### 2018-2019 STUDENT HANDBOOK TABLE OF CONTENTS

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ACADEMIC PLANNER INTRODUCTION

The academic planner section, which follows the handbook, lists scheduled campus events. In some cases, an outside organization that has booked an event on campus is listed if the event will have a large impact on the use of campus facilities. Only home athletics events for sports whose schedules have been finalized at the time of publication (June 2018) are listed here. Visit wlcsports.com for complete, up-to-date schedule information. Please note that all event information is subject to change after publication. Check www.wlc.edu for schedule changes, additions, and up-to-date listings.

MISSION OF WISCONSIN LUTHERAN COLLEGE

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

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

EMERGENCY NUMBERS

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

MEDICAL RESOURCES

Froedtert Hospital
9200 West Wisconsin Avenue
Wauwatosa, WI 53226
Emergency Room ............................................ 414.805.6717
Information ..................................................... 414.805.3000

Walk-In Clinic at Tosa Center
1155 North Mayfair Road
Wauwatosa, WI 53226
Information ..................................................... 414.955.5990

I. ADDRESSES AND PHONE NUMBERS
II. LIFE TOGETHER UNDER GOD AT WISCONSIN LUTHERAN COLLEGE
STATEMENT OF UNDERSTANDING

THE BASIS FOR OUR LIFE TOGETHER

Christian college education means "taking captive every thought to make it obedient to Christ" (2 Corinthians 10:5). It is a way of looking at life that integrates God's revealed truth with every area of learning and makes sense out of our experience. It is a source of strength and comfort. It is a moral compass. It is our way of life. The beating heart of our life together is the grace of God, the love that led Jesus to die in our place in order to make us God's people forever. The foundation for our life together is the Bible, God's timeless Word to his people. The essence of our life together is mutual support and encouragement, as well as honest accountability to each other. Together we discover the opportunities to serve and to lead that give our lives purpose. The Christian faith and Lutheran heritage are taught in the classroom, expressed in campus ministry, and lived in the WLC culture.

WHAT YOU CAN EXPECT FROM WLC

The staff and faculty of the College are committed to meeting your needs in Christian love to the degree possible. You can expect excellence in teaching from a Christian worldview and professors who are available to you outside the classroom. You can expect a rich variety of opportunities to develop your spiritual life and to express that life in roles of service and leadership. You can seek out a value-added dimension of higher education in research, internships, and experiential learning. You can expect to be treated with respect, with fairness, with honesty, and with caring.

WHAT WLC WILL EXPECT FROM YOU

You will be expected to give your best effort, with a cooperative spirit, in your classes and in extra-curricular areas such as athletics, music, drama, and student governance. Academic integrity means that you will not cheat or plagiarize in your academic work.

You will be expected to respect the theology of the College and those who lead and teach here, even if you do not believe exactly as the College teaches. You will be expected not to controvert the teaching of the College or live in blatant disregard for the moral principles of the College.

You will be expected to conform your life to the values of God's Word. Specifically:

God's Word reserves sexual intercourse for the marriage of one man and one woman, as his gift and for the sake of families. The Bible condemns as sin premarital sex and the trivializing of God's gift of sex in pornography, sexually suggestive behavior, or sexual harassment, as well as in homosexual acts.

God's Word describes the human body as a temple. We honor God by how we use our bodies and how we live our earthly lives. The underage use of alcohol and the use of illegal drugs is a violation of civil law as well as God's law. The College strictly prohibits the possession or use of intoxicating drugs or non-prescribed narcotics. The College strictly prohibits student use or possession of alcohol on campus and at College-sponsored events. WLC promotes physical as well as spiritual wellness.

God's Word protects people's wellbeing. Bullying and violence (physical, verbal, or cyber), theft or destruction of property, gossip and slander are a rejection of God's will and damaging to the harmony of life together under God.

God's Word encourages a life of integrity, of honesty in relationships, and of faithful management of financial resources. Lying and high-stakes gambling erode integrity and damage the life we enjoy together at this College.

CHRISTIAN DISCIPLINE

The College recognizes that students have a sinful human nature and, therefore, may fail to live out God's moral will consistently. Christianity is about forgiveness and restoration. WLC approaches discipline, above all, as a matter of sin and forgiveness. From the Dean of Students to the campus pastors, the goal is for students to acknowledge their wrong and seek the forgiveness of those who have been wronged, as well as the forgiveness of God. For Jesus' sake, forgiveness is freely given.

Vital to Christian discipline is accountability. Students will see themselves accountable to God, to civil authority, and to the College's administration in accord with this Statement of Understanding. More importantly, students will see themselves as accountable to each other. In this Christian community people both give and receive correction as well as encouragement in a spirit of Christian love.

This Student Handbook spells out sanctions for violations of College policy, for the good of the entire community and for the personal growth of violators. Sanctions, too, are issued out of Christian concern for students. An appeals process is spelled out in the Student Handbook (page 21).

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

WHAT WLC DESIRES FOR YOU

The College sincerely desires that students develop their gifts and abilities, broaden their appreciation for the wonders of God in the sciences and arts, prepare for meaningful careers and lives of servant leadership, and grow to maturity in mind and spirit. WLC does not require attendance at daily chapel or vespers or Sunday worship, because worship is a freely given response to God's grace. Still, the College unabashedly encourages students to attend worship and Bible studies in order to appreciate how fully God's truth impacts life and to experience the authentic community of shared faith. The College will repeatedly offer opportunities for students to get beyond themselves and discover the fulfillment there is in doing things for others.

COLLEGE STATEMENT ON SEXUALITY

The College holds to the unchanging truth of the Bible that sexual intercourse is reserved for the marriage of one man and one woman as his gift and for the sake of families. The Bible condemns as sin premarital sex and the trivializing of God's gift of sex in pornography, sexually suggestive behavior, or sexual harassment, as well as in homosexual acts.
III. BUILDINGS AND SERVICES

SELF-PROPELLED VEHICLES
The use of self-propelled vehicles (i.e., scooters, skateboards, inline skates, hoverboards, etc.) is not permitted inside any campus building.

Hoverboards on Campus Property: Wisconsin Lutheran College prohibits the operation, storage, and charging of hoverboards and similar products inside all owned or leased property where WLC conducts business. This includes all residence halls, classroom buildings, administrative buildings, and fields.

UAS (Drone) Operation on Campus Property: The operation of an unmanned aircraft system (UAS), an aerial drone, is regulated by the Federal Aviation Administration (FAA). In addition, as a private institution, Wisconsin Lutheran College establishes the following policy to extend to all property owned, rented, leased, and controlled by the college. The use of drones for hobby or recreational use on WLC property is NOT permitted. All civil (commercial, contract, or WLC owned) operated drones must comply with all federal (FAA), state, and local laws. Prior approval for civil use must be obtained from the Office of Marketing and Communication at least 72 hours in advance of the proposed use of the UAS. Contract operators must be accompanied by a representative of the college at all times. The UAS must be registered with the FAA and be operated according to FAA civil guidelines and in a responsible manner. The UAS is not permitted to photograph or videotape areas of the campus where members of the campus community would have a reasonable expectation of privacy.

FOOTWEAR POLICY
Students and guests are required to wear shoes/footwear when entering or occupying any non-residential campus building.

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

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

A/V EQUIPMENT RESERVATIONS
Multimedia cart requests should be emailed to Technology (technology@wlc.edu). If there is an additional audio/video recording request or the need for microphones and speakers, please email AV@wlc.edu. Items available to reserve include multimedia projectors and carts, and TV/VCR/DVD machines. Digital still cameras and mini DV camcorders are available for academic use and can be rented at the Library. Notice of reservations for equipment is required at the latest 48 hours in advance of scheduled class or practice time and by 3 p.m. on Friday for classes on Monday.

CAMPUS CENTER
The Campus Center provides students with a spacious area in which to dine, study, and socialize. The Warrior Underground in the lower level of the Campus Center houses the mailroom, vending machines, game rooms, commuter lockers, television lounges, and a stage and dance floor. Students may check out game equipment with their ID. All policies published in this handbook apply to the Campus Center and its use. The use of self-propelled vehicles is not permitted in the Campus Center. No animals are allowed in the Campus Center. The Campus Center remains accessible to residents around the clock. Non-residents are asked to leave by 2 a.m. Overnight sleeping in the Campus Center is not permitted.

