Welcome to Wesleyan!

This handbook provides parents and students with useful information about Wesleyan University policies and residence hall rules, as well as descriptions of the resources and opportunities available to PreCollege students. We look forward to having you at Wesleyan and hope that you enjoy an intellectually challenging summer.

Arrival and Check-Out

In-Person Check-In
Monday, June 27 between 12:00pm - 3:00pm
74 Wyllys Avenue, Middletown, CT

After checking-in, students should proceed to 250 Court Street, Middletown, CT, where they will be living for the duration of the program. They will be met by the Residential Advisors.

Orientation
At 3:30pm, following Check-In, students will convene for Orientation. Orientation will be held in the Common Room of 250 Court Street.

Shipping
If you will be living in Wesleyan housing, you may have boxes or trunks shipped to you before you arrive on campus. You may collect them during In-Person Check-In. Please allow enough time for shipping to ensure that packages can arrive and be processed in time. Boxes should be clearly labeled as follows:
(Your Name) – Wesleyan PreCollege
c/o Office of Residential Life
237 High Street
Middletown, CT  06459
Attn: Fran Koerting

Early Arrival
To accommodate students traveling from a distance who are unable to arrive in time for Check-In on Monday, arrangements may be made with the Office of Residential Life to arrive on Sunday. No arrivals prior to Sunday are permitted. To request this option, please contact Residential Life at 860-685-3550 or reslife@wesleyan.edu.

Check-Out
Students may leave Wesleyan any time after their exams end, but must be completely checked out of the residence hall by noon on Friday, July 29. Please email the PreCollege Office with your personal check out time (precollege@wesleyan.eu).
Directions to Wesleyan

By Air

Bradley International Airport, Windsor Locks, CT
http://www.bradleyairport.com
Airlines: Air Canada, America West, American Airlines, Continental, Delta, Northwest, Skyway, Southwest, United, US Air
40 minutes from campus

If you are flying into Bradley, and would like to arrange a shuttle from Wesleyan, please contact us at precollege@wesleyan.edu at least one week prior to arrival.

Bradley is the airport closest to Wesleyan, though students may also fly into airports in New York (~2 hours) or Boston (~2 hours). Middletown does not have a bus or train station, so students would need to travel by car. CT Limo provides private car airport transportation, and can be reached at 800-320-7298 or ctlimo.com.

By Car

From Hartford and points north
Take I-91 south to Exit 22 for Route 9 southbound. At exit 15, turn right onto Route 66 West (Washington Street), turn left onto High Street.

From New Haven, New York and points south
Take I-95 North to I-91 North. At exit 18, take Route 691/66 East. Route 66 becomes Washington Street in Middletown. Take right onto High Street.
Or, take I-95 north to the Merritt/Wilbur Cross Parkway (Route 15 North) to Route 66 Eastbound. Take right onto High Street.

From Boston and points northeast
Take the Massachusetts Turnpike (I-90) West to Exit 9 for I-84 West to Hartford. Take exit 57 over the Charter Oak Bridge and follow the signs to I-91 South. Take I-91 south to exit 22 for Route 9 Southbound, At exit 15, turn right onto Route 66 West (Washington Street), turn left onto High Street.
Residential Life

Wesleyan is committed to the importance of the residential experience in fostering academic success and personal development. Living in a college residence hall with other students can be a great challenge. Learning to listen to, respect the rights of, and compare views and ideas with other residents can be valuable for all.

In order to make your community living experience as rewarding as possible, Wesleyan staffs its residence halls with trained student advisors known as Resident Advisors (RAs). Full-time, professional staff members also live on campus and supervise the daily operations of the residential areas.

Rooms are furnished with:
- Extra-long (80”) twin bed and mattress
- Closet
- Desk and chair
- Bureau
- Ceiling light
- Electrical outlets (international students will need adapters)
- Fan

You must provide:
- Sheets (custom, extra long 80” twin)
- Pillows/pillowcases
- Blankets
- Towels
- Alarm clock

We suggest you bring:
- Laptop
- Mattress pad
- Desk lamp (no halogen lamps are allowed)
- Hangers
- Comfortable walking shoes
- Flip-flops/Shower sandals
- Wastebasket
- Shower caddy
- Sunscreen
- Key chain
- Bug spray

ID-Card-operated washing machines and dryers are available on campus. Money can be added to the ID card through the WesCard office with cash, credit card, or a domestic check made payable to Wesleyan University WesCard.
Weather
Weather patterns in New England are unpredictable, particularly during the summer months. Check your favorite weather service for the long-term forecast and average daytime low and high temperatures (usually 60s to 80s.) Please be prepared for any circumstance, from nighttime lows in the 40s to daytime highs in the upper 90s. Please also be aware that in the river valley, where we are located, the humidity can make the heat index rise above 100°F, even if the temperature is in the 80s or 90s.

