

# **Graduate Student Handbook**

**2010-11**

**WHEATON COLLEGE  
GRADUATE SCHOOL**

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## COMMUNITY LIFE

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### OUR COMMUNITY COVENANT

The goal of campus life at Wheaton College is to live, work, serve, and worship together as an educational community centered around the Lord Jesus Christ. Our mission as an academic community is not merely the transmission of information; it is the development of whole and effective Christians who will impact the church and society worldwide "For Christ and His Kingdom." Along with the privileges and blessings of membership in such a community come responsibilities. The members of the Wheaton College campus community take these responsibilities seriously.

**"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness." — 2 Timothy 3:16**

The biblical foundation of Christian community is expressed in Jesus' two great commandments: "Love the Lord your God with all your heart and with all your soul and with all your mind," and, "Love your neighbor as yourself" (Matt. 22:37-40). Jesus himself perfectly demonstrated the pattern: love for God, acted out in love for others, in obedience to God's Word. Acknowledging our dependence on the power and grace of God, the members of the Wheaton College campus community humbly covenant to live according to this ideal.

The purposes of this community covenant are as follows:

- to cultivate a campus atmosphere that encourages spiritual, moral and intellectual growth.
- to integrate our lives around Christian principles and devotion to Jesus Christ.
- to remove whatever may hinder us from our calling as a Christ-centered academic community.
- to encourage one another to see that living for Christ involves dependence on God's Spirit and obedience to his Word, rather than a passive acceptance of prevailing practices.

### Affirming Biblical Standards

We desire to build this covenant on basic biblical standards for godly Christian character and behavior. We understand that our calling includes the following:

- The call to acknowledge the Lordship of Christ over all of life and thought. This involves a wholehearted obedience to Jesus and careful stewardship in all dimensions of life: our time, our possessions, our God-given capacities, our opportunities (Deut. 6:5-6; 1 Cor. 10:31; Col. 1:18; 3:17);
- The call to love God with our whole being, including our minds, and to love our neighbor as ourselves. Christ-like love should be the motive in all decisions, actions, and relationships (Matt. 22:37-40; Rom. 13:8-10; 1 John 4:7-12);
- The call to pursue holiness in every aspect of our thought and behavior (2 Cor. 7:1; 1 Thess. 4:7; Heb. 12:14; 1 Pet. 1:15-16);
- The call to exercise our Christian freedom responsibly within the framework of God's Word, humbly submitting ourselves to one another (1 Pet. 5:5; Eph. 5:21) with loving regard for the needs of others (Phil. 2:3-11; Rom. 14:1-23; 1 Thess. 4:9);

- The call to treat our own bodies, and those of others, with the honor due the very temple of the Holy Spirit (1 Cor. 6:17-20);
- The call to participate in the worship and activities of the local church, which forms the basic biblically-mandated context for Christian living (Acts 2:42-47; Heb. 10:25; 1 Tim. 3:14-15).

### **Living the Christian Life**

We believe these biblical standards will show themselves in a distinctly Christian way of life, an approach to living we expect of ourselves and of one another. This lifestyle involves practicing those attitudes and actions the Bible portrays as virtues and avoiding those the Bible portrays as sinful.

According to the Scriptures, followers of Jesus Christ will:

- show evidence of the Holy Spirit who lives within them, such as "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control" (Gal. 5:22);
- "put on" compassion, kindness, humility, gentleness, patience, forgiveness, and supremely, love (Col. 3:12-14);
- seek righteousness, mercy and justice, particularly for the helpless and oppressed (Prov. 21:3; 31:8-9; Micah 6:8; Matt. 23:23; Gal. 6:10);
- love and side with what is good in God's eyes, and abhor what is evil in God's eyes (Amos 5:15; Rom. 12:9, 16:19);
- uphold the God-given worth of human beings, from conception to death, as the unique image-bearers of God (Gen. 1:27; Psalm 8:3-8; 139:13-16);
- uphold chastity among the unmarried (1 Cor. 6:18) and the sanctity of marriage between a man and woman (Heb. 13:4);
- be people of integrity whose word can be fully trusted (Psalm 15:4; Matt. 5:33-37);
- give faithful witness to the Gospel (Acts 1:8; 1 Pet. 3:15), practice good works toward all (Gal. 6:10; Eph. 2:10; Heb. 10:24; 1 Pet. 2:11), and live lives of prayer and thanksgiving (1 Thess. 5:17-18; James 5:16; Titus 2:8).

By contrast, Scripture condemns the following:

- pride, dishonesty (such as stealing and lying, of which plagiarism is one form), injustice, prejudice, immodesty in dress or behavior, slander, gossip, vulgar or obscene language, blasphemy, greed and materialism (which may manifest themselves in gambling), covetousness, the taking of innocent life, and illegal activities (Prov. 16:18; 1 Cor. 6:10; Exod. 20:7; Rom. 13:9; Col. 3:8-9; James 2:1-13; Gal. 3:26-29; Rom. 13:1-2; 1 Tim. 2:8-10; Heb. 13:5-6);
- hypocrisy, self-righteousness, and legalism, understood as the imposition of extra-biblical standards of godliness by one person or group upon another (Acts 15:5-11; Matt. 16:6; 23:13-36);
- sinful attitudes and behaviors such as "impurity and debauchery; idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy; drunkenness, orgies, and the like" (Gal. 5:19-21);

- sexual immorality, such as the use of pornography (Matt. 5:27-28), pre-marital sex, adultery, homosexual behavior and all other sexual relations outside the bounds of marriage between a man and woman (Rom. 1:21-27; 1 Cor. 6:9; Gen. 2:24; Eph. 5:31).

### **Exercising Responsible Freedom**

Beyond these explicit biblical issues, the Wheaton College community seeks to foster the practice of responsible Christian freedom (Gal. 5:13-14; 1 Pet. 2:16-17). This requires a wise stewardship of mind, body, time, abilities and resources on the part of every member of the community. Responsible freedom also requires thoughtful, biblically-guided choices in matters of behavior, entertainment, interpersonal relationships, and observance of the Lord's Day.

**"You are not your own. You were bought at a price. Therefore honor God with your body."** — I Corinthians 6:20

Of particular concern in a collegiate environment are those issues related to alcohol, illegal drugs, and tobacco. While the use of illegal drugs or the abuse of legal drugs is by definition illicit, and the use of tobacco in any form has been shown to be injurious to health, the situation regarding beverage alcohol is more complex. The Bible requires moderation in the use of alcohol, not abstinence. Yet the fact that alcohol is addictive to many, coupled with the biblical warnings against its dangers, also suggests the need for caution. The abuse of alcohol constitutes by far our society's greatest substance abuse problem, not to mention the fact that many Christians avoid it as a matter of conscience. Thus the question of alcohol consumption represents a prime opportunity for Christians to exercise their freedom responsibly, carefully, and in Christ-like love.

The Wheaton College community also encourages responsible freedom in matters of entertainment, including the places where members of the College community may seek it, such as television, movies, video, theater, concerts, dances and the Internet. The College assumes its members will be guided in their entertainment choices by the godly wisdom of Philippians 4:8: "Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable, if anything is excellent or praiseworthy, think about such things."

### **Embracing College Standards**

To foster the kind of campus atmosphere most conducive to becoming the Christian community of living, learning, and serving that Wheaton College aspires to be, the College has adopted the following institutional standards. These standards embody such foundational principles as self-control, avoidance of harmful practices, the responsible use of freedom, sensitivity to the heritage and practices of other Christians, and honoring the name of Jesus Christ in all we do.

- Wheaton College and all Wheaton College-related functions will be alcohol-free and tobacco-free. This means that the possession or consumption of alcohol or the use of tobacco in any form will be prohibited in, on, or around all campus properties, owned or leased. The same prohibition applies to all Wheaton College vehicles, whether on or off campus, and to all Wheaton College events or programs, wherever they may be held.

While enrolled in Wheaton College, undergraduate members of the community will refrain from the consumption of alcohol or the use of tobacco in all settings.

Other adult members of the College community will use careful and loving discretion in any use of alcohol. They will avoid the serving or consumption of alcohol in any situation in which undergraduate members of the Wheaton College family are or are likely to be present.

- On-campus dances will take place only with official College sponsorship. All members of the Wheaton College community will take care to avoid any entertainment or behavior, on or off campus, which may be immodest, sinfully erotic, or harmfully violent (Eph. 4:1-2, 17-24; I Tim. 5:2; Gal. 5:22-23).

## **Conclusion**

We, the Wheaton College community, desire to be a covenant community of Christians marked by integrity, responsible freedom, and dynamic, Christ-like love, a place where the name of Jesus Christ is honored in all we do. This requires that each of us keeps his or her word by taking the commitment to this covenant seriously as covenant *keepers*, whatever pressures we may face to do otherwise.

The issue of keeping one's word is for a Christian an important one. Being faithful to one's word is a matter of simple integrity and godliness. "Lord, who may live on your holy hill?" asks the Psalmist. "He who keeps his oath, even when it hurts" (15:4), comes the reply. Christian integrity dictates that if we have voluntarily placed ourselves under Wheaton's community covenant, we must make every effort to fulfill our commitment by living accordingly.

Keeping our covenant may also on occasion require that we take steps to hold one another accountable, confronting one another in love as we work together to live in faithfulness both to God's Word and to our own word. Such loving acts of confrontation are at times difficult, but when performed in the right spirit (Gal. 6:1), they serve to build godly character for both the individuals involved and the community as a whole (Matt. 18:15-17). Only in this way, as we are willing to speak the truth in love, will we "grow up into him who is the Head, that is, Christ" (Eph. 4:15).

**Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, . . . And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.**

— Colossians 3:16-17

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## **OFFICIAL COMMUNICATION**

As the Internet has made electronic communication increasingly widespread, convenient, and reliable, organizations of all types have begun using the mechanisms it provides for official communication, alongside traditional paper documents. At Wheaton College two of these mechanisms are now used for official communication between campus offices and students: BannerWeb and electronic mail.

**BANNERWEB** BannerWeb is a component of Banner™, the College's administrative database system, and allows communication via the Internet between campus offices and students, including online registration for classes and communication of class schedules, grades, student account balances, and financial aid information. Data encryption and user authentication using PIN numbers provides safeguards for the personal information accessible through BannerWeb.