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

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

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

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

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

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

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

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

Marketing and Communication: The Office of Marketing and Communication manages the college’s marketing and branding, media and community relations, publications, photography, social media, and websites. Publications or messages being shared with an external audience (such as churches or the media) must be approved by this office in advance. The department is located on the third floor in the B wing.

Receptionist Desk: The Receptionist Desk serves as a central point on campus. If you are expecting a campus visitor or delivery, looking for lost items, or have a general question, check with the student worker on duty.

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

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

Technology: The Office of Technology is located in the B wing on the second floor of the administration building. The technology help desk is located in this office. Call 414.443.8911 for computer-related problems.

GENERAC HALL
Generac Hall has three floors that contain classrooms and teaching and research laboratories used for biology, chemistry, and physics. It also hosts a computer science lab, math modeling lab, nursing lab, student reading rooms, lounge areas, faculty offices, a greenhouse, a machine shop, and parking. An information desk is located near the main entrance.
MARVIN M. SCHWAN LIBRARY
The Marvin M. Schwan Library ([www.wlc.edu/library](http://www.wlc.edu/library)) houses learning tools such as computers, books, DVDs, and CDs. The friendly staff is always read to help you. The Student Success Center ([www.wlc.edu/success](http://www.wlc.edu/success)) and Office of Career Development ([www.wlc.edu/career](http://www.wlc.edu/career)) are located in the Library. There are quiet study carrels on the upper floor, collaborative study areas on the main floor, and classrooms on the lower level of the Library.

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

RECREATION COMPLEX (REX)
The REX houses a large gymnasium called the Time of Grace Center. The B level (middle level) is home to a fitness center, the Siebert Center, a weight training room, medical training room, team meeting rooms, coaches’ offices, and locker rooms. The P level (parking-lot level) includes a parking garage, maintenance offices, and the Public Safety area.

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

STUDENT HEALTH CENTER
The Student Health Center is staffed by doctors, a nurse, and counselors. It is located at 529 N. 89th Street, directly to the west of Fischer Hall.

CAMPUS MAP
(For an interactive version of this map, visit www.wlc.edu/map.)
IV. GENERAL CAMPUS POLICIES

CAMPUS PUBLICITY
Bulletin board postings and email messages are quick and direct means of communicating information, announcements, and official notices. Posters, flyers, and special notices must be presented to the building supervisor or Director of Student Programming for approval prior to posting on campus. Any publicity that has not been approved will be removed. Students asking for publicity for course credit or recognition must create their own messaging/publicity and present it for approval and posting following established guidelines.

FOOD SERVICE
Commitment to Sustainability: At Warrior Dining, we are committed to providing you with a flavorful selection of foods you love as well as meeting the individual dietary needs of all WLC students. Our management team welcomes student input and works to tailor our menus to the changing tastes of the campus family. To help make this possible, we ask you to partner with us in our efforts to be good stewards of our department’s resources. Reducing food waste is as important in the dining room as it is in the kitchen. By selecting only the food you will eat and reducing food waste from your plate, you will help us to continue providing the best possible service.

Policies:
1. Sick Tray Policy: Sick trays are available if a student is too ill to eat a meal in the dining hall. To order a sick tray, call the kitchen office at 414.443.8751 or Jim Glinos at 414.443.8827.
2. Box Meal Policy: Box meals for individual WLC students are available for pick up from Warrior Dining Monday through Friday if a student cannot eat a meal (a single meal only) because of:
   a. outside conflicts such as work or internships,
   b. scheduling conflicts due to class or to co-curricular requirements such as internships, student teaching, or student observations, or
   c. scheduling conflicts due to events sponsored by college clubs and organizations that require a student to miss a meal.

Within the offerings of Warrior Dining, box meals can be custom-made according to the student’s request. To order, call 414.443.8827 or 414.443.8751. Group requests must be made 72 hours in advance to Warrior Dining with a list of student names and ID numbers for OneCard meal-plan billing.
3. Meal Card Policy: Warrior OneCards are required at every meal in order to eat. Only the owner of the card may swipe for a meal. If purchasing a meal for a friend, both the friend and the card owner must be present at the time of purchase.
4. Meal Policy: All meals are to be eaten in the dining hall or Warrior Underground unless otherwise noted by Campus Administration. There will be no sharing of meals – students may not take extra food to share with someone else.

FUNDRAISING/SOLICITATION
All fundraising must be approved by the Director of Student Programming. Fundraising request forms are available from the Student Programming Office. In addition, no one is permitted to sell any product or solicit anywhere on campus, including student residence facilities, without prior approval of the Director of Student Programming.

MAILROOM
The mailroom is located in the Warrior Underground. Mailboxes, with a keyed lock, are provided for resident students. The mailroom staff distributes both on-campus and off-campus mail daily except Sundays. The mailroom offers UPS and FedEx services and sells stamps. A slot for outgoing and on-campus mail is located by the mailroom. If a student’s key is lost, he or she must contact the Maintenance Office for a replacement that will cost $15. All students should have their mail addressed to them as follows:

Student Name
8800 W. Bluemound Rd. # (student’s mailbox number)
Milwaukee, WI 53226

Do not write P.O. Box in front of box number; it will keep you from receiving mail in a timely manner.

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

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

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

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

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

On Campus Student Printing: Every student’s tuition payment includes $30 worth of printing per semester. Printing is at a student’s discretion, but the intent is for academic purposes. The number of copies a student needs varies by their chosen program of academic study. Just as some majors require more textbook purchases, others require more print copies. Students in certain majors may need to purchase additional copies due to
which record(s) need to be amended and why. WLC will notify the student who is responsible for the record. The written request should clearly state WLC to amend a record should do so by writing to the College official the student's privacy rights under FERPA. A student who wishes to ask believe them to be inaccurate, misleading, or otherwise in violation of Students may request that their education records be amended if they requesting student may inspect and review only the records which relate to him or her.

When a record contains information about more than one student, the When a record contains information about more than one student, the security unit is used only in relation to the individual's employment.

An alumni record which contains information about a student after he/she is no longer attending Wisconsin Lutheran College and the record does not relate to the person as a student.

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

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

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

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

RIGHT OF WISCONSIN LUTHERAN COLLEGE TO REFUSE ACCESS
Wisconsin Lutheran College reserves the right to refuse to permit a student to inspect the following records:

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

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

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

FEES FOR COPIES OF RECORDS
The fee for copies will be $1.00 per page plus postage if mailing is required.

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATIONAL RECORDS
The following is a list of the types of records that Wisconsin Lutheran College maintains, their locations, and their custodians.

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

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

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

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

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

Health Records: found in the Student Health Center and held by the Director of Student Health.

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

Transcript Records: all transcript records are controlled by the Registrar’s Office.
DISCLOSURE OF EDUCATIONAL RECORDS

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

1. To school officials who have a legitimate interest in the records. A school official is a person who is employed by Wisconsin Lutheran College in an administrative, supervisory, academic research, or support staff position; a person elected to the Board of Regents; a person, such as an attorney or auditor, employed by or under contract with Wisconsin Lutheran College to perform a special task. A school official has a legitimate interest if the official is:
   a. Performing a task that is specified in his/her position description or by a contract agreement.
   b. Performing a task related to a student's education.
   c. Performing a task related to a student's discipline.
   d. Providing a service or benefit related to a student or his or her family, such as health care, counseling, job placement, or financial aid.

2. To certain officials of the U.S. Department of Education, the Comptroller General, and the state and local education authorities if connected with certain state or federally supported education programs.

3. In connection with a student's request for or receipt of financial aid, as necessary to determine eligibility, amount, or conditions of the financial aid or to enforce the terms and conditions of the aid.

4. If required by a state law adopted before November 19, 1974, requiring disclosure.

5. To organizations conducting certain studies for or on behalf of Wisconsin Lutheran College.

6. To accredited organizations to carry out their functions.

7. To a student's parents who claim him or her as a dependent for income tax purposes.

8. To comply with a judicial order or a lawfully issued subpoena.

9. To appropriate parties in a health or safety emergency.

DIRECTORY INFORMATION

Wisconsin Lutheran College designates the following items as directory information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletics teams, dates of attendance, degrees and awards received, most recent previous school and sports, dates of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, most recent previous school and sports, dates of birth, major field of study, participation in officially recognized activities and sports.

