2. **VOLUNTARY PSYCHOTHERAPY**

   If appropriate, a student may see a CAPS therapist for individual psychotherapy to address concerns regarding alcohol and/or substance use. Alternatively, a student may benefit from seeing a therapist in the community who specializes in this area. CAPS can assist students with these referrals. Finally, a student’s use pattern may be significant enough to warrant intensive outpatient treatment, such as that provided by Rushford Treatment Center in Middletown. CAPS can facilitate this referral as well.

3. **SUPPORT FOR RETURNING STUDENTS**

   At times, students determine they need time off from Wesleyan in order to fully address their alcohol and/or substance issues. As they prepare to return to the campus community following completion of their treatment, CAPS will meet with students to discuss potential challenges and to develop a plan for a successful transition back to the life of a full-time student.

**POLICY REVIEW**

The University will review the Alcohol and Other Drugs Policy at least every two years to assess its effectiveness and ensure that disciplinary sanctions are consistently enforced. Changes in the policy will be implemented as needed following each review.

**CONTRACT REQUEST POLICY**

The Wesleyan Student Assembly (WSA) Finance Office oversees contractual negotiations for WSA student-sponsored events that feature independent contractors. Independent contractors are any visiting artists, speakers, and performers, paid or unpaid, who provide one-time services to the Wesleyan community. All independent contractors who provide services to the University must sign a Wesleyan contract prior to the date of the engagement. Students must request a Wesleyan University Contract through the student organization portal, OrgSync. Students can log into their portal and navigate to OrgSync to submit a Contract Request Form. All Contract Request Forms should be submitted at least six weeks before the date of the engagement.

The following guidelines must be followed to ensure successful completion of the Contract Request Process:

1. No independent contractors may perform or provide services for students on Wesleyan University grounds if a contract has not been signed by the authorized signatory before the engagement date.

2. Students cannot act as the authorized signatory representing Wesleyan University for any contracts on campus.

3. Students should not agree to or attempt to enter into any agreements, settlements, or arrangements of any kind with independent contractors, whether verbal or written, without consulting an authorized Wesleyan University administrator beforehand.

4. Students cannot host or bring independent contractors to Wesleyan University grounds without an authorized contract. If this guideline is not adhered to, the student will be responsible for payment and/or recommended to meet with the Community Standards Board.

5. Students must comply with WSA Finance Office standard contract request procedures upon receiving funds from WSA’s Concert Committee (CC) or the Student Budget Committee (SBC) in order to successfully host activities or events featuring independent contractors. Students must also comply with the policies and procedures of collaborating departments involved in the contract process including, but not limited to, Center for the Arts (CFA), Residential Life office, the Resource Center, and Student Activities and Leadership Development (SALD).

6. The Contract Request Form cannot be submitted until all funding and all venue accommodations have been secured and all negotiations between independent contractor, student, and Wesleyan University have been completed.

   a. Negotiations include but are not limited to: securing all outlined items in tech and hospitality riders, agreed upon honorarium, venue adjustments, performance duration, etc.

7. Students must submit all necessary contract-related documents through the OrgSync online submission portal only. Documents submitted via any other medium will not be accepted.

   a. For any contracts less than $5,000, only Wesleyan University standard contracts will be used.

8. Retroactive payments will not be made to independent contractors who have neglected to sign a Wesleyan University Contract prior to providing services for the Wesleyan community.

9. Independent contractors who are non-Connecticut state residents may be subject to a 6.99% CT Athletes and Entertainers tax.

10. Federal Non-Resident Aliens (non-US Citizens) may be subject to a 30% income tax depending on their country of residence’s tax treaty with the United States of America.

   a. All Federal Non-Resident Alien contractors must fill out the appropriate tax documentation according to the Wesleyan University Finance Office procedures and policies.
Contract Request Dates and Timelines:
The WSA Finance Office must adhere to the timelines of key administration departments who provide support with tax preparation, payment, and processing of contracts. The contract request guidelines noted above explain the expectations and rules for bringing independent contractors who are sponsored or cosponsored by WSA to Wesleyan's campus. Adherence to the Adherence to the following dates and deadlines will ensure that all relevant parties have the opportunity to review all uploaded contract documentation, tax forms, and immigration materials, so that payment is made in a timely manner. Failure to follow these deadlines will slow down the contract request process and may prohibit an independent contractor from coming to campus.

- **WEEKLY SUBMITTAL DATE FOR EACH TERM:**
  - The WSA Finance Office reviews online contract request submittals every Friday at noon.

- **FINAL SUBMITTAL DATE FOR EACH TERM:** To allow for administrative departments to process independent contractors' payments in a timely manner, all Contract Request Forms are due four Fridays before classes end each term.
  - Any Contract Request Forms submitted after the deadline will not be reviewed by the WSA Finance Office.

- Students are encouraged to attend the contract training sessions announced each term to provide you with further knowledge.

**POLICY PROHIBITING DISCRIMINATORY HARASSMENT & SEXUAL MISCONDUCT**

Wesleyan is an institution devoted to learning, openness, and the life of the mind. It follows that its character can be measured in part by the kind of human relationships built and sustained within this small but complex environment. Wesleyan strives to be a community built upon mutual trust and respect for its constituent members: students, faculty, staff and those visiting or under temporary contract. A community will flourish only to the degree that the virtues of mutual respect, generosity, and concern for others are maintained. Therefore, it is vitally important that harassment and discrimination in all their forms not be tolerated. As noted in University Policy, members of the University community have the right to a safe and welcoming campus environment.

These policies and procedures apply to all College community members, and all members of the College community are responsible for being familiar with and abiding by them at all times. For more information regarding the University's sexual misconduct policies and procedures please visit wesleyan.edu/inclusion/misconduct/.

Wesleyan University will not tolerate discriminatory harassment and/or sexual misconduct (whether it comes in the form of intimate partner violence, non-consensual sexual activity and sexual assault, sexual exploitation, stalking or sexual harassment) against students, faculty, staff, trustees, volunteers, and employees of any University contractors/agents.

In an ongoing effort to prevent sexual misconduct on the Wesleyan campus, the University provides education and prevention programs for all members of the Wesleyan community and pursues available administrative and/or criminal remedies for complaints of sexual misconduct as appropriate.

All acts of discriminatory harassment and/or sexual misconduct threaten personal safety and violate the standards of conduct—mutual respect, generosity, and concern for others—expected of all community members.

**STATEMENT OF POLICY**

Wesleyan University prohibits all forms of discriminatory harassment and sexual misconduct. Wesleyan University is committed to ensuring that each member of the University community has the opportunity to participate fully in the process of education and development. Wesleyan strives to maintain a safe and welcoming environment free from acts of discriminatory harassment and sexual misconduct. However, when incidents occur, the University is committed to respond in a manner that provides safety, privacy and support to those affected.

**INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY**

This policy shall apply to all individuals affiliated with Wesleyan University, including but not limited to students, faculty, staff, trustees, volunteers, and employees of contractors/agents. It is intended to protect the rights and privacy of the reporting party, responding party and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy may be subject to disciplinary or other corrective action.

This policy applies to anyone on the property of Wesleyan University and anyone present at Wesleyan-sponsored programs or events. This policy extends to off-campus violations by both students and employees in limited circumstances, as outlined by Clery Act.

**SEXUAL RELATIONSHIPS**

Wesleyan University is committed to maintaining learning and work environments as free as possible from conflicts of interest, exploitation, and favoritism. Where a party uses a position of authority to induce another person to enter into a relationship, the harm both to that person and to the institution is clear. Even where the relationship is consensual, there is significant potential for harm when