**ELECTRONIC MAIL** Students are given campus email accounts when they enroll at the College. Official notifications made by campus offices are increasingly made using email, rather than by paper memos sent through the campus post office. Electronic mail used for such notifications will be delivered to the student's College email account. *Students are expected to read their campus email, and must use their campus email accounts in official correspondence with campus offices, to ensure proper identification.*

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## **OFFICE OF CHRISTIAN OUTREACH**

The Office of Christian Outreach (OCO) provides resources and opportunities for Wheaton College undergraduate students to participate in serving the communities around the college as well as national and international areas. Graduate students are welcome to attend OCO sponsored events as well as apply to lead Spring Break service trips. The OCO is located at the north entrance of the Todd M. Beamer Student Center. Please stop by for more details or check out our website at [www.wheaton.edu/oco](http://www.wheaton.edu/oco).

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## **GRADUATE STUDENT MINISTRIES**

Graduate Student Ministries (GSM) seeks to encourage students and their families as they adjust to life at the Graduate School, primarily through fellowship and worship offered at Grad Chapel. Grad Chapel is held once a week, on Wednesday mornings, from 10:30 am to 11:15 am, in the Chatlos TV studio, at the west end of the lower level, in the Billy Graham Center. Chapel provides the opportunity to journey together with the Lord within the context of life in community at Wheaton.

The Graduate Student Ministries leadership team is led by the Chaplain's Office Discipleship Coordinator, Clayton Keenon, along with graduate students committed to fostering the spiritual life of their peers. The leadership team welcomes the involvement of other graduate students (or spouses of graduate students), similarly interested in investing in the spiritual life of the graduate community. In addition to chapel, each year opportunities exist to lead and/or participate in discipleship small groups, and to receive or take part in prayer ministry. Incoming or returning students should feel free to express their interest in any of the above ministries by contacting GSM leadership at Grad Chapel or by sending an e-mail to Clayton Keenon at Clayton.Keenon@wheaton.edu.

Other resources: For spiritual respite and personal prayer, graduate students are welcome to use the Billy Graham Museum Chapel, on the first floor of the Billy Graham Center (open Monday through Saturday from 9:30 am – 5:30 pm, and on Sunday from 1:00 pm to 5:00 pm), and Gold Star Chapel in the Todd Beamer Center (open daily from 6:00 am to 1:00 am, during the regular school year). The Chaplain of the College, Dr. Stephen Kellough, serves as pastor to the Wheaton College community, and is available for personal counsel and prayer (Chaplain's Office, Beamer Student Center, ext. 5087).

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### **COLLEGE UNION**

Students are encouraged to attend various social, cultural, and recreational events that are programmed by College Union. These include:

- a. Concerts and coffeehouses, featuring both on and off-campus artists.
- b. Special events such as: Talent Show, Class Films, dances, outdoor festivals, and Faith & Culture Film Nights.

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### **SCHEDULING EVENTS AND MEETING ROOMS ON COLLEGE CALENDAR**

Reservations for campus facilities and calendar dates are made at least three days prior to the event with the Events Scheduling Office in Student Activities. A Facility Request Form must be filled out and returned. Dates concerning the Grad School should also be given to the Graduate Student Services Office for the Grad School Calendar.

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### **POSTERS AND ANNOUNCEMENTS**

Posters should not be placed on fire doors or near emergency equipment (fire extinguishers or alarms, emergency instruction signs, etc.) Unauthorized materials will be removed. All posters for the Grad School must be approved either by Student Activities or by the receptionist in the Graduate Student Services Office.

Housing and job advertisements must be approved by the Housing and Career Services offices, respectively.

Articles and advertisements for the media must be submitted through the Public Relations Office.

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### **BROADCASTER**

Official announcements to students and employees are communicated via this information site in the MyWheaton portal. Faculty/staff may submit non-academic announcements by e-mail (Non-AcademicBroadcaster@wheaton.edu). Students must submit typewritten hard copies signed by the organization's adviser to the Office of Institutional Research. All announcements must be kept to 25 words or less. Submit non-academic material from chartered organizations and departments to the Office of Institutional Research; submit announcements concerning academics to the Registrar's Office. Please submit announcements a minimum of two business days before they need to be posted.

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### **GRAD NEWS**

Weekly notices and information for the Graduate School can be found on the Grad tab at my.wheaton.edu. Information is updated weekly, on Wednesdays.

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## **HOUSING SERVICES OFFICE**

*Single Graduate Student, International Married Student and International Student Family Housing*

A limited number of one-bedroom apartments are available for married international students, Colsen Scholars married couples, and single graduate students; the latter reside two to an apartment.

Houses for Colsen Scholars, married couples with children, and international student married couples with children are available on a limited basis. Information and application forms are available from the Housing Services Office, Student Services Building #207, 630/752-5427. Applications will be accepted beginning 8:00 a.m. on the first day of class, the semester preceding that of desired occupancy.

Off-campus housing openings are posted on the Graduate Student Services website. The Housing Services Office does not administer arrangements for off-campus housing.

Graduate students living on campus agree to abide by all of the policies and procedures outlined in the Undergraduate Student Handbook. A copy of this handbook is mailed to graduate students living on campus through the College Post Office.

Graduate students living in a college-owned family housing unit are limited to a two-year lease.

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## **MOTOR VEHICLES/PARKING**

College parking permits must be displayed on all vehicles operated or parked by all students on campus. This includes full-time and part-time, commuting, and resident students. The Public Safety Parking Office, located at the Chase Service Center, is responsible for issuing the permits.

Vehicles should be registered during the first week of classes, according to an annually published class status schedule. Vehicles brought to campus after the scheduled registration period must be registered within three business days after arriving on campus.

The student permit fees are \$175 per year for cars, vans, and trucks; \$100 per year for motorcycles, motor scooters, and mopeds; \$100 per year (\$50 per semester) for part-time and auditing students (8 hrs. or less). Students in the Pre-Doctoral Intern program should contact the Parking Coordinator for a permit. Temporary permits are available for short periods of time if there is space available on campus. All students who maintain vehicles for use on campus (including commuting to and from campus) must carry liability insurance with coverage that meets or exceeds the coverage required of drivers by the State of Illinois.

All non-registered vehicles parked on campus are subject to a \$30 fine per day. The student will be responsible for any and all fines incurred. Receipt of ten tickets during one academic year will result in the loss of parking privileges for the remainder of that year; as well, the Student Development Office will be informed of this action. Subsequent violations, after revocation, will result in \$30 fines. If five more tickets (fifteen total) are acquired, the student will forfeit the privilege of parking on campus the following academic year and may jeopardize his or her continued enrollment at Wheaton College.

Current parking regulations are available at the Public Safety Department and are also posted on the Public Safety Web site on the intranet. If you have any questions about parking, contact the Parking Coordinator at (630) 752-5558.

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## **ANDERSON COMMONS** (Your on-site, custom restaurant and café.)

### Breakfast:

Monday, Wednesday, Friday	7:30am-10:00am
Tuesday, Thursday	7:15am-10:00am

### Lunch:

Monday-Friday	11:15am-1:30pm
Saturday, Sunday	10:30am-1:30pm

Dinner:

Monday-Saturday 5:00-7:00pm  
*CLOSED SUNDAY FOR DINNER SERVICE*

**Meal Plan Information:**

18 meal plan w/ \$50.00 Thunder Bucks-\$1650  
14 meal plan w/ \$50.00 Thunder Bucks-\$1505  
10 meal plan w/ \$50.00 Thunder Bucks-\$1383  
Block plan/65 meals per semester-\$586

\*Thunder Bucks are to be used in the Beamer Center food areas: The Stupe and Sam's. Thunder Bucks may transfer from fall to spring semester. There are no refunds for Thunder Bucks offered with a meal plan. To add additional money to your card (Thunder Bucks Plus), go to the Bon Appétit office in Anderson Commons, upper level.

\*Board meals are to be used in the Anderson Commons café.

\*Meal plans are purchased in the Housing Office or by going to [www.wheaton.edu/reslife/meal.htm](http://www.wheaton.edu/reslife/meal.htm). Meal plan changes are allowed only between semesters and must be communicated in writing to the Housing Office. Changes communicated only to the Student Accounts Office or the Wheaton Installment Plan will not be considered.

**The Stupe**

11:00am-7:30pm Monday-Friday  
CLOSED Saturday  
4:00am-8:00pm Sunday

**Sam's**

7:30am-12:00am Monday-Friday  
Closed Saturday  
8:00am-4:00pm Sunday

**Dine With A Mind**

Full-time graduate students may participate in the Dine With A Mind program. Once per semester students can pick up a meal ticket to take their professor to lunch. The meal ticket covers the professor's lunch only. Tickets are available in the Graduate Student Services office.

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**WORK REQUESTS**

The Physical Plant Work Order Center handles all repairs to college facilities. Please report requests for work to your Apartment/House GRA and they will submit the Work Order. In the case of an emergency, call the Physical Plant Department Work Order Center at x5930 (24 hours a day). Only emergencies may be called in to this office.

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**DRESS STATEMENT**

Members of the Wheaton community should make an effort to dress modestly and appropriately at all times. Shirts and shoes are required for class, chapel and any public buildings. Shirts must be worn in all public places inside and outside. Short shorts and tops should be avoided. Dresses or suit coats and ties are appropriate for concerts, programs, recitals, and other special occasions. Sunbathing is not allowed in public view.

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**DISCIPLINARY PROCESS**

Every effort is made to consider students as responsible citizens of the Christian community, each one with problems unique to his/her own level of understanding and maturity.

Students are given the opportunity to change and grow. Counseling is used in disciplinary situations to fully understand student problems.

### **Responsibility for Disciplinary Action**

Disciplinary authority and responsibility for non-academic types of misconduct are delegated by the President to the Vice President for Student Development, and, in turn, to the Vice Provost/Dean of the Graduate School.