RIGHT TO FILE COMPLAINT

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

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

ATHLETICS DISCLOSURE ACT

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

VI. ACADEMIC POLICIES

ACADEMICS

The College catalog is published as an academic resource for students. The catalog is published every year on the College’s website. Archived copies of the website catalog are kept in the Library on CDs. Students should contact their advisor, a College dean, or a faculty member if the catalog does not answer their questions.

EFFECTIVE CATALOG

Students are bound by the policies, regulations, and requirements of the catalog in effect at their first registration at Wisconsin Lutheran College unless they choose to adhere to a subsequent catalog. Students who interrupt their progress toward a degree by withdrawing from the College and then re-enrolling at a later date must abide by the catalog in effect at the time of readmission if that absence has been more than two (2) consecutive semesters.

All statements contained in the catalog reflect the approved policies of Wisconsin Lutheran College that were in effect as of July 1, 2018. However, for the best possible educational experience of its students, or for unexpected financial reasons, the College reserves its right to change at any time any of the provisions, statements, policies, curricula, procedures, regulations, and fees.

CREDIT SYSTEM

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

CREDIT LOAD AND OVERLOAD APPROVAL

The academic load necessary to meet graduation requirements in eight semesters is 16 credits per semester. A full-time student must carry a minimum of 12 credits per semester. A student who wishes to carry more than 18 credits in academic courses per semester must have written permission from an academic dean of the College. To be approved for an overload, students must successfully demonstrate a need for approval and have a minimum 3.00 cumulative GPA.

REGISTRATION, ADD/DROP, WITHDRAWAL

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

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

**ADMINISTRATIVE WITHDRAWAL**

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

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

**GRADES AND GRADE POINTS**

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Achievement</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4</td>
</tr>
<tr>
<td>AB</td>
<td></td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>BC</td>
<td></td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>CD</td>
<td></td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>Minimum Passing</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td></td>
</tr>
</tbody>
</table>

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

**PROCEDURE FOR REQUESTING CHANGE IN FINAL COURSE GRADE**

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

1. The student will first consult with the instructor to determine the reasons for the grade. If there are circumstances that make this step impossible, the student should consult with the instructor’s school chair. If the instructor is the school chair, the student should consult with the College dean.

2. When a student is not satisfied with the reasons given by the instructor, the student must present his or her case, in writing, to the instructor’s school chair. Supporting documentation should include individual grades, course syllabus, grading policy, originals of any graded work, and a copy of the student’s final exam. These should be obtained from the faculty member by the school chair if not in the possession of the student.

3. If after examining the student’s request and consulting with the instructor the school chair finds no grounds for a change in grade, he or she will, within 30 days, inform the student in writing that no further investigation or action will be undertaken. At this point, the student may appeal to the College dean who will decide if there is sufficient cause for an appeal. If the school chair determines that the request for changing the final course grade has sufficient justification, the school chair shall request that the instructor change the grade. If the instructor refuses, the school chair shall refer the matter to the College dean.

4. If the College dean determines that there is sufficient cause for an appeal he will instruct the Academic Cabinet to review the case consistent with the College grievance procedures. Every effort will be made to maintain strict confidentiality.

5. The Academic Cabinet may proceed from written evidence. It may also consult the instructor and/or student in its review. The Academic Cabinet will also have the right to request input from the instructor and/or the student. Both the instructor and the student have the right to provide input to the Academic Cabinet for review. The Academic Cabinet will also have the right to seek to establish facts about grading practices from other students who took the course at the same time. The student and/or instructor may bring in his or her own witnesses in support of their case.

6. After completing its review, the Academic Cabinet will decide either that the grade assigned will stand or the grade will be changed to reflect what the committee has arrived at in its investigation.

7. If the Academic Cabinet recommends a change in the grade, the instructor shall be asked to make the change. If the instructor refuses, the College dean shall make the change with the provision that the instructor can provide a dissenting opinion as part of the permanent record of the Academic Cabinet. Decisions of the Academic Cabinet are final.

**INCOMPLETES**

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

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

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

**ACADEMIC HONORS**

Honors for academic achievement are awarded to full-time students at the end of each semester through publication of the dean’s list. Students must earn at least a 3.60 grade point average (GPA) to qualify for the dean’s list.

Honors will be verbally bestowed upon graduating students who qualify for the appropriate honor based on the cumulative GPA. Students who earn at least 60 credits at Wisconsin Lutheran College qualify for Latin honors. Students who earn 48-59 credits at Wisconsin Lutheran College and receive at least a 3.60 cumulative grade point average will graduate with distinction. Latin honors are as follows:
Summa Cum Laude: 3.90 – 4.00
Magna Cum Laude: 3.75 – 3.89
Cum Laude: 3.60 – 3.74

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

- Freshman = earned less than 30 credits
- Sophomore = earned at least 30 credits
- Junior = earned at least 60 credits
- Senior = earned at least 92 credits
- Special = students who are non-degree seeking

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

1. After the first semester of enrollment: 1.75 CGPA
2. All semesters thereafter: 2.00 CGPA

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

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

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

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

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

ELIGIBILITY
Because the College views the academic program and the development of Christian character and responsibility as priorities deserving first attention, eligibility for participation in College-sponsored co-curricular activities requires that a student maintain an academic status of good standing. Participation in intercollegiate activities also may be negated by disciplinary probation. Eligibility policies are applied individually with the opportunity for student and counselor to work toward positive results. Athletic eligibility is also governed by the NCAA and the Northern Athletics Collegiate Conference.

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

CLASS ATTENDANCE
The College expects students to attend all class sessions. Early departures and late returns at vacation times are not to be requested. College policy permits each instructor to establish the specific details of class attendance for each particular class. Students involved in athletics or other off-campus activities sponsored by the College are required to make arrangements in advance with the instructor for each class missed.

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

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

VACATION
Students must complete class requirements before a vacation period begins. Transportation arrangements, especially for Christmas and spring breaks, should be made at least one (1) month in advance. The residence halls will be locked and the dining area closed for Christmas and spring breaks.

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

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

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

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

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

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

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

VIOLATION OF THE CODE OF ETHICS
The following are considered violations of the academic ethics code:

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

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

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

COMMENCEMENT PARTICIPATION
Commencement exercises are held at the end of the fall and spring semesters. A student is eligible to participate in commencement only once. In order to be eligible to participate in commencement exercises, students must be registered to complete all the necessary remaining degree requirements by the end of the same semester. Education majors who will have met all degree requirements except the student teaching practicum may participate in the May commencement prior to student teaching in the fall semester.

VII. STUDENT SERVICES

STUDENT LIFE VISION
The Student Life staff seeks to develop this Christian community shaped by the message of Christ. Problems are solved and services are delivered based on Christ centered love.

With this in mind, the Student Life staff acts with the understanding that:

1. The academic mission of the institution is preeminent. Student Life does not compete with the academic experience but serves as a partner in the educational enterprise and supports the academic mission.

2. Each student is unique. Student Life sees each student as a precious individual made in God’s image. No two come to the College with the same expectations, abilities, or life experiences. We encourage students to understand and become aware of differences in race, age, gender, culture, physical ability, language, and nationality, and to grow in the loving support of others.

3. The out-of-classroom environment plays a significant role in student development. Circumstances that occur in students’ lives outside the classroom are seldom neutral. The social and physical environment either helps or detracts from their development. While college students mature intellectually, they also mature physically, psychologically, socially, and, above all, spiritually.

4. Community life helps students learn. Christian communities are of high quality when they encourage social networking, intimate friendships, intelligent risk taking, and the sharing of Christian values.

5. Students are responsible. Learning is not a passive process. Students learn most effectively when they are actively engaged in the classroom and in student life.

STUDENT LIFE
The College sponsors numerous activities and organizations to complement the academic and spiritual programs on campus. These activities and organizations provide opportunities to discover interests and develop skills, apply values, build character, promote a spirit of unity, and to satisfy recreational needs. The Student Senate and Warrior Events Board sponsor co-curricular activities to complement the College’s intercollegiate athletics and fine arts programs. Funding is allocated from the student activity fee. There is an updated list of intramural sports as well as active clubs and organizations available under the “Campus Life” tab on myWLC.