Clothing
Comfortable shoes and sneakers are recommended. Lightweight clothing, including beachwear and a windbreaker or jacket, is appropriate for Connecticut summer weather, although the occasional cool day makes a sweater necessary.

Spending Money
Students are strongly encouraged to bring debit/credit cards for any personal or supply purchases they may need to make while at Wesleyan. Banks and local businesses will not cash out-of-state personal checks or money orders; debit cards and major credit cards, as well as travelers checks, are usually accepted. Wesleyan cannot cash checks for students. ATMs are available within walking distance of Wesleyan and in the Usdan Campus Center and Exley Science Center. You may choose to open an account at a local bank before the program starts. Money may also be wired to students via Western Union. Please do not mail cash!

Mail
The Wesleyan Mail Room window will be open Monday through Thursday, 12:00pm – 3:00pm. It is located in the Usdan Campus Center, lower level. Students receive mail box numbers prior to arrival. Have all correspondence addressed to:

(Your Name)
Wesleyan PreCollege Program
(Mailbox #)
45 Wylyls Avenue
Middletown, CT  06459

Please do not have personal correspondence sent to you at other offices or fax numbers on campus. Personal correspondence will only reach students if mailed as instructed above.

Automobiles
PreCollege students should not bring a car. PreCollege students living in Wesleyan residence halls may not operate a motor vehicle (including scooters and motorcycles) while on campus.
Computer Use
While there are internet ports and wifi in all residence hall rooms, we do not offer technical support for summer students who bring their own computer. Students may also use the various computer labs and stations across the Wesleyan campus. Some Wesleyan professors allow (and may even encourage) students to bring a laptop to class to take notes. Please respect the customary practice of the class you are in.

Dining Services
Dining Services are in the Usdan Campus Center, which is centrally located on campus. Residential students will have an assigned meal plan for use in the dining hall. Additional meals will be scheduled as part of the residential activities and events.

Dining for Commuting Students
Commuting students in the July Session may elect to purchase blocks of 25 meals, or are welcome to purchase individual meals on a cash basis.

Dining Services Regulations
- In accordance with Connecticut law, shoes and shirts must be worn in all areas for health and safety reasons.
- ID cards must be presented at time of purchase. Only the person identified as the meal plan owner may make purchases.
- Please bus your own tables and maintain the cleanliness of the dining room and surrounding areas. Please dispose of trash properly.
- Recycling bins are provided and are to be used in accordance with Wesleyan policies and local ordinances. Please dispose of trash properly.
- Wesleyan Dining Services is not responsible for the contents of book-bags, knapsacks, backpacks, shopping bags and sacks brought into the dining facilities.
- No dishes, glassware, knives, forks, spoons, equipment or other non-food items may be removed from the dining rooms.
- Smoking is not permitted in any dining area.
- Students who violate any of these regulations will be subject to the University disciplinary process.
- Dining plans are non-refundable and non-transferable.

Photo Identification Cards
Students must carry their WesCard at all times, and are required to show their ID cards upon the request of any University official. This card is issued at Check-In.

Your card will have many uses. It will serve as a “key” to give you access to your residence hall as well as the library and athletic center. It also serves as your “meal ticket” and will be necessary every time you wish to use your meal plan. Additionally, you can add money on your card in the Wes Card office with cash or a
domestic check, payable to Wesleyan University WesCard, which you may then use for campus laundry, photocopying or vending.

The ID card has cash value, and per University regulations only the person whose picture is on the front will be allowed to use it. Treat your card like cash – if you lose it, any money on the vend strip is accessible to whoever finds the card. Do not punch holes in the card, place it near magnets, run it through the washer or dryer, or mutilate it in any way. If your card is lost, stolen or mutilated, you must report it to the WesCard Office (Room 111 North College, 237 High Street) or to Public Safety immediately.

