662  
 Tyler Roach, Resident Assistant ext. 665  
 Brian Wehrle, Resident Assistant ext. 663  
 Dustin Yoder, Resident Assistant ext. 661  
 Telephone extensions: first floor: ext. 341 (724-852-3341)  
 second floor: ext. 342 (724-852-3342)  
 third floor: ext. 343 (724-852-3343)

**Martin Hall**

**Zac Northen, Resident Director — 724-852-7605**

Tyler Amy, Resident Assistant ext. 654  
 Nate Carter, Resident Assistant ext. 653  
 Josh Fisher, Resident Assistant ext. 652  
 Adam Swingle, Resident Assistant ext. 655  
 Brett Wassel, Resident Assistant ext. 651  
 Telephone extensions: first floor: ext. 351 (724-852-3351)  
 second floor: ext. 352 (724-852-3352)  
 third floor: ext. 353 (724-852-3353)  
 fourth floor: ext. 354 (724-852-3354)  
 fifth floor: ext. 355 (724-852-3355)

**East, South, West, & Pollock Halls**

**Jess Majewski, Resident Director — 724-852-7604**

Emily Dooley, Resident Assistant ext. 645  
 Katelyn Edwards, Resident Assistant ext. 646  
 Michaelene Jones, Resident Assistant ext. 643  
 Dina Mannarino, Resident Assistant ext. 642  
 Chelsea McHenry, Resident Assistant ext. 644  
 Candace Reither, Resident Assistant ext. 641  
 Telephone extensions: **East Bldg.** **South Bldg.** **West Bldg.**  
 Conference Room ext. 483 ext. 484 ext. 485  
 1st Floor Hall ext. 486 ext. 487 ext. 488  
 2nd Floor Hall ext. 489 ext. 490 ext. 491  
 3rd Floor Hall ext. 492 ext. 493 ext. 494  
 Pollock Hall –  
 Laura Ellis, Resident Assistant ext. 635  
 Maggie Graham, Resident Assistant ext. 633  
 Kyley Longo, Resident Assistant ext. 634

## **Franklin Street Hall**

### **Adam Jones, Resident Director — 724-852-7683**

Josh Beppler, Resident Assistant	ext. 688
Mat Deveaney, Resident Assistant	ext. 685
Randy Fraas, Resident Assistant	ext. 686
John Paiani, Resident Assistant	ext. 684
Ryan Shumway, Resident Assistant	ext. 687

## **University Owned Houses**

### **Kelley Hardie, Housing Director — 724-852-3402**

64 Wayne St.	724-627-7256
74 Wayne St.	724-627-9754
150 First Ave.	724-627-8723
388 Richhill St.	724-852-2122

## **Advisors for Student Activities and Organizations**

<b>For information about:</b>	<b>Contact:</b>	<b>Phone:</b>
Alpha Phi Omega	Dave Calvario	318
Athletic Training Association	Michele Kabay	309
Commuting Students	Jane Owen	225
Bands (Concert, Pep)	Rhonda DePriest	420
Black Student Union	Lynda Bradley	308
Cheerleading	Kelley Hardie	402
Counsel for Exceptional Children (CEC)	Diane Woodrum	459
Environmental Group	Pam Abbe	266
Fellowship of Christian Athletes	Mike Juliano	407
Muse & Stone	Martin Cockroft	431
Habitat for Humanity	Pat Bristor	315
Intercollegiate Athletics	Rudy Marisa	246
WORLD: Int'l Student Organization	Pat Bristor	406
Intramurals	Michael Juliano	407
Lambda Alpha Epsilon	Tom Reddington	371
Lamplighters	Anne Phipps	436
Mad Anthony (Yearbook)	TBA	
Newman Club	Barb Kirby	388
Peer Educators	Mary Hamilla	344
The Players (Theater)	Eddie Powers	226
Student Activities Board	Pat Bristor	315
SNAP (Nursing)	Denise Morris	361
SPSEA (Education)	Robert Kefferstan	458

Student Senate	Dave Calvario	272
Waynesburg Christian Fellowship	Tom Ribar	302
WCYJ-FM	TBA	
WCYJ-TV	Bill Molzon	270
WCTV	Josh Starsick	425
WOE (Waynesburg Outdoor Experience)	TBA	206
Women's Association	Jane Owen	225
Yellow Jacket (Newspaper)	Richard Krause	240

## Academic Departments

The following represents a partial list of departmental faculty. Faculty office hours are listed on their doors. If possible, try to make an appointment if you intend to meet with the faculty person for more than a few minutes. If the faculty member you are seeking is not listed below, please contact the departmental secretary to get the phone and office numbers.