Every club and organization of the College is represented on the Student Organization Council. The Student Organization Council is chaired by a member of the Student Senate and advised by the Director of Student Programming. In addition to following policies set forth for students in the Student Handbook, each organization is expected to follow the rules and regulations of the Student Organization Council Handbook. The handbook states guidelines and policies that are to be followed in order to be a recognized organization of the College.

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

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

While the College encourages student initiative in developing new co-curricular programs, new program ideas must be presented to the Director of Student Programming or Student Senate for approval. Any program, speaker, or presentation on campus which involves use of campus facilities must be approved and scheduled by contacting the Office of Events & Conferences, 414.443.8870 or www.wlc.edu/reservearoom. Individual students and student groups must have their program approved by Student Programming prior to issuing an invitation or scheduling an event. Students and student groups in any way organized by or representing the College must obtain the approval of the Vice President of Student Life before performing off-campus.

The College views academics and the development of Christian character and responsibility as top priorities that deserve undivided attention. Eligibility for participation in co-curricular activities sponsored by the school (e.g. athletics, publications, musical groups, theatre) requires maintaining a 1.75 grade point average for freshmen and a 2.0 grade point average for sophomores and upper-class students. Participation in interscholastic athletics requires students to follow NCAA guidelines. Students on disciplinary probation may be declared ineligible for co-curricular activities.

SPIRITUAL GROWTH
At Wisconsin Lutheran College, spiritual growth is of primary concern. The College is committed to maintaining its confessional Lutheran theology. At the same time, staff and faculty respect the religious convictions of all students and seek to assist them along a path of spiritual growth through study of God’s Word, the Bible. The Office of Campus Ministry seeks to influence campus culture for Christ through Bible study and guided discussions about campus-related topics centered on God’s Word.

The entire College community is invited to participate in worship on campus. Twenty-minute chapel services are held at 10 a.m. on Monday, Wednesday, and Friday and at 11 a.m. on Tuesday and Thursday. Ten-minute Matins services are held every weekday at 7:40 a.m. in the chapel. A half-hour Vespers: Evening Prayer service on Wednesdays at 9:25 p.m. provides a contemplative worship opportunity. Sunday morning worship is held in the chapel at 10:30 a.m. Throughout the year, several Proclamation and Praise services are offered, providing a more contemporary style of worship. The campus pastors are also committed to assisting students in connecting with a local church if they prefer to worship off campus.

Bible studies are organized and encouraged by the Office of Campus Ministry. Bible studies are often led by campus pastors or campus vicars (pastors in training). Small-group Bible studies led by students are also encouraged. Individual Bible study with the pastors as well as pastoral counseling are available to all students.

See the Office of Campus Ministry for the following:
- Bible study opportunities and resources
- Pastoral counseling and religious questions
- Opportunities to use musical gifts (vocal or instrumental) in worship
- Participation in weekend retreats
- Mission trips and volunteer opportunities, locally and around the world
- Assistance in finding a church in the Milwaukee area

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

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

A subcommittee of the student senate is called the Resident Council. Each residence facility elects representatives. The council meets monthly and acts in an advisory capacity to the Director of Residence Life. The Resident Council also plans and implements social and recreational events for resident students.

Another subcommittee of the Student Senate is for commuters. The chief commuter representative, together with the commuter services advisor, will select representatives to meet monthly and act in an advisory capacity to the chief commuter representative. These representatives help plan and implement commuter events throughout the academic year.

A Student Conduct Board exists as the primary hearing body in the student conduct system. The board consists of 18 students nominated by the student body. Final selections are made by the Student Life Committee. The board administers conduct meetings, determines responsibility, and recommends appropriate disciplinary measures.

HEALTH SERVICES
In a medical emergency, contact 911 or proceed to the nearest Emergency Room. Froedtert Hospital is located just north of WLC. In the event of an accident or illness, contact Student Health or the Residence Life staff.

The WLC Student Health Center is located at 529 N. 89th St. Dr. Mark Niedfeldt is the attending physician. During the fall and spring semesters while classes are in session, the Student Health Center offers services on campus every weekday, and a professional counselor is available by appointment. Many services can be accessed at the Student Health Center, from simple over-the-counter medications, to injury and illness assessments, physicals, travel screenings, lab work, TB tests, and some vaccinations. Health Services strives to offer affordable care, with many services being offered at no additional cost. Appointments can be made in person, by email at healthservices@wlc.edu, or by calling 414.443.8630.

While the Student Health Center is a great resource and can handle many health concerns, having access to more care is essential. Emergencies arise, and health concerns can escalate and require more urgent care. We encourage you to carefully look over your personal health insurance policy, be sure you are eligible for benefits, and ensure there are providers in the area of WLC that accept your insurance coverage. It is also helpful to understand your deductible levels and care concerns such as preauthorization requirements. Be sure you are aware of where and how to best utilize your insurance coverage and that you have an insurance card with you at all times and have provided a copy to the Student Health Center. Please note that no insurance coverage is provided by the College for the student outside of the Student Health Center. International students purchase additional coverage as a condition of enrollment.
HIV/AIDS POLICY
The response of Wisconsin Lutheran College to the problem of Human Immunodeficiency Virus (HIV)/Acquired Immune Deficiency Syndrome (AIDS) is based on a Christian concern for the physical, spiritual, and psychological well-being of every member of the College community. In view of this commitment, the College strives to achieve the following basic objectives with regard to the disease:

1. Protection of the privilege of individuals who have contracted HIV to continue with their educational or employment endeavors as long as they are able to perform their activities and their illness presents no threat to themselves, other employees, or the College community.

2. Education is available about HIV, its means of transmission, and any other pertinent information in order to alleviate unnecessary fears of contracting HIV.

3. Maintenance of a healthy and safe environment for all members of the College community.

The Director of Student Health serves as the primary coordinator of procedures needed to implement this policy.

PERSONAL COUNSELING
Students’ experiences at Wisconsin Lutheran College can be among the most enjoyable and rewarding of their lives. However, adjusting to college life also comes with challenges. It is natural for people to want to talk with someone about these challenges, such as relationship difficulties, life planning, depression, anxiety, eating concerns, or self-esteem issues. A trained and certified Christian counselor is available to see students on campus in a comfortable, confidential setting. Individual counseling appointments are generally 45 minutes in length. Limited counseling visits at the Health Center are offered at no cost to students.

At times, students may have issues that require specialized help or ongoing assistance. In such situations, the director will assist students in finding the appropriate treatment provider. Counseling appointments should be made through the Director of Student Health, who can be reached at 414.443.8549.

STUDENT SUPPORT
The Office of Student Support offers services to students facing personal and situational crisis as well as chronic illness or disabilities. Examples would be sustained injury, physical impairments, learning challenges/disabilities, death in the family, etc. The office offers general advisement and advocacy with faculty, staff, families, and peers. If a student or parent has an issue to address and does not know where to start, the Student Support Office would be a great place to begin. Call Karen Sitz at 414.443.8797.

DISABILITIES
Students with documented disabilities are encouraged to contact the Office of Student Support to review past Individual Educational Plans (IEPs) and 504 plans to create a WLC Student Support plan including support strategies and reasonable accommodations. Reasonable accommodations are adjustments either to the college environment or academic process in order to assist students with physical or learning disabilities to better succeed. (Reasonable accommodations do not include those which require significant difficulty or expense for the College nor personal items such as eyeglasses.) Students looking to create a personal support plan can contact Karen Sitz at 414.443.8797 or karen.sitz@wlc.edu for more information on specific strategies, appropriate accommodations, and services.

ELECTIVE MEDICAL PROCEDURES
Health related issues may arise during the course of a student’s college career that require surgery, rehabilitation therapy, and extended convalescence. Students are encouraged, in consultation with parents, to schedule these events at times that will not impact their class schedules, i.e., summer or semester breaks. Convalescing following surgery in College residences is restricted. Negative reactions to pain medication, navigating stairs while on pain medication, and other potential complications are just a few of the responsibilities that a student should not presume that Residence Life staff and roommates are willing or able to assume on behalf of the recovering student. Please contact Karen Sitz, Director of Student Support, at 414.443.8797 for advisement.