### **Disciplinary Process**

A student charged with a violation of the College's standards or policy may choose between an administrative review by the Vice Provost or an appearance before the Hearing Panel for Student Conduct. However, the Vice Provost shall, at any time, have the option to refer the matter to the Hearing Panel for Student Conduct even if the student wishes to have the matter resolved by administrative review. The Hearing Panel for Student Conduct is composed of seven members (three faculty and four enrolled students) and is a recommending body to the Vice Provost. Decisions made by the Vice Provost may be appealed to the Provost within five days of the receipt of the decision by the student.

### **Disciplinary Actions and Penalties**

**Fines.** Students may be subject to fines for rule violations and certain behaviors.

**Warning.** A statement of the regulation is made to students with an official warning concerning future behavior. A temporary record is kept.

**Probation.** Students are permitted to remain on campus with particular conditions specified. A temporary record is kept.

**Withdrawal.** Students are permitted to withdraw without privilege of returning until time specified by the Vice Provost or the Registrar.

**Suspension.** Students are involuntarily separated from the College for a specified length of time. A temporary record is kept. A suspension is noted on a student's transcript only for the duration of the suspension.

**Expulsion.** Students are permanently separated from the College with an appropriate notation of the reasons for such termination on the student's record.

Students asked to withdraw for disciplinary reasons will be eligible to receive a refund in accordance with the schedule of refunds outlined in the finance information section of the catalog.

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## **STUDENT GRIEVANCE PROCEDURE**

The procedure outlined in this policy shall be used to resolve grievances of students that refer to actions of the faculty. **Grievances covered by this policy shall include issues relating to classroom procedures, grade complaints, and racial or gender discrimination.** This policy does not cover issues of academic dishonesty, faculty grievances against students, academic petitions, student grievances against the administration, or sexual harassment.

### **Procedure.**

1. Any student who has a grievance or complaint should first discuss the matter with the professor involved.
2. If the conflict is not resolved after Step 1 and the student wishes to pursue the grievance, the student may present the matter to the appropriate department chair, who shall consult with the professor in question. If the professor in question is also the department chair, then the student should instead proceed to Step 5.
3. If the student does not wish to go directly to the department chair, the student may elect to consult with the ombudsman alone or the ombudsman and the student facilitator, by writing a brief letter stating the complaint and requesting an opportunity to present the grievance.
4. The student, optionally assisted by the ombudsman, or by the ombudsman and student facilitator, shall then present the grievance to the department chair who shall consult with the professor.
5. If the conflict is not resolved after Step 2, the grievance may then be presented to the appropriate dean.

6. If the student or professor is dissatisfied with the dean's ruling, the grievance may be presented to Faculty Council, then to the President. *The decision of the President will be final.*

**Timeliness.** If at any level during the procedure either party is dissatisfied with the decision and wishes to pursue the matter, they must take the grievance to the next step within fourteen days and do so in writing.

**Ombudsman.** The ombudsman shall be designated on an annual basis by the Vice Provost, the Vice President for Student Development, and the President of Student Government. The ombudsman shall be a full-time employee of the College and will discuss the grievance only with those parties immediately involved in the matter.

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## **DISCRIMINATION, HARASSMENT AND RETALIATION POLICIES**

It is Wheaton College policy to comply with federal, state, and local laws prohibiting discrimination, harassment, and retaliation. Such laws prohibit discrimination and harassment based on an individual's "protected legal status." Such laws also prohibit retaliation against an individual for making allegations of discrimination or harassment. Attributes that are granted protected legal status include race, color, age, gender, national origin, disability or religion. As a religious institution, Wheaton College retains the right to make legitimate employment, admission, and educational decisions on the basis of an individual's religious beliefs and conduct, consistent with applicable law.

All situations in which the accused or the victim is an undergraduate student should be reported to the Student Development Office. When both the accused and the victim are graduate students, a report should be made to the Graduate Student Services Office. When the situation involves a graduate student and an employee as the victim and the accused, a report should be made to the Graduate Student Services Office. When the accused and the victim are employees, a report should be made to the Human Resources Office. When the accused or the victim is an outside vendor, a report should be made to the Human Resources Office.

### **I. Discrimination**

"Discrimination" is unequal, adverse treatment of an individual because of his or her protected legal status, such as race, color, age, gender, national origin, or disability. Such discriminatory behavior violates the law and is contrary to Wheaton College's Community Covenant, and it will not be tolerated. A student who believes that he or she has been discriminated against on any unlawful basis should report the alleged misconduct to one of the Deans within the Student Development Office, who can be reached at 630.752.5022 or at Wheaton College, Wheaton, Illinois 60187-5593.

Reported complaints of discrimination will be investigated and resolved promptly. Where the accused is a student, any potential disciplinary proceeding will be resolved using the College's *Procedures for the Administration of Student Discipline (Non Academic) at Wheaton College*, as modified by the College in its discretion to respond to the circumstances of a particular case. The current applicable version of these Procedures is maintained by the Student Development Office, and copies may be obtained there.

### **II. Harassment**

"Harassment" is unwelcome, hostile, or inappropriate conduct directed toward an individual because of his or her protected status (such conduct includes, but is not limited to, derogatory comments or slurs, unwelcome touching, insulting drawings, or jokes directed to an individual's race, color, age, gender, national origin, disability, or any other protected legal status). Such conduct violates the Community Covenant, College policy, and may violate the law if it (a) has the purpose or effect of creating a work, living, or study environment that a reasonable person might find intimidating, hostile, or offensive; or (b) threatens substantial interference with an individual's work, living, or study environment. To ensure that no employee or student is subjected to such harassment, Wheaton College strictly prohibits any offensive or unwelcome physical, written, or spoken conduct regarding any person's race, color, age, gender, national origin, or disability.

Sexual harassment is one form of illegal harassment. It includes unwelcome sexual advances or requests for sexual favors or acts, unwanted touching or intimacy, insulting or degrading sexual remarks or conduct, epithets, slurs, or negative stereotyping based on gender and the posting or display of sexually offensive or degrading materials on campus or any property owned by the College, or at any College-related function. Wheaton College is committed to providing its employees and students with an environment free of sexual harassment, and the Community Covenant prohibits any such misconduct. A student's refusal to submit to or willingness to engage in such conduct can never be the basis for any faculty member or other employee to make educational decisions regarding such matters as the grade for a course, admission to a program, or a favorable recommendation. Wheaton College strictly prohibits its faculty members, supervisors, and other employees from implying or suggesting that a student's submission to, or refusal to submit to, sexual advances or participation in sexual conduct is a condition of a grade, admission to a program, favorable recommendation, or other educational decision.

### **III. Investigation and Resolution of Harassment Complaints**

Any student who feels he or she is a victim of harassment by any faculty member, supervisor, employee, student, or person doing business with the College should bring the matter to the attention of one of the Deans within the Student Development office at the earliest possible opportunity. This is not only appropriate but also *required*. The very nature of harassment may make it virtually impossible to detect unless the student being harassed registers a complaint with one of the College representatives identified above.

All complaints of harassment are serious, and a prompt, thorough investigation of each complaint will be conducted. When the accused is a student, the investigation and resolution of the complaint will be handled by the Student Development Office in accordance with the College's *Procedures for the Administration of Student Discipline (Non Academic) at Wheaton College*, as modified by the College in its sole discretion to respond to the circumstances of a particular case. The current, applicable version of these Procedures is maintained by the Student Development Office and copies may be obtained there. Sanctions for a student's violation of the College's policy against harassment include disciplinary action, up to and including expulsion.

When a report or complaint arguably implicates more than one type of student misconduct under the College's policies (as, for instance, where misconduct arguably constitutes both sexual assault and sexual harassment), the Student Development Office will explore all such possibilities as part of its initial investigation, and determine, in its discretion, which investigation or adjudication procedure shall apply to a particular incident. It may also modify any applicable procedures during a specific investigation or adjudication as circumstances warrant (as further set forth in Articles I and II of the Procedures for the Administration of Student Discipline (Non Academic) at Wheaton College).

When the alleged harasser is an employee or other member of the College community, the investigation and resolution of the complaint will be handled by the College's Human Resources Department in consultation with the Student Development Office. Any employee found to have violated the College's policy against harassment is subject to disciplinary action, up to and including immediate termination.

During the investigation and resolution of harassment complaints, the College will make every reasonable effort to preserve an individual's privacy and protect confidential information. Protection of the campus community is paramount, however, and the College may find it necessary to take appropriate disciplinary action with or without concurrence of the complainant where harassment is found to have occurred.

### **IV. Retaliation**

Wheaton College prohibits reprisals or retaliation against any person for (a) alleging or complaining about discrimination or harassment, (b) for filing an internal complaint of discrimination or harassment, or (c) for filing an agency action or lawsuit alleging discrimination or harassment, or (d) for participating in a harassment investigation. Any person who retaliates against a complainant will be subject to disciplinary action up to and including, in the case of an employee, termination of employment, and in the case of a student, expulsion.

Knowingly making false allegations of discrimination or harassment, or providing evidence during an investigation with knowledge that the evidence is false, is also a violation of College policy and will subject a person to disciplinary action up to and including termination of employment or expulsion.

Any disciplinary proceedings against students for alleged retaliation or reprisals will be resolved using the College's Procedures for the Administration of Student Discipline (Non Academic) at Wheaton College, as modified by the College in its sole discretion to respond to the circumstances of a particular case. Complaints of retaliation should be reported in the same manner as complaints of discrimination or harassment.

## **SEXUAL ASSAULT POLICY**

### **Statement of Policy**

Wheaton College acknowledges the religious, moral, legal, physical, and psychological seriousness of all sexual assaults, including those commonly designated as "acquaintance rape." Sexual assault conflicts with Wheaton College's Community Covenant and is prohibited by law. Such behavior will not be tolerated, and all reported cases of sexual assault will be taken seriously and investigated promptly. This sexual assault policy works under the umbrella of and in consort with Wheaton College's Discrimination, Harassment, and Retaliation Policies for undergraduate students.