**ID Card Problems**
All ID card problems should be reported to the WesCard Office as soon as possible. Office hours are Monday–Thursday, 8:30am–4:30pm; Friday, 8:30am–noon (closed week-ends and July 4). If you are unable to get a new ID immediately, see Public Safety in order to allow you access to your residence hall. For temporary dining privileges, you will be issued a voucher when you show the Dining Supervisor two forms of identification. Damaged or lost cards must be replaced at your expense at a cost of $20.00 payable at the time the card is replaced.

**Public Safety**
The Department of Public Safety operates 24 hours a day, 7 days a week, 365 days a year. The Public Safety office is located at 208 High Street. Public Safety can also be reached by phone at 860-685-2345 or 860-685-3333 (emergency line).

Public Safety should be contacted for all safety and emergency medical concerns. Uniformed Public Safety officers patrol campus buildings and areas of the city around buildings in marked cruisers, on foot, and on bicycles. Any member of the Wesleyan community is encouraged to seek assistance from any Public Safety Officer.

Students should program the public safety numbers (860-685-2345 or 860-685-3333 for emergencies) into their cell phones. Students are encouraged to learn the locations of the Code Blue emergency phones, which allow you to communicate directly with Public Safety in the event of an emergency. Code Blue phones are located on blue pillars or in boxes attached to the exterior of buildings throughout campus.

**Visitor Information**
PreCollege students may not have overnight guests. During the day and evening, immediate family members and other registered adult visitors are welcome in residential common areas, but not private rooms. All visitors to a residence hall must register at Public Safety before entering. We regret that there are no overnight accommodations available on campus for guests.
We suggest that visitors refer to the University's Admission website for local lodging information: wesleyan.edu/about/visitors/lodging.html.

Curfew and Common Sense
A curfew exists for PreCollege students Sunday through Thursday night, from 11pm to 6am, and Friday and Saturday nights, from midnight to 6am. Every student is required to be in the residence hall at the start of curfew each evening so that attendance may be checked. Once the Resident Assistant has checked attendance, students must remain in the building during the remainder of curfew. Violations, such as tardiness, will be documented and parents/guardians will receive written notice each time.

- First offense: Recorded by Staff, copy sent to parent/guardian.
- Second offense: Administrative conference likely resulting in probation.
- Third offense: Will likely result in dismissal from the program.

Overnight visits off-campus taken by resident students without parental and Residential Life permission will result in dismissal. Also, students found missing or outside of their residential area after curfew will be dismissed from the program.

Wesleyan University is situated within walking distance of numerous shops, cafes, and restaurants, as well as parks, nature trails, and attractions. PreCollege Students should use common sense when off-campus, and should plan to return to campus no later than 8:30pm. Students are bound by the code of non-academic conduct regardless of whether they are on- or off-campus for the duration of the program.

Visits away from Campus
PreCollege students may leave the Wesleyan campus unaccompanied for overnight visits only on Friday and/or Saturday ("Weekend") nights (as well as Sunday night, July 3). In order to leave the campus, they must have prior permission from their parent/guardian, and the Office of Residential Life (see #1). Previously-authorized adults may sign out a Pre-College student at any time for an accompanied overnight visit (see #2).

1. Unaccompanied Weekends Away with Prior Approval

   Parents/Guardians must designate the following level of approval for their child to leave campus for overnight visit(s):

   a. Specific Weekend Approval(s): allowing their child to travel to specified locations, on specific weekends, as designated by the parent/guardian.

   Additionally, the parent/guardian must submit an Individual Weekend Away Form to the Office of Residential Life by 9am on the Thursday prior to the Friday and/or Saturday night(s) that the student will be away from campus.
Students who expect to leave the campus for an overnight visit with prior approval must check to make certain that their name appears on the list of students approved for weekend overnights away from campus. This list is distributed to resident assistants each Thursday evening and is available for students to consult at the 11pm curfew. If a student’s name does not appear and the student believes this is an error, he or she must speak with the Director of the Office of Residential Life on Friday morning.