PSYCHOLOGICAL DISORDERS
As a Christian institution, Wisconsin Lutheran College is devoted to providing for the personal welfare of each student by creating an atmosphere of Christian community in which all members can grow intellectually, socially, and spiritually and providing for the personal welfare of each student.

If a student has been determined to be at risk of harm to self or others, the Vice President of Student Life may contact the student’s parents or legal guardians. Exceptions to contacting the parents or legal guardians can only be made by the Vice President of Student Life or a designee. The student is not allowed to return to their campus residence, classes, or activities until clearance by the Vice President of Student Life is obtained, typically through a disposition meeting. The Director of Student Health coordinates arrangements for this meeting. This meeting may involve the student, his/her parent(s) or legal guardian, the Director of Student Health, the Director of Residence Life, Campus Pastor, and the Vice President of Student Life. The purpose of the disposition meeting is to determine the student’s safety and readiness to return to and establish conditions that will support the student’s success and the health of the campus community.

A student able to return to Wisconsin Lutheran College will be required to follow the recommendations of the assessing practitioner as well as those outlined by the Vice President of Student Life. The student will sign a release of information allowing the appropriate College officials to receive reports from the practitioner in order to monitor student progress and verify compliance with the prescribed treatment plan. Confidentiality for the student will be provided according to the College’s policy on student records.

POLICY AGAINST HARASSMENT AND DISCRIMINATION (TITLE IX)
In keeping with our identity as a Christian institution and following the requirements of Title IX of the Federal Education Amendments of 1972, it is the policy of the College to provide an educational, employment, and business environment free of all forms of discrimination or harassment. Discrimination or harassment based upon one’s race, color, religion, national origin, gender identity, sexual identity, age, genetic information, veteran status, or disability as defined in this policy and as otherwise prohibited by state and federal statutes is prohibited at the College. Sexual harassment, including acts of sexual assault, sexual violence, domestic violence, dating violence, stalking, and sexual exploitation/misconduct, is a form of sex discrimination and is prohibited at the College. The College also prohibits all forms of hazing. This policy applies to all College students, faculty, and staff, to other members of the College community, and to all contractors, consultants, and vendors doing business or providing services to the College.

People Who May Be Victims of Sexual Harassment/Misconduct
Your health, safety, and well-being are the College’s primary concern. If you, or someone you know, may be the victim of any form of sexual misconduct, you are strongly urged to seek immediate assistance. Assistance can be obtained 24 hours a day, seven days a week, from:

- Police (Milwaukee, Wauwatosa): 911
- Sexual Assault Treatment Center: 414.219.5555
- Froedtert Hospital Emergency Department: 414.805.6717
Alleged or Suspected Violations of this Policy: Wisconsin Lutheran College is committed to investigating all possible violations of this policy about which the school knows or reasonably should know, regardless of whether a complaint alleging a violation of this policy has been filed and regardless of where the conduct at issue occurred. The College’s ability to investigate in a particular situation, or the extent of the investigation in any given situation, may be affected by any number of factors, including whether the complainant is willing to file a complaint, the location where the alleged conduct occurred, and the College’s access to information relevant to the alleged or suspected violation of this policy. The College is nonetheless committed to investigating all alleged and suspected violations of this policy to the fullest extent possible under the circumstances.

Action Against Sexual Harassment

- The College will provide training on sexual harassment/misconduct for all employees and students.
- Prevention training will occur on a regular basis.
- All complaints will be fully investigated by the Title IX Coordinator or his/her designee and appropriate action will be taken according to the policy. See www.wlc.edu/harassment.
- Investigations may lead to disciplinary action ranging from a warning up to and including discharge of the harassing employee, termination of one’s “call” or expulsion of the harassing student, depending on the circumstances of the incident and the facts that are discovered during the investigation.

Policy Coordinators

Any inquiries regarding Title IX or this policy should be directed to one or more of the Title IX Coordinators identified below. These Coordinators will be available to meet with students regarding issues relating to Title IX and this policy.

Lead Coordinator

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

Vice President of Student Life
Office of Student Life, Greenfield Administration Building A206
414.443.8852

Deputy Coordinators

Deputy Coordinators are responsible for implementing and monitoring policy compliance on behalf of the College and for notifying the Lead Coordinator of any alleged or suspected violations of this policy and of the resolution of such alleged or suspected violations, regardless of whether a complaint is filed. Deputy Coordinators will assist alleged victims in making contact with law enforcement and in accessing an advocate or other resources available on campus or elsewhere. Deputy Coordinators will assist alleged victims in determining the appropriate resolution process. A Deputy Coordinator (or a designee) will serve as the lead investigator in any filed grievance.

In compliance with Section 940.34 Wis. Stats., which states, in part: “Any person who knows that a crime is being committed and that a victim is exposed to bodily harm shall summon law enforcement officers or other assistance or shall provide assistance to the victim,” Deputy Coordinators are obligated to contact the law enforcement agency with jurisdiction over the College when the victim has been exposed to bodily harm.

Adam Volbrecht, Policy Compliance
Office of Residence Life, Fischer Hall W2112
adam.volbrecht@wlc.edu; 414.443.8689

Eric Ulm, Lead Investigator
Office of the Registrar, Greenfield Administration Building A204
eric.ulm@wlc.edu; 414.443.8817

MOTOR VEHICLE REGULATIONS

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

1. Parking permits are available from the Maintenance Office in the lower level of the REX. Parking fees for student permits vary by location.
2. Vehicles must be parked only in areas designated by the parking permit. Any incorrectly parked vehicles will be ticketed.
3. Overnight parking on city streets is allowed by permit only through the Milwaukee Police Department.
4. All vehicles parked in any WLC lot must have a permit; this includes visitors. Temporary parking permits are available from the Public Safety area in the lower level of the REX.

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

PUBLIC SAFETY

Public Safety officers are on duty throughout the week. Walking services are offered so students are not walking alone at night. Any safety concerns should be reported to Public Safety at 414.443.8500. Strangers on the WLC campus who are not accompanied by a student or faculty member should be reported to Public Safety, a Resident Assistant, or Resident Counselor. Public Safety statistics are available online at www.wlc.edu/safety.

RESIDENCE LIFE

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

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

HOUSING CONTRACT

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

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

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

1. Room with another student

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

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

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

COMMUTING STUDENTS

Commuters must observe the same campus regulations as resident students. Commuters may not remain on campus after 2 a.m. except with the permission of a Residence Life staff member. Commuters can contact the Office of Residence Life at 414.443.8518. Student Senate also elects a representative for commuters. For 2018-2019, this person is Jack Bechtel, who can be reached at john.bechtel@mail.wlc.edu. Throughout the academic year, events are held ranging from social outings to service projects and meals that are meant to introduce students to fellow commuters and connect with campus resources.

A commuter lounge is located between the Warrior Underground and the Office of the Provost in the lower level of the B building. The lounge contains couches, study space, and computers.

The technology department has set up several tools to help commuter students access services from home. Call the technology help desk at 414.443.8911 for commuter support. Students can obtain services such as diagnosis and antivirus services, and virtual private network.

CODE OF CONDUCT

A student of Wisconsin Lutheran College is expected to abide by these sets of standards:

- The Ten Commandments and the Holy Bible
- Academic Code of Ethics (c.f. Section VI Academic Policies)
- College rules and regulations stated in this publication
- Federal, state, and local laws
- Statement of Understanding

As a Christian college, Wisconsin Lutheran College exists to help each student shape beliefs and values in harmony with God’s will. Students’ lives are lived, above all, for God. Students at Wisconsin Lutheran College also represent Christ and their school, both on and off campus. We ask students to consider this privilege in their choices and to show a regard for the needs and feelings of others. The focus of these standards of behavior is not to restrict a student’s freedom. The focus is to create a comfortable, quiet, and safe community that supports the pursuit of spiritual, academic, and personal goals. A secondary focus of regulating campus conduct is to educate students to be fully functioning and responsible members of a community.