### **Definition**

"Sexual assault" is defined as forcing, threatening, or coercing an individual into sexual contact against the individual's free will with or without the individual's consent. It includes, but is not limited to, any sexual act performed on an individual or any sexual act required to be performed by an individual against that individual's free will. Sexual assault includes having sexual contact with a victim while knowing or having reason to know that the victim was incapacitated by drugs (including alcohol) or was otherwise unable to consent. Verbal misconduct or any misconduct that does not involve unwanted sexual touching, does not constitute sexual assault under the College's policy but may constitute sexual harassment or another form of misconduct. Likewise, consensual premarital sexual contact, while not a violation of the College's policy against sexual assault, conflicts with the Community Covenant and also may constitute misconduct.

### **Procedure**

Any student who has been a victim of a sexual assault should, as soon as possible,

1. Report the incident to Student Development at (630)752-5022, the Counseling Center at (630) 752-5321 or Public Safety at (630)752-5911. Please note that Public Safety is open 24 hours a day, seven days a week. In addition, victims of sexual assault may notify the civil authorities, either through the Public Safety Department or on their own.
2. Seek medical attention and do not interfere with the preservation of evidence (e.g., do not bathe, change clothing, or disturb items in the room or other specific locale in which the assault took place).
3. Notify the Student Development Office at (630)752-5022. Upon request, by either party, the College will help to prevent any unwanted contact between the complainant and the accused, by, for example, making reasonably available changes to academic schedules, chapel seating, or housing situations.
4. The College also recommends and encourages victims involved in such incidents to seek counseling and /or identify a support person. A support person plays an important role in providing personal encouragement to a victim in a crisis situation. Information regarding counseling options, both on campus and in the community, can be obtained at the Counseling Center, Student Health Services, or the Student Development Office.

### **Disciplinary Proceedings**

Complaints of alleged sexual assault in which the alleged perpetrator is a student will be investigated and resolved using the College's Procedures for the Administration of Student Discipline (Non Academic) at Wheaton College, as modified by the College in its sole discretion to respond to the circumstances of a particular case. The current applicable version of these Procedures is maintained by the Student

Development Office, and copies may be obtained there. Complaints of alleged sexual assault in which the alleged perpetrator is a graduate student will be investigated and resolved by the Graduate Student Services Office, in consultation with the Student Development Office. Complaints of alleged sexual assault in which the alleged perpetrator is an employee or vendor will be investigated and resolved by the Human Resources Office, in consultation with the Student Development Office.

Any report of an alleged sexual assault will be investigated, appropriate persons interviewed, and information assembled regarding the alleged incident, consistent with the Procedures for the Administration of Student Discipline (Non Academic) at Wheaton College. During such procedures, the College will make every reasonable effort to preserve an individual's privacy and protect the confidentiality of information. Protection of the campus community is paramount, however; and the College may find it necessary to take appropriate disciplinary action with or without concurrence of the complainant, where a sexual assault is found to have occurred.

During any on-campus disciplinary action relating to a sexual assault, the complainant and accused are entitled to the same opportunities to have one advisor present during a campus disciplinary proceeding; neither party, however, shall have the right to have an attorney present during the proceeding. At the conclusion of an on-campus disciplinary action relating to a sexual assault, both the complainant and accused shall be informed of the outcome of any campus disciplinary proceeding alleging a sexual assault.

Disciplinary action at the College will normally proceed even if criminal proceedings have been initiated. College action will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced, or that no criminal charges have been brought. As further set forth in the College's Procedures for the Administration of Student Discipline (Non Academic), the procedures and burdens of proof in a disciplinary action are different from those applicable to a criminal trial. If civil authorities are notified, students can anticipate that the College may consult with and be in communication with such authorities.

Where a report or complaint arguably implicates more than one type of misconduct under the College's policies (as, for instance, where misconduct arguably constitutes both sexual assault and sexual harassment), the Student Development Office will explore all such possibilities as part of its initial investigation and determine, in its discretion, which investigation or adjudication procedure shall apply to a particular incident. It may also modify any applicable procedures during a specific investigation or adjudication as circumstances warrant (as further set forth in Articles I and II of the Procedures for the Administration of Student Discipline (Non Academic) at Wheaton College).

#### **Outcomes for Sexual Assault.**

Students violating the College's policy against sexual assault may be subject to disciplinary action, up to and including suspension, dismissal, or expulsion.

#### **Programming**

During orientation week, members of the Residence Hall staff will provide information to new students regarding sexual assault awareness. As soon as reasonably possible during the fall semester, Student Development, Residence Life, and Public Safety will collaborate and provide a program regarding safety and security. In addition to those specific discussions, the Counseling Center, Student Health Services, Public Safety, and Student Development have literature available for members of the campus community dealing with sexual assault.

For further information regarding sexual assault or other safety awareness programming, please contact the Student Development Office, the Counseling Center, Health Center, or Public Safety Department.

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### **TITLE IX AND SECTION 504 GRIEVANCE PROCEDURE**

Wheaton College does not discriminate on the basis of race, color, national and ethnic origin, or handicap in admissions or other programs, and in compliance with and to the extent required by Title IX of the Educational Amendments Acts of 1972 and Section 504 does not discriminate on the basis of sex. Any student who has a complaint alleging a violation of Title IX or Section 504 or regulations thereof shall

inform the dean of Student Development by written notice of the specific nature of the complaint and identify the individuals involved.

Within a reasonable time, the dean of Student Development shall conduct an informal hearing session with all individuals involved and issue a written decision within 10 days of the hearing.

Any parties involved who are not satisfied with the decision of the dean may appeal to the Vice President for Student Development. The review and decision of the Vice President for Student Development shall be final.

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### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Wheaton College is in compliance with the Family Educational Rights and Privacy Act which is designed to protect the privacy of educational records, to establish the rights of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by Wheaton College to comply with provisions of the Act.

Wheaton College has adopted a policy that explains in detail the procedures used for compliance with the Act, which is available in the Registrar's Office.

## **STUDENT SERVICES**

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### **COUNSELING CENTER x5321**

The Counseling Center is located in the Student Services Building. Counseling services are available to graduate students at no cost to the student. In addition to counseling, appropriate referrals to off-campus professionals may also be provided.

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### **INTERNATIONAL STUDENT SERVICES x5191**

International students contribute to the cosmopolitan student body and make a significant contribution to the life and activities of the College and Graduate School. The Office of International Student Services is located on the second floor of the Billy Graham Center and is the liaison between the international student and the Immigration and Naturalization Service. This office seeks to assist international students in their adjustment to American culture and campus life.

The Federal Government requires that a full-time class load (at least 12 hours per semester) be carried by each international student. In addition, persons given permission to come into the U. S. on a student visa (F-1) are allowed to be employed under certain circumstances while they are students. Spouse and family of the F-1 visa holder are never allowed to be employed.

International students planning to travel outside the continental limits of the US must have their travel documents authorized prior to each trip outside a border. Each international student is absolutely, positively, and irrevocably responsible to personally inform himself/herself of the requirements which control his/her own visa and the status of his/her passport. **Please note:** the International Student Advisor is the first person to talk with about immigration matters. A student should never inquire at the local Immigration and Naturalization Service Office without first discussing the matter with the International Student Advisor.

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### **CAREER SERVICES x5048**

The Mission of the Wheaton College Career Services Office is to guide undergrad, graduate students and alumni through a Life Planning Process which includes the development of career building skills, opportunity awareness, gifts and interests assessment, and exposure to out of classroom learning experiences.

Our objective is to support each student as they transition from their College experience to their life's calling and to prepare them so they can better serve Christ and His Kingdom.

The Career Services programs and offerings are designed so the student can focus their interests, build their experience and broaden their exposure to career opportunities. These include: private counseling appointments, computerized interest assessments, internship offerings, resume and cover letter critique, career workshops and events, job search assistance, graduate school preparation and job interviewing opportunities.

Our website is designed to provide 24/7 access to all our services and events, and includes our ThunderLinks job posting site which has hundreds of regularly updated full-time and part-time job opportunities, as well as valuable links and downloadable resources. Career Services works closely with Alumni Relations to connect our students with alumni, parents and friends of Wheaton who desire to share their vocational experiences with those who are exploring their particular field.

Underlying our goals to helping equip each student with the skills, awareness and exposure necessary to succeed, is the desire to walk alongside them as they transition from the academic life to the next chapter in their lives.

### **STUDENT EMPLOYMENT**

Career Services offers listings of part-time and full-time jobs for students looking for employment. These are for both on-campus and off-campus positions and are posted on our website, [www.wheaton.edu/career](http://www.wheaton.edu/career). There are also a few job listings posted on a bulletin board outside the Graduate Student Services Office, in the Grad Commons.

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### **FINANCIAL AID x5021**

All Graduate School financial aid is awarded on the basis of need as demonstrated by the results of the Free Application for Federal Student Aid (FAFSA), and not on the basis of sex, race, color, or national/ethnic origin.

The FAFSA application is submitted directly to the federal processor at the Department of Education, by completing it online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Each applicant must indicate Wheaton College as a school to receive the information (Wheaton Code = 001781). An analysis will be completed and sent to the student as the Student Aid Report (SAR). The results will also be accessed electronically by Wheaton College. The suggested date for these forms to be completed is March 1 for new applicants and April 15 for returning students.

Once the FAFSA results have been received in the Financial Aid Office, and the student has been accepted, an award package will be processed. Students will then receive an e-mail stating their award is ready to be viewed online at myWheaton. This e-mail will include instructions on how to accept their award. Important: Students will need to set up both their Wheaton e-mail account and their myWheaton account before they can do this. A response to the award offer should be in the Financial Aid Office by July 1 in order to receive the funds by the start of fall term. Students must reapply for financial aid each year by following the above procedure.

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### **PAYMENT OF ACCOUNTS x5801**

All bills and any unpaid balances are to be paid in full by the first Wednesday of classes, each semester. A \$75 late penalty and 1.5% monthly late charges will be assessed on unpaid balances after the due date. Students with unpaid bills will not be permitted to re-enroll and will not receive diplomas or transcripts.

Delinquent accounts may be sent to an outside billing agency that reports to a national credit bureau. Accounts that are assigned will be responsible for principle, interest, late charges and collection costs.

Semester bills are printed prior to the semester due date. Students may request a copy from the Student Accounts Office. Account statements are printed monthly and will be sent to a CPO box or to a home address, as per request.