2. Accompanied Weeknights or Weekends Away Without Prior Approval

In the absence of prior arrangements, students may be signed out in-person by a parent, guardian, or another previously-authorized adult at any time during the program. (IMPORTANT: Any and all overnight visits must be planned so that the student does not miss any class time!) These sign-outs do not need any advance notice. However, only those individuals designated as “Adults Authorized to Sign-Out My Child” on the Parent/Guardian Permission Form will be allowed to sign-out the student. The authorized adult must present a Photo ID to Wesleyan Public Safety at the time of sign-out; students will not be released into the custody of anyone who cannot prove his or her identity. Parents, guardians, or other authorized adults may sign the student out at the Public Safety Office at 208 High Street.

Important Notes about Visits Away from Campus:

- Emergencies that may affect class attendance should be discussed with the Associate Director for Student Services at 860.685.3345.
- Permission will not be granted if forms are incomplete or are not signed by the parent/guardian.
- Students are permitted to leave campus for weekends away only after the conclusion of their Friday class, and must return to campus from weekends way, and be in their rooms, by the 11pm curfew on Sunday. If student is permitted to be away Sunday July 3, they must return by 10pm curfew on Monday, July 4.
- The Office of Residential Life will not accept telephone messages as a means of granting permission.
- Forms may not be hand-delivered. Parent/Guardian Permission forms and Individual Weekend Away Forms must be signed and sent directly via mail or fax by the parent/guardian.
- Weekend away permission forms may not be used to adjust curfew hours. Students who are approved to leave campus for an overnight visit must remain away from campus and may not return during curfew hours.
- Parents/guardians, or any previously-authorized adults, assume all responsibility for the signed-out student’s safety and whereabouts.
- Students found to be away from the residence hall overnight without permission from the parent/guardian and the Office of Residential Life will be subject to immediate dismissal from the program.

**Quiet Hours and Noise**
In order to create an environment conducive to intellectual pursuit and individual well-being, all residents should refrain from creating inordinate or unnecessary noise at all times. Noise, including music, should be confined to an individual’s room. Residents should be aware of the effect their noise has not only for their roommates but for people who live above and below them as well. Quiet hours for purposes of study and sleep are set, lasting from curfew until 8am on Sunday through Thursday nights; and from curfew until 10am on Friday and Saturday nights.

Students who are bothered by noise are expected to speak directly with the individual(s) creating the noise. It is also expected that any resident will honor the request of another resident to restrict the noise they are creating. Residential Life staff should be asked for assistance only when a personal request to reduce the noise levels has gone unheeded.

**Health Services**
Should a medical issue arise with a PreCollege student, Wesleyan’s PreCollege Study program has an agreement with the Middlesex Family Physicians. Wesleyan staff will make an appointment and will accompany the student. Students will need to bring their insurance information and any required co-pay. In the case of an emergency, students will be brought to the Middlesex Hospital emergency room (less than one mile away from campus).

**Health Requirements for Students**
1. Completed health forms on file at Health Services
2. Immunization Record (a positive titer value for immunity to any of these diseases is acceptable):
   - Signed letter from physician, or copy of medical record, indicating that student has met State of Connecticut meningitis immunization series criteria for higher education, including the dates of the doses
   - 2 MMR immunization dates (Measles, Mumps, Rubella)
   - Chicken pox: Date of 2 immunizations or disease
3. Proof of health insurance coverage
4. For International Students: As a Wesleyan PreCollege student, you are required to have U.S. health insurance that covers major illnesses and accidents within the United States. If you do not have such coverage with a U.S. carrier, you are required to purchase short-term health insurance. Many student insurance companies provide insurance for just one or two months’ coverage. Wesleyan works with Gallagher Koster for student insurance. To acquire international student short-term coverage, please visit their website
Health Reminders
If you take medications regularly, be sure to bring them with you. It is your responsibility to administer your medications prescribed to you by your own health care provider. If a medical emergency occurs, call Public Safety at 860-685-3333.

Insurance
Students are strongly encouraged to purchase renters’ insurance, since Wesleyan University cannot assume responsibility for loss of, or damage to, personal property of the residents caused by mechanical mishaps, theft, fire, wind, flood, or other catastrophes. Parents should check their homeowner’s policy to see if it covers their child’s belongings outside the home.

Maintenance or Work Requests
All requests for routine maintenance to your room should be directed to the Facilities Department at work_order@wesleyan.edu or 860-685-3400. Emergency maintenance needs (broken windows, broken door locks, burst pipes, etc.) should be reported immediately to Public Safety at 860-685-2345. Please keep your RA informed.