Students are expected to assume personal responsibility for their behavior and also for confronting others when their behavior is not consistent with God’s will. This expectation is our Lord’s expectation of us as clearly indicated in Scripture (Matthew 18:15-20). Jesus commands the church to do all it can to regain an unrepentant sinner. To humbly and lovingly speak to such a brother or sister is to follow the example of the shepherd who searched for one lost sheep. Christ has promised to stand behind the actions of the church in either forgiving or refusing to forgive sins. We need personally to cherish His gifts and to present His Law and Gospel to anyone caught in the grip of sin. Through the precious gift of forgiveness, the door of heaven is opened to each repentant sinner (from the Lutheran Study Bible, © 2009 Concordia Publishing House).

It is important to realize that formal policies attempt to set standards to ensure that community members can live together in a cooperative fashion. These policies (including policies stated under Housing Regulations and elsewhere) constitute only a small portion of what is necessary to maintain an environment where students respect each other and are considerate of each other’s feelings, needs, and concerns.

Participating in any of the following misconduct will subject individuals to action taken as described in the Student Conduct System section of the Handbook. These policies apply to the behavior of students and the guests of students while on campus, the grounds adjacent to the residence facilities, and to all College-sponsored on- and off-campus activities.

The College reserves the right to adjudicate violations of the Code of Conduct regardless of where a College policy is violated.

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

RULES AND REGULATIONS RE: MISCONDUCT

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

NOTE: When a student (resident or commuter) brings to campus, invites to campus, and/or keeps company with any non-WLC person(s) on the campus and/or at any College-sponsored activity, the student accepts the responsibility for the actions of the non-WLC person(s). This includes giving access to any campus room (e.g. residence hall), facility, or equipment. The College expects the WLC student to inform the non-WLC person(s) of ALL the rules and regulations of the College. The student host may be subject to ALL disciplinary sanctions, College fees, and/or probation for the actions of the non-WLC person. This policy applies to ALL rules and regulations contained in this Code or published/announced by a College official.
ALCOHOLIC BEVERAGES & DRUGS
No alcoholic beverages, illegal or intoxicating drugs, or non-prescribed narcotics of any kind are to be found on WLC property, in the student residence facilities, or at College-sponsored student events, regardless of whether or not you are 21 years of age, whether the events are held on or off campus, and/or whether the events involve domestic travel.

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

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

Wisconsin law makes it illegal for anyone under the age of 21 to drink alcohol. Therefore, underage students returning to campus with alcohol on their breath or other signs of alcohol in their system will be considered in violation of civil law, and their status will become a matter for the student conduct system. The College reserves the right to refer violations of civil law to civil authorities for prosecution.

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

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

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

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

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

Any student violating standards of conduct relating to alcohol shall be subject to the following sanction: Fines (minimum of $100) may be levied as well as probation (minimum of one semester) and/or suspension. Also, as a condition of enrollment, the College reserves the right to require a student to get an alcohol assessment from a licensed agency and, if deemed appropriate, complete an approved rehabilitation program. Misuse of alcohol or other drugs may result in automatic referral to the Vice President of Student Life, removal from campus, and notification of parents of their violations. The Family Educational Rights and Privacy Act (FERPA) permits colleges and universities to inform the family when a student under 21 years of age has been found in violation of the College’s alcohol or drug rules and/or in the case of a health or safety emergency.

SMOKING & TOBACCO
Each person has the right to choose whether or not to use tobacco products. While the choice NOT to use these products is the healthiest one, WLC recognizes the individual’s rights to use tobacco in a manner which complies with the College’s regulations. It is the responsibility of the College to ensure a healthy living environment for all students, staff, and faculty. In view of health issues associated with this, WLC DOES NOT ALLOW the use of tobacco products (including, but not limited to, chewing tobacco products, e-cigars/cigarettes, hookahs, or other such smoking paraphernalia) inside or near any of the buildings, or on residence hall patios. Smoking paraphernalia is not allowed on WLC property at any time.

Individuals who choose to use tobacco products should:
- Do so outside.
- Be conscious and considerate of where your smoke is traveling.
- Refrain from smoking within 20 feet of main campus walkways, doorways, open windows, etc... (20 feet is 10 reasonable steps).
- Be responsible for the litter created by tobacco use.

WLC DOES NOT ALLOW the use of tobacco products within 20 feet of any campus building or on residence hall patios.

GANG AFFILIATION
While the College encourages the involvement of its students in organizations, affiliation with a group that society would refer to as a gang is prohibited. Members of the College community or guests/visitors thereof are prohibited from gang involvement and the wearing of gang clothing while at Wisconsin Lutheran College. Recruitment for gangs or other gang activities is prohibited.

SOCIAL MEDIA/INTERNET
Information contained on social media sites and the internet is subject to the policies and practices that guide Wisconsin Lutheran College. As a Christian college, WLC exists to help each student shape beliefs and values in harmony with God’s will. Students are advised to be aware that the information they post/share online becomes public information that may be viewed by their relatives, faculty, future employers, etc.

If the College receives information via social media/internet that the law or College policy has been violated by a student, such allegations will be investigated through the student conduct process as detailed in the Handbook. Students may be held accountable for violations of local, state, or federal laws or College policies that are revealed during the investigative process. Investigative action will be taken for pictures, statements, or any other information that reflects poor judgment, choices, or actions that are taken in contrast to what is expected of Wisconsin Lutheran College students, as explained in the Handbook and its Statement on Sexuality. Corrective action may be taken as a result of this investigation. In addition, internet postings that reflect a need for corrective or psychological help will also be investigated in the same manner.

COMPUTING/NETWORK
Any illegal downloading or file sharing via web pages, bit torrents, Peer-2-Peer software, or other means may be probable cause for investigation.

Extending the campus internet infrastructure with hubs, switches, routers, wireless routers, or any other devices is not permitted and is subject to investigation and penalty.

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

**Note 1:** The College will also consider ALL individuals found in a location where an alcoholic beverage or drug is present to be in possession of an alcoholic beverage/drug. This would include locations off campus (e.g. underage students drinking in a bar or at a house party).

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

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

3. Intentionally or recklessly causing physical harm to any person or one’s self.

4. Intentionally or recklessly destroying or defacing College or private property.

5. Storing, possessing, or using any weapon (or look-alike) concealed or unconcealed on WLC property is prohibited. A “weapon” shall include, but is not limited to, firearms, propellant guns (airsoft, BB, pellet), sling shots, bows, arrows, martial arts weapons, knives with a blade longer than three (3) inches, hatchets, axes, explosives, or any other device which in the matter used or intended is capable of producing death, harm to person or property, or bodily injury.

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

6. Setting or fueling a fire or causing smoke.

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

7. Use, distribution, or possession of fireworks, explosives, or hazardous chemicals.

8. Intentionally initiating or causing any false reports of an emergency.

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

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

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

12. Harassing any member of the College community in a way that interferes with his/her personal or academic pursuits.

**Note:** Further explained at www.wlc.edu/harassment.

13. All pornography is forbidden on campus, including any forms of it on personal or College-owned computers.

14. The use of tobacco or tobacco products (including chewing tobacco, electronic [e-] cigars/cigarettes, hookahs, and vaporizers) is prohibited within all campus buildings. Students who smoke must do so outside, at least 20 feet from all building entrances (including all residence halls, apartments, and houses).

15. The College prohibits gambling or any form of illegal wagering, bookmaking, or unauthorized games or contests of chance on College premises or at College-sponsored activities, including but not limited to College housing and/or College-sponsored functions including sporting events.

16. Unauthorized use, possession, or duplication of keys and/or access cards to any College premises.

17. Unauthorized soliciting on College premises.

**Note:** Fundraising activities conducted by officially recognized student organizations with the prior approval of the Director of Residence Life, Director of Student Programming, or Vice President of Student Life and campaigning for an official student organization elected office do not violate this policy.

18. Furnishing false information to any College official, faculty member, or Office; furnishing false information in any College application or agreement that is required by the College no matter the time of discovery or knowingly bringing false charges against a student, faculty, or staff member.

19. Failure to comply with the directions of a College official acting in the performance of his/her duties.

20. Trespassing, or the unauthorized entry into or occupation of any College room, building, courtyard, roof, or area of the campus, including such entry or occupation at any unauthorized time or any unauthorized or improper use of College property, equipment, or facilities.