For information regarding payment plans, please refer to our website or call 630.752.5804.

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### **CASHING CHECKS**

Checks in amounts up to \$150 per day may be cashed at the tellers' windows, with a current student ID, Monday-Friday, from 9am to 4pm. An automatic teller machine (ATM) is located in the Beamer Student Center.

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### **LOST AND FOUND**

Lost and found articles should be turned in to Public Safety, at the Chase Service Center, or to Graduate Student Services, in the Billy Graham Center.

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### **BOOKSTORE**

[www.wheatonbooks.com](http://www.wheatonbooks.com)

**x5119**

The Wheaton College Bookstore offers textbooks and supplies for required academic programs, and apparel, general books, supplies, gifts, and sundries. The Campus Stores services include a copy center(x5111), special orders, web orders, textbook buyback, textbook reservations, fax service, and a convenience store (x5361) open in the evenings (Beamer Center).

**Returns:** All returns require a valid receipt and must be in the original condition.

**Textbook returns:** Semester and quad texts - returnable by 7th day of semester/quad, OR with dropped class confirmation you have 14 days; photocopied course materials are not returnable. Summer texts - returnable by the first day of class.

**Non-textbook returns:** must be returned within 30 days of the purchase date. Clearance items are not returnable.

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### **POST OFFICE x5083**

Each student is allocated a College Post Office Box (CPO). Students are required to check their mail at least once a week. All student addresses must show box number and name. Graduate students are assigned box numbers and issued a combination at the mail center in the Commons of the Graduate School.

When students leave for a period of three weeks or more, a forwarding address form must be completed and returned to CPO. Students are responsible for change of address for magazines, newspapers, and bulk mail. Only first class mail is forwarded.

**Services.** The Main Campus Post Office is located on the ground floor of the Beamer Center. It provides mail and window service similar to the local post office except the insuring of mail. No CODs are accepted. CPO accepts cash or checks, no credit cards.

If medicine is being sent to you that must be refrigerated, please have it sent during the week, NOT the weekend, and include on the package, in Large Letters, **REFRIGERATE**. We cannot be responsible for weekend deliveries.

**CPO window hours.** (Main CPO)

Monday, Wednesday, Friday - 9:00am-3:45pm

Tuesday, Thursday - 10:00am-7:00pm

Saturday, 10:00am-noon. Package pick-up only.

The Graduate Student Services office also sells stamps, during office hours.

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### **MEDIA RESOURCES DEPARTMENT (BGC) [www.wheaton.edu/media](http://www.wheaton.edu/media)**

**General e-mail: [mediareources@wheaton.edu](mailto:mediareources@wheaton.edu)**

As a service department, the Media Resources staff actively supports the College mission with solutions for the effective use of media and the integration of technologies to enhance curricular and campus programs. Trained students and qualified staff serve in media production, broadcasting, and they champion varieties of educational software.

Specific course support includes the administration of course management tools, such as Blackboard, and the integration of teaching tools, such as Turning Point, a classroom response system. The department assists faculty in developing online content and its delivery. Orientations are available in the effective use of smart classroom technology, and consultations for applying presentation and media software. An urgent response help line supports critical classroom technology.

The department staff also designs, installs, and maintains technology across the campus in classrooms, labs, studios, and auditoriums. This ranges from cable TV and campus broadcasting to video conferencing and online media delivery. A circulating pool of media equipment near the department's main office in the lower level of the Billy Graham Center is available to students, faculty, and staff for campus use.

Media production teams support campus programs, providing live event sound reinforcement, presentation projection, audio and video production, and performance lighting. Many departments advance their missions with custom-produced videos and by distributing their program content online. Many chapel services, sporting events, Conservatory concerts, debates and interviews are available online, and on cable TV and FM radio. Studios and editing suites in the Billy Graham Center support production courses, music and video production, and multi-media projects.

In all of their services, the media department staff demonstrates professional communication. The department strives to keep current with new technologies and methods. They take proactive measures to anticipate client needs while providing the best service response. Their goal is to partner with those who are served and thereby provide great program support.

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## **USE OF COPY MACHINES**

The copy machines in the office wing of the Graduate School are for official use only. Student copying machines for student use are located in the library of the BGC (third floor), Buswell Library, Grad Commons area, and on the east end of the second floor of BGC.

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## **BUSWELL MEMORIAL LIBRARY    x5102                      <http://library.wheaton.edu>**

The library's collections include books and journals, in both printed and electronic format, films, sound recordings, maps, music scores, government documents, and educational curriculum materials. Buswell is also home to a 65-seat learning commons, with access to research databases, productivity software, and expert academic and technical assistance. Students may also bring personal laptop computers into the library and connect them to the campus network and ResNet, using ports provided throughout the building or wireless connection.

The third floor of the Billy Graham Center houses the College Archives & Special Collections, including the Evangelism & Missions Collection.

The library's website is at <http://library.wheaton.edu> and provides access to catalogs, research databases, and other resources. Access is granted from any computer connected to the campus network or by proxy server when away from campus.

To borrow materials students must present their current student ID cards. The loan period for books is eight weeks for graduate students, and books may be renewed. Overdue fees are assessed. The library's complete borrowing policies are posted on the website.

Materials not owned by the library may be requested online through I-Share, a consortium of academic libraries in Illinois, via interlibrary loan. In addition, Wheaton students may borrow materials directly at several dozen colleges and universities in the surrounding area, upon presentation of their Wheaton student ID card.

The library's hours are posted on the website and at the front entrance to the building.

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## **THE MARION E. WADE CENTER    x5901                      <http://www.wheaton.edu/wadecenter/>**

The Wade Center houses a major research collection and small museum on seven British authors: Owen Barfield, G. K. Chesterton, C. S. Lewis, George MacDonald, Dorothy L. Sayers, J. R. R. Tolkien, and Charles Williams. Students are invited to visit the museum where such pieces as Lewis's wardrobe, Tolkien's desk, and a tapestry from Sayers's home can be seen.

The Kilby Reading Room is available for students who are interested in using the Wade Center's holdings of primary and secondary source material including books, letters, manuscripts, periodicals, and audio/video tapes. Students do not need to be enrolled in a special course to read at the Wade Center. The Wade Center's holdings do not circulate.

Hours are posted on the website.

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### **ACADEMIC COMPUTING FACILITIES x5214 (Buswell Lab) or x5219 (BGC Lab)**

Our main academic computer clusters have both PC and iMac computers, and are open 93 hours a week. Printing is 6 cents a page for black & white, and 18 cents a page for color.

Here is a partial list of software:

1. PCs: Microsoft Office Suite (Word, Excel, PowerPoint, Access), Internet Explorer, Firefox, Microsoft Publisher, Windows Media Player, and Adobe Acrobat Reader. In addition, there are academic programs covering a wide range of subjects, largely used in conjunction with coursework.
2. iMacs: OS X (Leopard) Microsoft Office 2008, and Firefox.

Your student account gives you access to the computers, allowing you to use the programs listed above, as well as surf the Internet. The college bookstore offers very good academic discount prices for many programs if students wish to purchase them for their personal use. You may call them to request a catalog at (630) 752-5119. For more information, please call (630) 752-5624 or send e-mail to [lab.coordinator@wheaton.edu](mailto:lab.coordinator@wheaton.edu).

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### **PUBLIC SAFETY (Chase Service Center) x5911**

Wheaton College Public Safety is an agency dedicated to the protection of life and property, and to the prevention of crime, fire, and accidents. Uniformed officers are on duty 24 hours a day patrolling campus buildings, streets, and parking lots. Public Safety serves to protect the College's students, employees, and property, checking for suspicious circumstances and safety hazards. Officers will respond immediately to any report of crime, fire, or major medical emergency. Officers also issue notices to appropriate personnel when unsafe conditions exist. **IN AN EMERGENCY, CALL x5911 immediately (24 hours a day).** Give your name, your location, and the nature of the incident. Stay on the phone until the dispatcher completes the call.

Public Safety is also a service-oriented department offering a variety of services that promote community-oriented patrol for students, employees and campus visitors.

Students are expected to respond appropriately to Public Safety Officers and display their student ID when requested. Any student who directs a prank toward, fails to cooperate with, or show proper respect to, a Public Safety Officer will be subject to disciplinary action and possible dismissal. Students found in locked College-owned buildings after hours (or during break periods) may be fined \$50. Unauthorized entry into any construction area may result in a \$100 fine. Students found on roofs of College facilities or residences may be fined \$500.

Officers have the legal right under specific circumstances to detain suspicious people (students or non-students) and take measures to insure the officer's personal safety. This may include a "pat-down" of the subject's outer clothing to check for weapons and/or a request for the subject to empty his pockets, backpacks or other items used to carry personal property. Officers may also make cursory searches of vehicles during interaction with drivers and/or passengers. Evidence or contraband discovered during the

above investigations may be used to seek disciplinary action (see *Search and Seizure*, below) against the subject(s) on a College, state, or federal level.

**Crime Statistics.** Wheaton College Public Safety provides information about specific unlawful incidents that are reported on campus. A copy of this annual summary is on the Intranet site at <http://intra/Departments/publicsafety/crime.htm#report>. A copy is also available upon request at the Public Safety Department located at the Chase Service Center.

**Personal Safety.** Students should not be alone when they go out after dark. Students are encouraged to walk with others at night, or take the free campus shuttle, available seven days a week, from 6:30pm to 1:30 a.m. The shuttle stops at several campus locations on a scheduled route. Students will receive a copy of the scheduled stops through the College Post Office; the schedule is also posted at each shuttle stop. Public Safety officers are available for escorts during other hours of darkness. Students may request an escort by calling x5911. The students are also urged to take normal preventive measures (i.e., taking greater caution in remote areas or around suspicious people) to keep themselves and their personal property safe.

**Identification Cards.** College identification cards are produced by the Public Safety Department. The ID cards may also be programmed for access to residences or restricted academic areas. Replacements for lost and/or damaged ID cards are available from Public Safety (8am-4pm, M-F) for \$20. ID cards are non-transferable.