Trash Disposal and Recycling
Each residence hall has designated areas for residents to dispose of trash and recyclable materials. Trash must not be left in halls, bathrooms, or other public areas. Middletown recycles all plastics #1-7, paper and glass, among other materials. A complete list of items that should be recycled is available at wesleyan.edu/sustainability/recycling/what.html.

Room Changes
Due to the brief duration of the PreCollege summer term, room changes are not allowed except in cases of severe duress or emergency, as determined by Residential Life staff. Students who change rooms without approval will be required to return to their original assignments. Wesleyan reserves the right to change a student’s room assignment at any time and for any reason. Students in shared rooms who find themselves without a roommate are contractually obligated to accept a new roommate at any time. Behavior on the part of the original occupant that discriminates against a newly assigned occupant of the room may result in the reassignment or removal of the original occupant.
Room Entry, Inspection, or Search
Wesleyan, at its discretion, may enter and search any room and its contents, including personal possessions, to:

1. Verify occupancy
2. Perform housekeeping and maintenance functions
3. Investigate and/or seize evidence of potential illegal activity or violations of college regulations
4. Conduct health and fire safety inspections, or
5. For any other reason and in any other situation in which the college, in its discretion, deems it necessary to do so in order to protect the interests of the college or the general welfare of one or more of its students.

Grades, Transcripts, and Recommendations

Grades
PreCollege students receive a letter grade for each course. Where possible, warnings will be issued to students in danger of failing. A copy of the warning will be sent to parents/guardians.

After the conclusion of the PreCollege program, a transcript with final grades will be mailed to your home address. The Privacy Act of 1978 prohibits staff from giving grades over the phone. Grades are withheld from students who owe damage charges, library fines, key charges, or any other fees until the outstanding accounts are settled.

Students should be aware that policies concerning advanced placement and/or waivers of high school or college courses are determined by the student’s home academic institution and based on its own criteria. For more information, please contact your home institution.

Transcripts
A transcript is an official record of grades, often requested by institutions to which a student is applying for admittance. Transcripts are not processed until grades are posted, approximately four to six weeks after the program ends. One official transcript will be sent to your mailing address within eight weeks of the end of the session. Students may order additional transcripts online at wesleyan.edu/registrar.

Recommendations
Students often request letters of recommendation for college admission from PreCollege instructors. It is advisable to make arrangements with instructors before the end of the program. Not all requests will be met; the decision to write a letter of recommendation belongs solely to the individual faculty members.
Attendance Policies

Program Attendance
The PreCollege program is an intense academic immersion experience that requires a student’s full participation. In addition to assignments given during class, each course requires extensive research, study, and homework to be accomplished outside of class time. Students should not make outside commitments or summer plans that interfere with their ability to focus on all aspects of the program.

Class Attendance
Wesleyan attendance policy requires students to attend all classes regularly and punctually. Participation and attendance are important factors in gaining the most from the program.

Unexcused Absences
After two unexcused absences, the student will be subject to disciplinary action, and parents/guardians will be notified. Three unexcused absences will result in dismissal from the program.

Medical Absences
Students who require emergency treatment should contact the Office of Public Safety. While instructors are sensitive to the needs of students requiring medical care and are open to working with students to arrange for completion of any missed work, students who are absent from class for medical reasons are still required to contact their instructors directly to make up any missed assignments as described above.

Absence for Family Reasons
Every effort will be made to assist students who need to leave the program for reasons of bereavement.

Students who are able to return and complete the program are encouraged to meet with their instructors to make up missed assignments. Students needing assistance in this matter should visit the Continuing Studies Office. Students may not miss class to attend weddings, birthdays, or other events such as family vacations, unless these events fall on a weekend for which the student has parental/guardian approval to leave campus.

Voluntary Withdrawal from Program
Students wishing to leave the PreCollege program early must adhere to the following protocol:

- Discuss your intentions with the Director of Continuing Studies.
- Parent or guardian must send an email to the Continuing Studies Office indicating approval.
• Make necessary travel arrangements to be picked up within 24 hours.
• After vacating room, turn in your key to Residential Life.
• Once key has been submitted to Residential Life, student must leave campus.

Students seeking voluntary withdrawal from the PreCollege program for reasons other than an emergency must do so only during Continuing Studies Office hours (Monday through Thursday, 9:00am - 4:30pm; Fridays 8:30am - Noon).