21. Violation of any federal, state, or local law.

**Note:** Wisconsin Lutheran College disciplinary proceedings may be instituted with a student charged with violation of a law which is also a violation of the Code of Conduct, for example, if both violations result from the same factual situation, discipline may proceed without regard to the status of any civil litigation in court or criminal arrest and prosecution. Proceedings under the Code of Conduct may be carried out regardless of the timing of civil or criminal proceedings.

22. Noisy or disruptive behavior that interferes with the personal or academic activities of others.

23. Throwing, dropping, or causing any object to fall from a campus building, including all student residence facilities.

24. Acting as an accomplice to, or withholding information about, any person violating any College policy.

25. Engaging in food or beverage fights is prohibited.

26. Babysitting, defined as, a relative or non-relative child present without parental supervision is prohibited on campus. This includes all student residences and public spaces on campus.

27. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website and/or portal.

**HOUSING REGULATIONS**

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

The following constitutes unacceptable behavior for which students may be penalized when using residence facilities. This includes both resident and non-resident students (commuters) and guests who are the responsibility of the host student.
28. **Furniture and room furnishings** provided by the College may not be disassembled or moved into or out of rooms, lounges, apartments, or houses. Basements may not be used to store furniture. Students will be accountable for all furniture in the room or apartment/house to which they were assigned.

29. No large furniture that is not provided by the College may be moved into Aspire, Stimac, and Fischer Halls. Furniture not provided by the College is allowed in houses and apartments but must be removed by students at check out. Students are responsible for damage caused by furniture. Students are also responsible for the cost of damages caused by furniture.

30. City ordinances prohibit students from living in basements.

31. At no time can anything be thrown, passed, handed, or moved out of windows.

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

32. **All cooking appliances** with a heating element are prohibited within residence hall rooms with the exception of microwaves provided by the College. This includes but is not limited to hot plates, hot pots, coffee makers, toasters, toaster ovens, and grills (coffee makers and toasters are allowed in the common area kitchenettes on each floor in Stimac/Fischer). PLEASE NOTE: Student housing with full kitchens is not under this regulation; however, only appliances with automatic shut-off devices are permitted.

33. **No candles**, incense, candle wax melt/warmers, or plug-in air fresheners are allowed in any student residence.

34. **Halogen lamps** (light bulbs) are prohibited everywhere.

35. **Natural Christmas trees** are prohibited.

36. **Room decorations** should reflect Christian taste. Alcoholic beverage containers, alcohol advertisements, promotional materials, as well as sexually graphic pictures and advertisements are not suitable decorations.

37. **Rooms are to be kept clean and orderly.** Health and Safety inspections will occur each semester with notice.

38. Nothing should be suspended from the **ceiling** except by specific approval of a Residence Life staff member.

39. Pictures, posters, and other decorations should be **affixed to walls** only with material that can be removed from the wall without removing the paint or leaving a residue. Residence hall rooms come equipped with trim that is suitable for small nails and tacks. Any damage caused by tape, nails, and adhesive agents will be charged to the student.

40. **Weight-lifting equipment** or any other equipment that might prove hazardous is not permitted inside student residences.

41. **Bicycles** are not allowed in any resident areas except the basement of the four-plex apartments. Bicycle storage is provided by the College and access may be obtained through the Maintenance Office. Skateboards, scooters, roller skates, and the like are not to be used inside any campus building.

42. **Guests*** are permitted:

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

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

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

43. For sleep and study considerations, resident floors and apartments are to be quiet from 11 p.m. until 11:30 a.m. **Courtesy hours** are in effect 24 hours a day.

44. **Overnight guests** of the same sex are permitted provided a residence life staff member is given notification 10 hours in advance and the host’s roommate(s) assent to the overnight guest. A guest pass will be issued.

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

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

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

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

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

45. The **host is to be with the guest at all times.** Guest privileges will be removed for uncooperative conduct. The same guest rules apply for WLC commuters and residents staying in any room but their own.

46. If the number of guests in a student residence will exceed the number of residents times three (3), you need to apply 24 hours in advance for a party permit. Party permits may be obtained from any residence life staff member. **[Example: if there are two (2) residents living in a room there can be no more than eight (8) people in the room before it is classified as a party.]**

47. **No water fights** of any kind or throwing of water or any other liquid is permitted inside College buildings.

48. **No balls** of any kind are to be used in hallways, common areas, or student residences.

49. **Pranks** are forbidden.

50. The maintenance staff provides the tools (e.g., vacuum cleaners) and supplies for **housekeeping**. Items that are broken or missing should be reported immediately to the housekeeping staff.

51. Washers and dryers are available in **laundry** areas of residential facilities. Washers and dryers are to be used only by current residents in their designated living area.

52. The residence halls are closed during the **winter, spring, and summer breaks**, and all normal services are discontinued. Students are expected to vacate the campus housing facilities during these times. If students leave after posted closing times or return prior to opening times, they are subject to a $100 fine for the first day and a $50 fine each subsequent day. Students may remain in their campus residence during Fall, Thanksgiving, and Easter breaks, although food service is discontinued. After a break,
53. All WLC residents are expected to exercise sound Christian judgment and maintain reasonable hours at all times. Students who act unreasonably will be confronted by the residence life staff, the Director of Residence Life, and/or the Vice President of Student Life.

54. Students are expected to exhibit appropriate behavior within the community of the student residence facility. Inappropriate and reckless behavior is defined as any activity that disrupts, endangers, or interferes with the spiritual and educational environment of the residential community.

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

56. No pets are allowed on campus with the exception of fish in one aquarium filled with water. Maximum aquarium size is 20 gallons.

57. Room inspections will be made with prior notification to the resident student. However, College personnel reserve the right to enter a room without permission if there is reason to believe that a life-threatening situation exists or a College policy is being violated. Personal property that is hazardous or in violation of College policy may be confiscated. College personnel also have the right to enter rooms during vacation periods to check that all electrical appliances and lights have been turned off, that windows are secure, and rooms are being properly maintained. The Maintenance Office does semi-annual residence inspections for the purpose of scheduling repair and maintenance projects. Students shall be notified in advance of these inspections.

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

59. College policy and state fire regulations prohibit storing anything in corridors or on resident floors. This includes shoes. Students are expected to maintain clean, neat, and orderly common areas and are subject to fines for leaving trash in these areas. Items left in corridors will be removed.

60. Nothing may be attached to doors of student residences in Stimac, Fischer, and Aspire Halls.

61. There is NO storage available on campus during summer.

62. Channeling Boards (Ouija boards) are not permitted on campus.

63. A room key is issued to each occupant of the room for his or her use; however, the key remains property of WLC. The key cannot be given to or used by a third party.

64. The Warrior OneCard provides access to the main entrances of the residence halls and to floors within those buildings. It is only to be used by the student to whom the card is issued. The Warrior OneCard cannot be given to or used by a third party.

65. Joint Responsibility for Damage: In the event that property damage occurs in the residence facilities and responsibility for that damage is not claimed nor can be ascertained by College personnel, assessments may be made equally among roommates or all members of a community to cover costs associated with repair/replacement of the property. This includes, but is not limited to, graffiti, broken windows, or furniture.

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

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

ROOM CHECK-IN/OUT PROCEDURE
At the beginning of the year students will file a “room condition” check-in with a residence life staff member indicating any existing damage. The same checklist is completed by the resident staff at the end of the year to determine if a student is responsible for any damage to the room. If a student is found to be responsible for damage to a room, he/she will be assessed monetary fees according to the fee schedule that is issued by housekeeping/maintenance. When the responsibility for damage cannot be ascertained by College personnel, assessments may be made equally among all roommates according to the Joint Damage policy listed in #65.

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

ABANDONED AND CONFISCATED ITEMS
The College does not provide storage over summer. Any items left in a student’s room or residence hall after the student leaves the hall will also be considered abandoned property. College officials have the right to confiscate any item(s) which violate College policy. These item(s) may be disposed of or held by the Office of Residence Life or the Office of Public Safety. All alcohol, tobacco, and drug products and paraphernalia will be discarded immediately. Weapons will be held by Public Safety and disposed of at the discretion of that office. Students who abandon property and cause the College additional labor to deal with this property may be charged for this work.