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## **STUDENT HEALTH SERVICES (WYNGARDEN HEALTH CENTER) x5072**

[www.wheaton.edu/healthsvcs](http://www.wheaton.edu/healthsvcs)

Student Health Services (SHS) provides comprehensive health care to all students and their spouses, regardless of health insurance, as well as offering a wellness program and an overseas travel clinic for Wheaton College sponsored trips.

### **Clinic care**

Medical provider hours are by appointment after nurse assessment. There is a charge for each medical provider visit; *nursing visits are free*; and procedures and medicines have a separate charge. All charges are billed through Student Accounts. A nurse is available Monday through Thursday, from 7:30am to 8:00pm, Friday 7:30am to 5:00pm, and Saturday 11:00am to 1:00pm. A nurse is on call throughout the weekend. Beds are available for rest and observation during Health Center hours. Transportation to off-campus medical appointments is available. Call the Medical Shuttle hotline at 630-765-0016 for available hours and to schedule rides. Student health services and hours are modified during break and summer sessions.

### **Health, Sickness and Accident and Insurance Program**

The College requires all special students who are enrolled for 9 or more credit hours per term, and all degree seeking students, to have health insurance benefits comparable to the Wheaton College student health insurance plan. Students are automatically enrolled in the student plan unless proof of other insurance is submitted with an online waiver by the designated waiver deadline, as outlined at [www.wheaton.edu/healthsvcs](http://www.wheaton.edu/healthsvcs). International students and dependents who are residing with the student are required to carry the Wheaton College student health insurance plan.

An outline of the student plan, as well as the waiver form and health insurance requirements, may be accessed at [www.wheaton.edu/healthsvcs](http://www.wheaton.edu/healthsvcs).

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## **POLICIES AND PROCEDURES – EMOTIONAL STABILITY OF STUDENTS**

The Vice Provost reserves the right to act decisively in situations where a student's behavior indicates he or she is not in control of his/her behavior or emotions. The Vice Provost may remove from campus a student who is self-mutilating, or is actively or passively placing themselves or others at physical or emotional risk until arrangements can be made for a safe return to campus. Additionally, the Vice Provost reserves the right to make decisions regarding the feasibility of the continued enrollment of an emotionally or physically unstable student. Students who have withdrawn for medical reason (including psychiatric or psychological

care) may be required to provide documentation that the medical condition has been adequately treated and that any necessary accommodations have been prepared to enhance the future academic success of the student. Documentation may include but is not limited to 1) reports of treatment from attending professionals; 2) letters of recommendation from attending professionals; and in some instances, 3) a personal interview with attending professionals.

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## **POLICY ON CHRONIC COMMUNICABLE DISEASES INCLUDING ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)**

The President has the authority to exclude from campus (or to take any other action he considers appropriate with respect to) anyone who has a communicable disease that the President considers to be a health threat to the campus population, and to make any decision relating to whether the college should be closed or its program curtailed. (A full statement of policies, procedures, and general information of acute/chronic communicable diseases is available in Student Health Services and in the Student Development Office.)

### **Pre-Admission Medical Records Policy**

All students, degree-seeking or special student status, are required to submit health information upon initial enrollment. Students are expected to be in compliance with the required immunization laws of Illinois. Pre-matriculation immunization requirements listed on your immunization form from Student Health Services, as well as a tuberculosis(TB) skin test, are required. Student Health Services must have in possession required proof of immunization, certificate of medical exemption, or statement of religious objection, prior to stated deadline. *Students not in compliance with the Wheaton College entrance requirements, and Illinois immunization law, by the prescribed deadline of the term, will be assessed a \$100 late processing fee and placed on registration hold.*

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## **DRUG FREE COMMUNITY**

In compliance with the Drug-Free Schools and Communities Act of 1989, Wheaton College has adopted the following guidelines: All students receiving any form of financial assistance from the federal government will be required to sign a statement indicating that they will not unlawfully manufacture, distribute, dispense, possess or use controlled substances while a student at Wheaton College. The College is required to notify the source of financial aid within 10 days of a conviction of a violation of this law.

The Statement of Responsibilities prohibits such behavior and students violating this policy will be subject to disciplinary action up to and including suspension, dismissal or expulsion and referral for prosecution. In addition to Wheaton College sanctions, Illinois and Federal law provide for fines and/or imprisonment for the unlawful possession, sale, manufacture or distribution of drugs or alcohol.

The Student Development Office and the Counseling Center sponsor a variety of drug awareness and prevention programs to inform students of health risks.

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## **ACADEMIC LIFE**

Academic and professional training of committed Christian students is the highest priority of Wheaton College Graduate School. The emphasis of the graduate programs has always been on practical scholarship - a scholarship that is totally rooted in the final authority of the Scriptures but is also practical, so that Christian leaders are able to relate God's truth to the modern world.

This section of the handbook will help you understand the policies and procedures concerning your academic work at Wheaton.

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## **PROGRAMS OFFERED**

Graduate studies at Wheaton College lead to a Master of Arts degree in Biblical Archaeology, Biblical and Theological Studies, Christian Formation & Ministry, Clinical Psychology, Counseling Ministries, Evangelism & Leadership, Intercultural Studies, Intercultural Studies & TESOL, Masters of Arts in Teaching, A Doctor of Psychology degree in Clinical Psychology (Psy.D.), and a Ph.D. in Biblical and Theological Studies are also offered.

We offer two non-degree graduate level certificate programs. The Certificate in Teaching English as a Second Language is designed for students interested in ESL/EFL in a variety of settings in the U.S. and overseas. We also offer a Certificate in Urban Ministries.

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### **THESIS/NON-THESIS OPTIONS**

Most degree programs offer either a thesis/creative project or a non-thesis option. Students should consult with their academic advisor concerning these options. Each graduate program differs in the amount of hours required for each option. Some degree programs do not allow a thesis option-Biblical Studies & Biblical Exegesis.

Students taking extra courses in lieu of a thesis need to be informed that some doctoral programs are hesitant to accept candidates who have not written a master's level thesis. Please check with your academic department for more information. A thesis handbook is available on-line at [www.wheaton.edu/gradservices](http://www.wheaton.edu/gradservices).

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### **ALTERATIONS IN STANDARD PROGRAM**

Departmental and graduate school requirements are complementary but separate. Although departmental requirements must generally be fulfilled, flexibility is allowed students with special interests. Exceptions to departmental requirements may be permitted with the written consent of the student's faculty advisor and department chairman. All exceptions to the departmental program must be noted in writing, signed by the advisor, and placed in the student's file. The student must share the responsibility to see that this is done. Exceptions to graduate school requirements must be approved by the Academic Affairs Committee. Students requesting such a change must submit an Academic Petition Form, available online at the Registrar's webpage or in Graduate Student Services, and forward that form to the Committee through their departmental advisor. Student requests of this nature should not come to the Academic Committee directly from the student.

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### **CHOICE OF CATALOG**

Degree requirements are listed in the *Inform* catalog. Students may elect to go under the provisions of any catalog in force during the time in which they are enrolled in courses for credit. Such a choice requires acceptance of *all* requirements of the given catalog; selecting parts of the requirements of two or more catalogs is not permitted.

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### **SCHOLARSHIP REQUIREMENTS**

Pursuing a graduate level degree assumes an intellectual maturity and independence on the part of the student that is clearly above that of the undergraduate level. Self-discipline, growth, maturity, academic precision and rigor, and the use of scholarly procedures should characterize work at the graduate level. The gathering of information must be complemented by critical analysis, evaluation, and insights into knowledge relationships. It should be presented with clarity and precision and with respect for the opinions and work of others.

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### **WORK TO BE SPECIFIED AT BEGINNING OF SEMESTER**

Students will be informed of course requirements at the beginning of each semester. Professors distribute a class syllabus noting the required work, deadlines for work and the textbooks required. It is the responsibility of the professors to be as explicit as possible regarding the nature of the work expected. It is the students' responsibility to budget their time to insure adequate completion of the work in the specified time.

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### **INDEPENDENT STUDIES**

A number of students sign up for a limited number of independent studies, as is always the case in a reputable graduate program. This means that they contract with an individual professor to do an entirely personal piece of work with his or her guidance. Written permission to take an independent study must be given in writing by the supervising professor prior to registration.

Independent studies may be designed for up to four hours with the approval of the student's advisor. An additional four hours of credit may be taken with the approval of the advisor and the department chairman.

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## **ADVISING**

Each student is assigned an academic advisor. The advisors must approve the program of study prior to initial registration, be available to the student to provide insight and counsel as needs and problems arise. Students are responsible for maintaining contact with their advisors during the course of their graduate program.

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## **APPOINTMENTS AND COMMUNICATION WITH FACULTY**

### **Student Calls**

Students are requested not to call faculty at their homes unless the faculty member has indicated that it is appropriate to do so. Ordinarily questions can be answered during regular office hours. If, however, the student has an urgent matter that must receive immediate attention he/she is asked not to call during meal times or after 9pm. The only exception to this is that of an extreme emergency, in which case the student should feel free to call as necessary.

### **Appointments**

Appointments with faculty members may be made during their listed office hours. (Each faculty member is to be available for student appointments a minimum of seven hours per week spread over no less than four days.) We ask that appointments be made at least 24 hours in advance (except in emergencies) unless open hours are established and announced by individual faculty members. Different departments will have different appointment procedures. Faculty should make time for special appointments when students are unable to make an appointment during regular office hours.

Papers or other items may be left for an individual faculty member in his/her mail tray (in box). Items should not be placed under faculty members' doors or elsewhere where they might become lost.

### **Announcements**

There is a section on the bulletin board in the Commons area reserved for each department. Students are expected to check this regularly for general announcements. Items such as special lectures, job openings, presentations and workshops are posted there as well.

### **College Post Office**

Specific matters will be communicated via departmental memos sent through CPO. *Please check your CPO box regularly* because this is the primary way of communicating directly with students.

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## **CLASS ATTENDANCE**

Class attendance is expected, even though roll is not taken. There will, of course, be times of necessary absence, but each instructor expects advance notice for non-emergency absences. Classes start on time. Everyone is expected to be there on time (including the instructor). Tardiness is sometimes unavoidable, but it always presents a class disruption. Please be aware that common courtesy demands proper stewardship of time in this respect.