Students requiring voluntary withdrawal due to emergency or extreme circumstances should also follow the above listed protocol. However, if the student must leave during non-academic hours, student should contact the Residential Life Administrator On Call, who may be reached through Public Safety, to make arrangements. In this case, written consent, signed by parent and/or guardian, must be received by the Residence Life Administrator On Call, prior to the student leaving campus.

Withdrawals and Refunds
To withdraw officially from the PreCollege program, submit written notification to the Continuing Studies office, in person, or by mail (to Wesleyan PreCollege Study, 74 Wyly Avenue, Middletown, CT 06459) or fax (860.685.2901). Failure to properly withdraw from the program may result in a permanent grade of “F” on the student’s record.

Prior to May 2, 2016, a full refund will be granted in case of withdrawal. Between May 3, 2016 and May 25, 2016, a refund in case of withdrawal will be granted for full tuition and any fees paid minus a $500 fee for Session I, and a full refund will be granted for Session II. Between May 25, 2016 and June 17, 2016, no refund will be granted for Session I, and a refund in case of withdrawal will be granted for full tuition and any fees paid minus a $500 fee for Session II. No refunds are granted after June 17, 2016. No tuition or other fees are refunded to students who are asked to leave the program for a violation of school policies or regulations. Refunds take six weeks to process.

Financial Obligations and Outstanding Balances
Students who have not resolved problems with their accounts (i.e., who have unpaid balances, returned checks or library fines) by the end of the second week of the program will be subject to immediate dismissal.

Facilities and Activities

Wesleyan Computer Labs
Several computer labs are available to summer students. For the most up-to-date information regarding lab hours and specifications, please visit wesleyan.edu/its/labs/.
**Olin Library**
PreCollege students may access and borrow the library’s materials during the program. Reference librarians are available to provide assistance with research and projects. Students must return all checked-out materials at the end of the session, or they will be obliged to pay significant fees and fines.

**Weekend Activities**
A calendar of extracurricular events will be distributed at orientation on Check-In Day. Weekend events and excursions are planned for PreCollege students throughout the program. Specific details will be announced weekly. Costs for these trips are covered by the residential fee, but students may choose to bring additional spending money.

**Evening Activities**
A number of evening and weekend activities will be organized by the PreCollege RAs, including the Social Justice Leadership program.

**Athletic Facilities**
Freeman Athletic Center will be available to PreCollege students Monday through Friday, from 7am – 7pm. The pool will be open Monday through Friday, from 7:15am – 1pm. Hours and schedule are subject to change without notice. Check [wesleyan.edu/athletics](http://wesleyan.edu/athletics) for current facilities hours.

**Student Conduct**

In an academic community, learning and evaluation require explicit and shared agreements on intellectual honesty and academic integrity. At Wesleyan, these values and the standards of academic conduct they imply constitute the Honor Code, the affirmation of which is a condition of enrollment. Adjudication of alleged violations of the honor code issue from an administrative panel. This panel ensures consistent interpretation and sanctions for violations while serving as a constant reminder of communal principles. Violations against the code are violations against the community, the ultimate source of the principles articulated below. Accordingly, upon witnessing or otherwise becoming aware of an apparent violation, members of the community have an obligation to report the violation or to discuss it with the appropriate faculty member or the Director of Continuing Studies.

**The Honor Code**

A. The Pledge
The pledge is an affirmation of each student's agreement to adhere to the standards of academic integrity set by Wesleyan's Honor Code. In order to promote constant awareness of the Honor Code, faculty are encouraged to ask students to sign the pledge when submitting any academic exercise for evaluation. The pledges read as follows:

- For papers and similar written work: “In accordance with the Honor Code, I affirm that this work is my own and all content taken from other sources has been properly acknowledged.”
- For tests and other academic exercises: “In accordance with the Honor Code, I affirm that this work has been completed without improper assistance.”

B. Violations of the Honor Code

- The attempt to give or obtain assistance in a formal academic exercise without due acknowledgement. This includes, but is not limited to: cheating during an exam; helping another student to cheat or to plagiarize; completing a project for someone and/or asking someone to complete a project for you.
- Plagiarism - the presentation of another person's words, ideas, images, data or research as one's own. Plagiarism is more than lifting a text word-for-word, even from sources in the public domain. Paraphrasing or using any content or terms coined by others without proper acknowledgement also constitutes plagiarism.
- The submission of the same work for academic credit more than once without permission.
- Willful falsification of data, information, or citations in any formal exercise.
- Deception concerning adherence to the conditions set by the instructor for a formal academic exercise.