**B=Buhl S=Stewart H=Hanna M=Miller GPAC=Performing Arts Center SCC=Stover  
BEN=Benedum FAC=Fine Arts Center (1<sup>st</sup> floor Benedum)**

### Biology, Chemistry, Engineering, Physics, Athletic Training Program

	EXTENSION	OFFICE
K. Alberta	295	206 Gym
E. Baldauff	219	311 S
C. Cink, Chair	232	501 S
W. Cole, Secretary	304	208 Gym
J. Cummings	432	New Marine Lab
E. Ellis	304	208 Gym
J. Griffin	304	208 Gym
B. Hamilton	379	509 S
M. Kabay	309	211 Gym
R. LaCount	286	309 S
S. Leslie	304	208 Gym
J. Paladino	281	506 S
C. Sethman	265	502 S
K. Stephens-Bogard	304	208 Gym
N. Wilder	306	209 Gym
J. Williams	376	307 S
R. Witouski, Secretary	283	300 S
M. Wright	358	504 S

**Business Administration**

	EXTENSION	OFFICE
A. Bocchini	235	311 H
H. Hamel, Secretary	267	310 H
M. Heider	279	203 H
G. McClung, Chair	280	307 H
M. Mulvaney	200	308 H
C. Ola	247	309 H
S. Sakchutchwan	275	313 H

**Communication**

	EXTENSION	OFFICE
L. Almeida		
R. Krause, Chair	240	411 B
W. Molzon	270	427 B
TBA		
J. Teagarden, Secretary	347	326 B

**Computer Science, Math, Physics**

	EXTENSION	OFFICE
S. Baily	284	402B S
J. Blackmon	284	402 B S
J. Bush	262	406A S
B. Calverio	284	402B S
S. Knudsen	363	404 S
R. Leipold, Chair	291	406D S
P. Sielski	326	402A S
K. Waddel	263	406B S
E. Wang	285	406C S
R. Witouski, Secretary	283	300 S

**Criminal Justice**

	EXTENSION	OFFICE
D. Baer, Chair	370	208B
TBA		
J. McIlwain	469	209B
T. Reddington	371	211B
T. Rohanna, Secretary	290	210B

**Education**

	EXTENSION	OFFICE
J. Henderson	383	325D M
R. Kefferstan	458	325 M
M. Mulvaney	259	325C M
F. Pazzynski	294	325 M
T. Rohanna, Secretary	243	304 M
D. Woodrum, Chair	607	303 M

**English and Fine Arts**

	EXTENSION	OFFICE
C. Beiter	261	310 B
M. Cockroft	431	305 B
J. Dessart, Chair	429	309 B
R. DePriest	420	FAC
S. Phillips	274	FAC
E. Powers	266	GPAC
A. Randolph	430	306 B
M. Roberts	296	324 B
J. Teagarden, Secretary	347	326 B

**History, Sociology, Psychology, Philosophy, Religion**

	EXTENSION	OFFICE
J. Aultman-Moore	209	223 B
E. Barkat	408	308 B
P. Brown, Secretary	440	229 B
E. Coffman	331	207 B
J. Jellison	242	225 B
M. Karpathian	231	227 B
J. Kisner, Chair	316	213 B
T. Pavick	221	212 B
R. Waddel	345	224 B

**Nursing**

	EXTENSION	OFFICE
T. Antill	441	204 S
M. Chrash	348	206 S
S. Clutter	236	202A S
S. Huber	381	
B. Kiger	250	206A S

D. Morris	361	105E S
N. Mosser, Chair	236	203 S
J. Schifko, Secretary	329	205 S
T. Small	380	202B S
K. Stolfer	207	105G S

# Academic Calendar 2008-2009

AUGUST	22	Residence Halls Open for New Students at 8:00 a.m.
	22	Last Day for Eligible Students to Change Meal Plan.
	22-24	New Student Orientation
	24	Campus Worship Service at 10:30 a.m.
	24	Residence Halls Open for Returning Students at 12:00 Noon.
	25	Classes Begin at 8:00 a.m.
	29	Last Day for Late Registration; Last Day to Drop or Add Courses; Last Day to Indicate Pass/Fail or Audit Preferences
SEPTEMBER	1	Labor Day (classes scheduled to start between 8am and 3 pm will not meet).
OCTOBER	11	Homecoming
	13	Mid-Semester Grade Reports due from faculty.
	31	Last Day to Withdraw from Classes.
NOVEMBER	1	Family Day
	21	Thanksgiving Recess Begins after last class; Res. Halls Close at 6:00 p.m.
	30	Residence Halls Open at 12:00 Noon.
DECEMBER	1	Classes Resume at 8:00 a.m.
	5	Regular Classes End.
	8-12	Semester Examinations
	12	First Semester Ends.
	12	Residence Halls Close at 12:00 Noon.
JANUARY	9	Last Day for Eligible Students to Change Meal Plan
	11	Residence Halls Open at 12:00 Noon.
	11	New Student Orientation Program.
	12	Classes Begin at 8:00 a.m.
	16	Last Day for Late Registration; Last Day to Drop or Add Courses; Last Day to Indicate Pass/Fail or Audit Preference.
	19	Martin Luther King, Jr. Convocation 11:00 a.m. (11:00 class only canceled)
FEBRUARY	24	Assessment Day
MARCH	7	Spring Recess Begins After Last Class; Residence Halls Close at 6:00 p.m.
	9	Mid-semester Grade Reports due from faculty.
	15	Residence Halls Open at 12:00 Noon.
	16	Classes Resume at 8:00 a.m.
	20	Last Day to Withdraw from Classes.
	24	Charter Day Convocation.
APRIL	10	Good Friday Classes will not meet.
	13	No Day Classes. Evening Classes Resume at 6:00 p.m.
MAY	1	Regular Classes End
	4-8	Semester Examinations
	8	Second Semester Ends. Residence Halls Close at 12:00 Noon.
	17	Baccalaureate Services at 11:00 a.m. 158 <sup>th</sup> Commencement at 2:30 p.m.