The question of visitors in classes is a matter for the discretion of the professor. Some classes are not suitable for the casual visitor. Students should obtain advance permission from the professor to bring a visitor to a class. Professors will give special consideration to requests from students for their spouses to visit their classes, and spouses who wish to sit in on classes for their personal enrichment are encouraged to do so.

Spouses are allowed to use the free audit privilege of a full-time graduate student, so they may be able to take up to one class per semester at no cost. Spouses desiring to use this privilege should contact the instructor of the desired course for permission and then officially sign up for the audit in the Graduate Student Services Office.

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## **PAPERS AND REPORTS**

## **Content**

Papers and reports should reflect the critical, analytical, and evaluative thinking of the individual student. Papers must be representative of the student's own work with quotations used sparingly and properly acknowledged.

## **Form**

All papers for all classes are to be typed and double-spaced, using standard abbreviations according to the format indicated by the individual professor. It is important to recognize that papers which deviate from the specified format and which contain flagrant spelling, typing, and grammatical errors will be returned as unacceptable. Students who undertake thesis or creative writing projects should refer to the *Thesis Guide*, which is available on-line at [www.wheaton.edu/gradservices](http://www.wheaton.edu/gradservices).

## **Due Dates**

Stated due dates for papers are to be met. The individual professor has the option either not to accept the late paper, or to grade the paper down one full grade step (e.g., from A to A-, A- to B+, etc.) for each calendar day beyond the due date (excluding weekends and holidays). Permission can be given by the instructor in advance for late papers if circumstances warrant. Emergencies such as sickness, death in the family, or unexpected demands of a student's employment will be given consideration, but under no other circumstances will pressure from other papers, course requirements, or standard employment be accepted as excuses for tardiness.

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## **GRADUATE STUDENT CONFERENCE PRESENTATION (GSCP) GRANT AND TRAVEL REIMBURSEMENT GUIDELINES**

**The dissemination of scholarship through presentations and publications, as well as, the ability to form collaborative networks within one's discipline are critical skills for scholars and scholar-practitioners. Therefore students should have significant opportunities to develop these skills as part of their graduate experience. The Graduate Student Conference Presentation Grant Program is intended to support graduate student development by assisting students who have been invited to present their scholarship at professional conferences.**

**For FY11 presenting graduate students who meet the qualifications described below are eligible for up to \$500 per award.**

**The guidelines presented below represent our best attempt to meet regulatory standards for accountability and exercise our best understanding of Christian stewardship of the resources entrusted to us.**

### **1. Purpose and Priorities for GSCP Grant Awards**

- a. These grants are intended to support the professional development of Wheaton College graduate students by helping them present their scholarship at professional conferences and meetings.
- b. Due to funding limitations, graduate students who are primary authors on a paper or project accepted for oral presentation by a recognized and respected professional society and who will actually make the presentation will receive funding priority. Graduate student first-authors on poster presentations are also eligible for funding. Non-presenting graduate students, even if cited as authors on the presented work, are not eligible to receive these grants.
- c. These funds are intended solely for the presentation of scholarship originating under the tutelage of or in collaboration with a Wheaton College faculty member. In addition, the work must be directly related to the student's current program of graduate study. For these awards the **sponsoring faculty** member is the collaborator or guide for the work being presented. This is not necessarily the student's advisor.
- d. Students may not receive separate grants to present the same scholarship at different meetings.
- e. Students may not submit more than one application for funding at a time unless the combined funding requested is equal to or less than the award limit.

- f. Students are eligible for more than one grant per year if the work is sufficiently different for each conference; however, priority will be given to students who have never received a GSCP grant.
- g. Students who have been awarded funding from other sources will be a priority for GSCP funding, if and only if, there is still a demonstrable need.
- h. Students who do not present their scholarship on-campus as agreed upon in the terms of acceptance will not be eligible for further awards until they have fulfilled their commitment.
- i. Grant awards may be applied to regional, national and international conferences.

## 2. Graduate Student Status Eligibility:

- a. Full and part time, regular status graduate students in Wheaton College master's or doctoral degree programs are eligible for maximum funding. Special status students are not eligible for grant funding.
- b. Graduate students whose work is submitted for presentation prior to the completion of all degree requirements are eligible for funding, if the presentation occurs within 4 months of the end of the last semester of enrollment.
- c. Undergraduate students in an accelerated master's program are not eligible for these grants until they have received their baccalaureate degree or are otherwise ineligible for institutional undergraduate academic grants.
- d. The awarding of a grant and/or expense reimbursement is not meant to imply or impart an

## 3. Travel accommodations

- a. Students traveling to conferences are expected to incur the lowest practical and reasonable expense while still traveling in relatively efficient and timely manner.
- b. **Expenses claimed for transportation must be supported by a ticket stub, receipt, or similar evidence of expense showing details such as destination, dates and cost.**
- c. Expenses for taxicabs, subway, bus, boat, ferry, bridge, tunnel and highway tolls, limousine service and parking charges may be reimbursed if incurred during business travel and **if receipts are submitted with the expense report.**
- d. Reimbursement is made at the College's current mileage rate for the use of an owned or leased automobile used for travel to the conference or event. Mileage reimbursement for travel by automobile should not exceed the lowest round trip, coach airfare available at the time travel was authorized. Students must submit documentation to support what the airfare would have been at that time. *It is the responsibility of the owner of the vehicle to carry adequate insurance coverage;* if the vehicle is being rented in a foreign country special attention should be paid to applicable insurance requirements. Mileage is reimbursable to only one student if multiple students are traveling on the same trip in the same vehicle.

## 4. Meals

- a. According to College policies, personal meal reimbursements are allowed for students whose conference includes an overnight stay or who are traveling/working more than 12 hours in a day due to special circumstances. Meals for students whose conference travel does not meet these criteria are not reimbursable. **Meal receipts with detailed cost breakdowns are required. A credit card receipt alone is not sufficient.**
- b. The College will pay tips/gratuities up to a maximum of 15% for a typical, individual meal and up to 20% for a meal in which the restaurant adds a fixed gratuity for a group check. Amounts in excess of these limits are the personal responsibility of the student. **Receipts with detailed cost breakdowns of food purchases and tip are required.**
- c. While the College currently has not established a per diem meal allowance, students are encouraged to keep such expenditures as reasonable as possible.
- d. No purchase of liquor or alcoholic beverages of any kind can be reimbursed with College funds.

## 6. Lodging

- a. Students may stay in standard rooms at a non-luxury hotel (unless it is the location of a conference or seminar) that is 30 miles or more from the student's primary residence or work

location. Hotel stays within the Chicago metropolitan area are not reimbursable unless part of a conference or special permission is requested and approved prior to the awarding of the grant. Students may stay in single occupancy rooms but are encouraged to share a room with other students or with College employees. **Full, detailed lodging receipts are required for reimbursement.**

- b. Personal expenses such as in-room movies, non-business telephone calls, in-room beverage or snack bars, child care, recreational activities, and other similar expenses will not be reimbursed.
- c. When a Saturday night stay is made in order to get a lower fare, the traveler must submit documentation showing that the cost for the additional night's lodging and meals was less than the increase in the airfare would have been without the additional night's stay.
- d. Reimbursement can be made for overnight stays in a private dwelling at the rate of \$20 per night for reasonable actual expense incurred to extend appreciation to friends or relatives for their hospitality. Names and addresses are required of those individuals providing hospitality and a signed receipt indicating the exchange of funds.
- e. Expenses incurred for registration fees and lodging costs for conferences are reimbursable without regard to the 30 mile requirement.

#### 7. Miscellaneous Reimbursable Expenses

- a. Reimbursable business expenses include: business telephone calls, conference fees, gasoline (if mileage is not claimed), ground transportation, parking and tolls, storage of baggage, rental of equipment and temporary meeting and office facilities. Insurance is *not* reimbursable. **Detailed receipts are necessary.**
- b. Conference registration fees may be reimbursed. An official registration form must be provided to support the advanced payment of registration fees.
- c. Personal expenses. Neither the cost of travel nor meals for members of the student's family are reimbursable.

#### 8. Procedures for Preparing Expense Report

- a. The Expense Report should be used to claim reimbursement of authorized expenses for students. **Receipts are required when applicable** (cancelled checks and charge card statements will not be accepted in lieu of receipts) and all reimbursements will be limited to those provided in this set of guidelines or other official Wheaton College travel policies.
- b. All expenses for the trip must be shown on the Expense Report. This includes conference registration fees that were paid in advance, airline fares that were paid by the College or have previously been reimbursed to the traveler, and any other costs that have been previously incurred, regardless if paid by the College or reimbursed to the traveler.
- c. The signature approval of the traveler and his/her **sponsoring faculty** supervisor constitute certification of the propriety of all expenses listed as actually necessary in the performance of official College or College-sponsored business and in accordance with these guidelines.
- d. A separate Expense Report should be submitted for every overnight travel event within 30 days of return.

**GRADUATE STUDENT CONFERENCE PRESENTATION FUND  
APPLICATION FORM**

Name \_\_\_\_\_ Degree Program \_\_\_\_\_

Department \_\_\_\_\_ Date of Application \_\_\_\_\_

**Presentation Information:** You may complete the form below neatly or provide answers on a typed attachment.

Title of paper or project \_\_\_\_\_

Society sponsoring the conference \_\_\_\_\_

Location and dates of the conference \_\_\_\_\_

Are you the primary presenter? Y N Name of sponsoring/collaborating faculty? \_\_\_\_\_

Is this presentation directly related to your current program of study? Y N

**Please attach the abstract of the paper/project.** Has the paper/project been accepted for presentation? Y N

**Funding Request**

List any previous Graduate Student Conference Grants you have received. State amount and purpose of any such grants you may have received. (Use back of form if you need additional space):

Is your Department/ Program providing funding for this same presentation? Y N If so, how much? \_\_\_\_\_

How much money are you requesting? TOTAL \_\_\_\_\_

Travel \_\_\_\_\_ Registration \_\_\_\_\_ Meals \_\_\_\_\_

Hotel \_\_\_\_\_ Other (explain) \_\_\_\_\_

**NOTE:**

1. Your application must be approved by your sponsoring faculty member and Department Chair before it is submitted to the Graduate Student Services Office (GSSO) for approval by the Graduate School Dean.
2. Grants are issued with the understanding that *you will: 1) submit to GSSO an expense report and a narrative report within thirty (30) days following the event, and 2) repeat the presentation on campus, preferably during Graduate Recognition Week.*
3. If plans change and you do not use the funds to attend this event, it is understood that you will inform the GSSO so the money can be used elsewhere.