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

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

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

Note 2: Flexibility in the conduct process can and may include immediate resolution as stated in the Automatic Suspension or Expulsion section.
Due Process
Students involved in a disciplinary case are afforded procedural due process rights. Procedural due process pertains to the operational requirements for a fair conduct process. Procedural Due Process is as follows:

1. At least 48 hours prior to the hearing, the student is entitled to the following:
   a. Written (email) notification of the time, place, and location of the meeting.
   b. A written statement referencing the incident.
2. Description of the alleged violations
   a. Notification of the name of the person directly responsible for having reported the alleged violation of the Code of Conduct
   b. A statement of the conduct system guidelines
3. A meeting will be held where both sides can be heard. At the hearing, the accused student is entitled to:
   a. Appear in person to present a defense and call witnesses. The accused student’s failure to appear at the meeting should not be interpreted as an indication of responsibility.
   b. Ask questions of the board and any witnesses; submit a written statement.
   c. Receive an expeditious hearing of the case.
   d. Ask that one of the student conduct board members serve as an advisor to help him/her understand the procedures of the meeting.
4. The accused student shall be entitled to an explanation of the recommendation of the decision (not sanction) made to the Conduct Board Advisor following the meeting with the Screening Committee, Review Board, or Administrator.
5. A record of the complaint, accompanying documents, and recommended action will be maintained in the Office of Student Life.

Standard for Determining Responsibility
The standard used to determine whether a violation of the Code of Conduct has occurred is whether it is more likely than not that a violation occurred. This is often referred to as a “preponderance of the evidence” standard.

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

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

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

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

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

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

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

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

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

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

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

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

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

Student Conduct Review Board Meeting
The Review Board Advisor will schedule the Review Board Meeting no more than five (5) class days after receiving the incident from the Screening Committee. The Review Board Advisor will provide a minimum of 48-hour notice of the date, time, and location of the meeting to each of the individuals involved. If the complainant(s), accused student(s), or witness(es) are unable to attend the meeting, it is his/her responsibility to notify the Review Board Advisor no less than 24 hours prior to the scheduled meeting.
The Review Board shall consist of five (5) members of the Student Conduct Board and no member of the Review Board should sit on the Review Board for an incident in which they served on the Screening Committee. The Review Board Advisor will appear at the meeting in an advisory capacity.

Procedures
1. All board members will read the complaint report before the hearing convenes.
2. The chairperson will call the meeting to order and direct all persons present at the meeting to state their name and relationship to the incident.
3. The chairperson will indicate to all present that the meeting will be recorded.
4. The chairperson will explain the format and procedures of the meeting.
5. The chairperson will answer any questions concerning the complaint and/or procedures to be followed during the meeting.
6. The chairperson will state the alleged violations of the Code of Conduct and ask for a response of “in violation” or “not in violation” from the accused student(s). Note: If the accused student(s) fails to attend the hearing of which he/she has been formally notified, the board will hear the case in his/her absence using any available information to determine responsibility.
7. The board’s action to a plea of in violation or not in violation will be:
   a. The accused student(s) and witnesses (if present) will be given an opportunity to make statements about the incident.
   b. Board members will be given an opportunity to ask questions. It is in the accused student’s best interest to fully answer all questions so as to provide the Review Board with the most information possible to guide their deliberations.
   c. The board will ask questions of the accused student(s) and witness(es) individually. Each student will appear before the Review Board as directed by the chairperson and in the interest of time, multiple students involved in the same incident may appear before the Review Board simultaneously.
   d. The accused student(s) may question witness(es), if present, one at a time.
   e. The accused student(s) will be given the opportunity to make summary statements at the end of the meeting.
8. The accused student(s) and all other witnesses will be asked to leave the room.
9. After deliberation, the board will decide responsibility by a simple majority vote.
10. If the accused student(s) is found in violation, the Advisor will inform the Review Board of any existing conduct sanctions imposed on the accused student(s) and previous violations of the Code of Conduct which are applicable to sanctioning. Such information will only be shared following the decision of responsibility and is to be used to guide the recommended course of disciplinary action (sanctioning).
11. The recommended course of disciplinary action (sanction) will be shared with the Conduct Board Advisor, or his designee, within one (1) class day upon the completion of the meeting.
12. The accused student(s) will be contacted by Conduct Board Advisor, or his designee, within three (3) class days of receiving the determination of responsibility and recommended course of disciplinary action (sanction). The accused student(s) will meet with the Conduct Board Advisor to learn the outcome of the meeting, procedure for appeal, and to answer questions. Following that meeting, the accused student(s) will receive written notification of the decision and recommended course of disciplinary action. A copy of the letter will also be filed in the Office of Student Life.

Appeal of Disciplinary Action
Appeals must be submitted in writing to the Conduct Board Advisor no more than three (3) class days following notification of a decision for disciplinary action. An appeal request must include the specific ground on which the appeal is based. Decisions and sanctions may only be appealed if there is at least one of the following conditions:
1. An error in due process which impaired either party.
2. Significant evidence of a substantial nature that was not available at the initial meeting.

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

Based on evidence presented in the student’s appeal, one of the following actions will occur:
1. Uphold the original decision and disciplinary sanction.
2. Uphold the original decision but modify the disciplinary sanction.
3. Reverse the original decision and disciplinary sanction.

Grievance Procedure
Should a student feel that campus policy or the application of campus policy to him/her is unjust, the student should first seek to resolve the issue with the person(s) involved. If the issue is not satisfactorily resolved, the situation should be directed to the Office of Student Life through its Grievance Form for referral or online at my.wlc.edu. If further resolution is desired, the student may seek a final appeal with the Student Life Committee. The Student Life Committee consists of faculty members, student leaders, and the Vice President of Student Life. Its decision is final and binding.

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

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

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

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

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

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

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

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

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

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

Christian Counseling: Counseling as a sanction or consequence of some behavior is merely one aspect of the broad-based counseling approach inherent to this conduct system. Check points in the system ensure counseling opportunities for the parties involved. Nevertheless, these opportunities do no preclude the possibility that more intense and/or professional attention may be warranted. A student may be required to meet with a variety of on-campus personnel such as an advisor, a Campus Pastor, the Director of Student Health, or anyone else deemed appropriate.

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

1. Verbal or physical abuse
2. Tampering with fire safety equipment
3. Tampering with keys, locks, or public safety
4. Possession and/or use of firearms, explosives, or weapons
5. Possession, use, or distribution of alcohol and/or drugs
6. Illicit sexual activity
7. Improper use of computing or network resources

VIII. ACADEMIC CALENDAR FOR TRADITIONAL UNDERGRADUATE STUDENTS

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>2018-2019</th>
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<tbody>
<tr>
<td>First Day of Classes</td>
<td>August 27, 2018</td>
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<tr>
<td>Last Day to Add a Course</td>
<td>August 31, 2018</td>
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<tr>
<td>Labor Day - No Classes</td>
<td>September 3, 2018</td>
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<tr>
<td>Last Day to Drop a Course</td>
<td>September 7, 2018</td>
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<tr>
<td>Fall Break</td>
<td>October 13-16, 2018</td>
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<tr>
<td>Last Day to Withdraw from a Course</td>
<td>November 2, 2018</td>
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<tr>
<td>Thanksgiving Vacation</td>
<td>November 21 (at 3:30 p.m.)-November 25, 2018</td>
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<tr>
<td>Final Examinations</td>
<td>December 10-14, 2018</td>
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<td>J Term</td>
<td>January 3-18, 2019</td>
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<tr>
<td>First Day of Classes</td>
<td>January 22, 2019</td>
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<tr>
<td>Last Day to Add a Course</td>
<td>January 25, 2019</td>
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<tr>
<td>Last Day to Drop a Course</td>
<td>February 1, 2019</td>
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<tr>
<td>Spring Break</td>
<td>March 9-17, 2019</td>
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<tr>
<td>Last Day to Withdraw from a Course</td>
<td>April 5, 2019</td>
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<td>Assessment Day</td>
<td>April 10, 2019</td>
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<tr>
<td>Easter Break</td>
<td>April 17 (at 3:30 p.m.)-April 22, 2019 (at 4 p.m.)</td>
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<tr>
<td>Final Examinations</td>
<td>May 13-17, 2019</td>
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<tr>
<td>Summer Sessions</td>
<td>June 10-27 and July 8-25, 2019</td>
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</tbody>
</table>