A Word about Plagiarism

Plagiarism is defined as copying someone else’s work or presenting it as your own. Plagiarism or any other form of academic dishonesty is a serious offense against the academic ideals of the college and warrants disciplinary action, which may include dismissal.

The Code of Non-Academic Conduct

The Code of Non-Academic Conduct clarifies those standards of behavior that the University considers essential to its educational mission and its community life.
1. Privacy and Tranquility—The intentional infringement upon the right to privacy of any member of the community is prohibited. Disorderly and disruptive conduct and/or the persistent interruption of a reasonable level of peace and quiet is also a violation. Students should be aware that repeated violation of this regulation could result in removal from the program.

2. Harassment and Abuse—Harassment and abuse, intentionally directed toward individuals or groups, may include at least the following forms: the intentional use or threat of physical violence, coercion, intimidation, or verbal harassment and abuse. Wesleyan University’s commitment to nondiscrimination means that intentional discriminatory harassment may be punished more severely than nondiscriminatory or unintentional forms of harassment.

3. Sexual Misconduct—Sexual misconduct, including, but not limited to, sexual harassment, sexual assault, coercion, and threats or use of force, is prohibited.

4. Property—The unauthorized use, or the abuse, destruction, or theft of University property or the property of any of its members, guests, or neighbors is prohibited. This includes but is not limited to all tunnels, roofs, and areas under construction. This regulation prohibits the unauthorized appropriation or “borrowing” of common property for personal use.

5. False Information—Knowingly furnishing false information to a University officer or member of any constituted hearing board acting in performance of his/her duties is prohibited.

6. Misuse of Documents—Forgery, alteration, or the unauthorized possession or use of University documents, records or instruments of identification is prohibited.

7. Tampering with Locks and Duplication of Keys—Tampering with locks in University buildings, unauthorized possession or use of University keys, and alteration or unauthorized duplication of University keys are prohibited.

8. Fire Protection Systems—Tampering with fire extinguishers, fire alarm boxes, or smoke or heat detectors anywhere on University property is prohibited. Additional information and requirements about fire safety procedures can be found at wesleyan.edu/firesafety.
9. Restricted Items/Fire Hazards—The following are considered fire hazards and are prohibited within any University-owned or -operated facility:

a. Starting a fire anywhere on University property without explicit permission from the Office of Public Safety is prohibited.

b. Candles and flammable decorations are prohibited. The use or storage of kerosene lamps, canned heat (©Sterno), flammable liquids, charcoal grills, and other open-flame devices except in areas such as kitchens or laboratories that are specifically designed for their use.

c. Student Residential Facilities—Cooking/heating devices are prohibited in all student residential facilities (except kitchens). Certain decorative items (such as candles, halogen lamps, tapestries, etc.) are also prohibited in student residences. A detailed listing of items not allowed in student residences is available at www.wesleyan.edu/firesafety/guidelines.html.

d. Explosives, Ammunition, Incendiary Devices—Personal possession, storage, or use of firecrackers, fireworks, fire bombs, smoke bombs, blasting caps, ammunition, or any other explosive or incendiary device is prohibited anywhere on the Wesleyan campus or while one is engaged in any University-connected activity. Ammunition for use in sporting activities must be stored in the Office of Public Safety.

e. Lethal Weapons—Personal possession or use of operable firearms, air guns, or other lethal weapons is prohibited on the Wesleyan campus or while participating in University activities.

10. Reckless Endangerment—Creating condition(s) or an environment that endangers, or has the potential to endanger, other members of the community or property is prohibited. Failure to take reasonable constructive action to remedy such conditions may also constitute a violation.

11. Pets—Pets are not allowed in any University facility, including residential facilities, classrooms, libraries, laboratories, studios, sports facilities, food service areas, administrative offices, and public meeting areas.

12. Disruptions—The following “ground rules” for political freedom on campus are excerpted from the booklet “Academic Freedom and Civil Liberties of
Students in College and University,” published by the American Civil Liberties Union in 1970.

Ground Rules. Picketing, demonstrations, sit-ins, or student strikes, provided they are conducted in an orderly and non-obstructive manner, are a legitimate mode of expression, whether politically motivated or directed against the college administration, and should not be prohibited. Demonstrators, however, do not have the right to deprive others of the opportunity to speak or be heard, take hostages, physically obstruct the movement of others, or otherwise disrupt the educational or institutional processes in a way that interferes with the safety or freedom of others.

Students should be free, and no special permission should be required, to distribute pamphlets or collect names for petitions concerned with campus or off-campus issues.

University members who believe that activities of other members threaten to come in conflict with this regulation should file a complaint with the Director of Continuing Studies requesting that the administrative panel enjoin the offensive conduct.

13. Drugs and Alcohol—The University prohibits underage and unlawful possession, use, abuse or distribution of illicit drugs and alcohol and maintains a ZERO TOLERANCE policy in the PreCollege Program. The Wesleyan PreCollege program expects that students enrolled in PreCollege will not use drugs and/or alcohol. Those who choose to partake in such activities will be dismissed from the program.

Drugs: The use, possession or distribution of any controlled substance or prescription drug not accompanied by a proper prescription is forbidden. Additionally, any paraphernalia that could reasonably be expected to be used in relation to non-prescribed drug use is forbidden. Violations of this regulation will result in confiscation, disciplinary action and, if appropriate, civil/criminal action. All items confiscated are destroyed. Wesleyan offers no safe environment for, nor protection of, any individual subject to criminal investigation, and cooperates fully with local authorities.

Alcohol: Connecticut state law and University policy forbid the possession or consumption of alcohol by individuals under the age of 21. There will be no
alcohol permitted in any PreCollege residence hall or at any PreCollege program event. Also, containers that could reasonably be expected to contain alcohol, such as kegs, bottles or cans, are not permitted, even if empty. Students found to have consumed, possessed, or who remain in the presence of alcohol consumption of other students or under-age individuals, whether on or off campus, will be dismissed from the program.

14. Failure to Comply—Members of the community are expected to comply with reasonable requests made by University personnel acting within the capacity of their responsibilities, including requests for adequate identification. Public Safety officers should be allowed to enter private residential spaces to address suspected policy violations.

15. Department Regulations—Members of the community are expected to abide by duly established and promulgated non-academic regulations. This is intended to cover the operating regulations of all University programs and facilities.

**Judicial Process**

**Administrative Hearing**
Minor judicial matters and cases where mediation is feasible will be referred to the Residential Life professional staff who will contact the accused student(s) and attempt to resolve the case via an administrative hearing. During the administrative hearing, the accused student(s) and the Residential Life staff member will discuss the incident, alleged violations, and possible sanctions. If an agreement regarding the student’s level of responsibility and sanctions (if appropriate) can be reached during the hearing, the student will sign a summary/response form indicating agreement with the proposed resolution and the case will be considered closed. If no agreement can be reached, the case will be referred to the Administrative Panel for formal adjudication. More serious violations will be referred to the Administrative Panel. A situation may require that the student be moved to a new housing assignment until the matter is resolved.

**Administrative Panel**
Judicial cases will be adjudicated by an Administrative Panel comprised of one representative each from Continuing Studies and Student Affairs.
Sanctions
The University has a range of sanctions of graduated severity to deal with infractions of varying seriousness. Insofar as possible, sanctions should “fit” the offense in a common-sense manner. Following are possible sanctions:

a. Disciplinary Warning—An official written reprimand that includes a warning that further violations of the Code of Non-Academic Conduct will result in more serious sanctions.

b. Disciplinary Probation—A status imposed by the board, indicating the student’s standing within the University is in question. Additional violations during the probationary period may result in suspension or dismissal.

c. Dismissal—A student’s permanent removal from the institution. Students who are dismissed must be picked up by a family member within 24 hours of notice of the dismissal.

Important Contacts

Wesleyan Public Safety
860-685-2345 (general inquiries)
860-685-3333 (emergencies)

Continuing Studies Office
860-685-2005
precollege@wesleyan.edu
Associate Director: 860-685-3345

Residential Life
860-685-3550
reslife@wesleyan.edu
Area Coordinator On Duty: 860-209-4932
Residential Advisor On Duty: 860-510-6460

WesCard Office
860-685-5300
wescard@wesleyan.edu

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