_____	<b>For Office Use Only</b>	
(Applicant Signature)	Date Request Received	_____
_____	Amount granted	_____
(Sponsoring Faculty Signature)		
_____	Date of Notification	_____
(Department Chair Signature)		
_____	Date Report Received	_____
(Dean of the Graduate School Approval)		

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## **GRADUATE SCHOOL ACADEMIC HONESTY POLICY AND PROTOCOLS**

### **PREFACE**

The Graduate School Academic Honesty Policy and attendant protocols reflect the expectation that by this stage of their academic life graduate students are expected to demonstrate a mature understanding of and commitment to academic integrity. In addition, the protocols for disciplinary sanctions and appeal options have been adapted for adjudication by graduate school personnel and offices.

The Graduate School Academic Honesty Policy is available on-line at [http://www.wheatongrad.com/xm\\_client/client\\_documents/GradStdHndbk-10.pdf](http://www.wheatongrad.com/xm_client/client_documents/GradStdHndbk-10.pdf) and in the Graduate Student Services office. Some individual graduate programs have established additional student review processes that meet or exceed the expectations of the basic graduate policy. Where such procedures are clearly specified in department or program student handbooks, those procedures take precedence over those in the following policy.

### **ACADEMIC HONESTY POLICY**

The Wheaton College Community Covenant, which all members of our academic community affirm, states that, “According to the Scriptures, followers of Jesus Christ will...be people of integrity whose word can be fully trusted (Psalm 15:4; Matt. 5:33-37).” It is expected that Wheaton College students, faculty and staff understand and subscribe to the ideal of academic integrity and take full personal responsibility and accountability for their work. Wheaton College considers academic dishonesty a serious offense against the basic meaning of an academic community and against the standards of excellence, integrity, and behavior expected of members of our academic community. Plagiarism is a form of dishonesty. Acts of academic dishonesty violate the trust that exists among members of the learning community at Wheaton and degrade the College’s educational and research mission.

#### **Definitions**

Plagiarism is defined as using material created by others—in part or in whole—without properly attributing authorial and publication references for the correct source(s). Plagiarism can occur in dealing with written texts, but can also occur in the arts when, for instance, images or musical themes created by another are presented as if they were the original composition or creation of the student. Reference credit must be given for direct quotations, for work (including a form of argument, progression of ideas, or artistic creation), whether in whole or in part, that is paraphrased, adapted or summarized in the student’s own words or creative work, and for information that is not common.

Cheating is defined as use of unauthorized notes, study aids, or non-approved sources for an examination, unauthorized alteration of a graded work after it has been returned and resubmission of that work for re-grading, submission of another person’s work to meet requirements for a course, and submission of identical or similar papers for credit in more than one course (concurrently or sequentially) without prior permission from the course instructors.

Fabrication is defined as falsifying or inventing any information, data, or citation, presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data as if they were gathered in accord with those guidelines, and failing to include an accurate account of the method by which the data were gathered or collected.

Academic dishonesty also includes any lack of integrity exhibited through lying, misrepresenting, defrauding, or deceiving related to assigned or voluntary academic work. It further includes any deliberate attempt to gain unfair advantage in completing examinations or other required work, colluding, aiding or abetting the academic dishonesty of another student, and the falsification of academic records and official documents. These definitions are not exhaustive.

#### **Responsibility for Disciplinary Action**

Disciplinary authority and responsibility for addressing student violations of the College's academic honesty policy has been delegated by the President to the Provost and, in turn, to the Vice Provost, the Academic Deans and Faculty members.

The Provost, Vice-Provost and Academic Deans have the discretion to modify the following procedures at any time during a specific investigation or adjudication, as circumstances warrant. Nothing contained in these procedures is intended to create, or be interpreted as creating, any contractual rights on the part of any student.

Students who commit acts of academic dishonesty should report their own violations of this standard to the appropriate person (i.e., the professor); honest confession is expected as the appropriate expression of remorse. It is the responsibility of every student who is a witness to such behavior to confront academic dishonesty whenever they become aware of it (in the spirit of the mutual responsibility as discussed in the Community Covenant). College faculty and all staff similarly must address every act of dishonesty as they become aware of it.

### **Disciplinary Process**

When a student is perceived to have violated the academic honesty policy, the faculty member will meet with student to discuss the alleged violation. The faculty member may ask another faculty member or program coordinator to attend this meeting. The goal of this meeting is communicate to the student the nature of the allegation, to gather more information regarding the situation, and to allow the student(s) to share his/her perspective about the incident. The student will be given the opportunity to share any information or evidence that may support his/her position. The College will approach these initial conversations balancing the tension between grace and accountability with a genuine interest in the student's well-being and development within the context of community and relationships.

The decision of whether or not a student has committed an academic violation will be communicated to the student in writing by the faculty member within five (5) working days of the initial meeting. If the faculty member determines that an infraction has occurred, the faculty member must consult with the Director of Graduate Student Services prior to determining any disciplinary action to ascertain whether the student has been cited for previous violations of the academic policy. The letter to the student should include a complete description of the events including the date of the meeting with the student and the conclusions and sanctions reached as a result of the meeting. Copies of the letter will be forwarded to the Academic Department Chair(s) of the faculty member and the student, the Dean of the faculty member's home division, and the Director of Graduate Student Services. The faculty member should keep originals of tests, papers etc that give evidence of the violation.

Outcomes for academic dishonesty are assigned with the intent of maintaining appropriateness to the severity of the infraction, consistency, and fairness. Decisions about the nature and severity of disciplinary responses to academic dishonesty will take into consideration: 1) the severity of the infraction (from an apparently incidental failure to quote properly a source to an act of wholesale plagiarism in purchasing an academic paper on-line), and 2) any pattern of prior incidents.

### **Academic Dishonesty Outcomes**

If a student is found to have violated the Academic Honesty Policy the faculty member has the authority and sole discretion to give one of the following responses:

- Lower the grade assigned for the specific assignment by one or more grade steps
- Lower the grade to zero credit for the specific assignment on which academic dishonesty occurred

If a student is found to have violated the Academic Honesty Policy, the faculty member also has the following options:

- In consultation with the Academic Department Chair(s) of the the faculty member and the student, the faculty member may also assign the grade of F (Failed) for the course
- Upon recommendation of the faculty member's Academic Dean, the student may be suspended or expelled (see below)

The disciplinary actions listed in this section are not exhaustive. Sanctions may be imposed in any combination. The faculty member must also consult with the Director of Graduate Student Services prior to determining any disciplinary action to ascertain whether the student has been cited for previous violations of the academic policy. Prior determinations of misconduct under this or other student conduct policies should be considered in determining disciplinary action for a present violation.

All decisions (initial sanctions and any appeals) will be communicated to the student in writing by the faculty member, Academic Department Chair or whomever the College determines should render a response. A copy of all adjudicative documents must be sent to the Director of Graduate Student Services to be added to the student's file as this office has been charged with maintaining records for all graduate students.

**Suspension and Expulsion** may only be imposed by recommendation of the Academic Dean to whom the involved faculty member reports. The Academic Dean will make this recommendation in consultation with the reporting faculty member, the student's faculty advisor, the involved academic department chair(s), and the Dean of the Graduate School.

- Suspension. The student is involuntarily separated from the College for a specified length of time. Whether or not a student's time to degree completion "clock" is stopped will be determined by the Academic Dean on a case by case basis.
- Expulsion. The student is permanently separated from the College with an appropriate notation of the reasons for such termination on the student's permanent record.

#### **Academic Appeals**

If the student believes that the decision made about an outcome in response to the incident of dishonesty is not just or fair, the student may submit a letter of appeal stating objections and providing any supporting materials within five (5) working days of receiving the decision by letter. If the student appeals a suspension or expulsion decision, he/she may be permitted to remain in school until the appeal has been heard and a decision rendered.

- In the case of an outcome determined by the professor alone the appropriate and final appeal is to the Academic Department Chairperson.
- In the case of an outcome determined by the professor together with the Academic Department Chairperson (i.e., failure of a course), the appropriate and final appeal is to the divisional Academic Dean.
- In the case of a recommendation of suspension or expulsion being rendered by the divisional academic Dean, the appropriate appeal is to the Dean of the Graduate School.

Students may appeal the decision of the Graduate School Dean to the Provost. The Provost shall notify the student within a reasonable amount of time of his final decision. The decision of the Provost is not subject to further appeal.

## **GENERAL DEGREE REQUIREMENTS**

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### **RESIDENCY**

At least 75% of the total hours required for a degree program must be taken from Wheaton College. With department approval, up to 25% of the program can be graduate level transfer or distance learning credit, including courses taken from the Wheaton College Distance Learning program. With the exception of the M.A. in Biblical Archaeology, students must complete their last semester of study through Wheaton.

### **READMISSION TO THE GRADUATE SCHOOL**

Degree-seeking students who have not registered or been enrolled for one or more semesters *must* file a Re-Enroll Application for readmission with the Graduate Admissions Office. Modular students who have not

been enrolled for one or more semesters will file a Re-enrollment Application. An additional \$100 advance deposit (\$200 for Psy.D. students) will be required. A student must also submit a transcript of credits earned at any institution attended during the absence from Wheaton. A student readmitted after an absence of eight or more years must fulfill graduation requirements for the catalog of the year of readmission. Credits earned more than eight years prior to readmission may not be allowed to fulfill degree requirements except with department approval.

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### **WITHDRAWAL FROM THE GRADUATE SCHOOL**

Students who need to cancel their enrollment/registration *must* obtain a withdrawal form from the Graduate Student Services Offices. This procedure also applies to students who pre-register and then decide not to attend during the semester for which they have pre-registered.

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### **STANDARDS**

Grading follows stated Graduate School policies. “B” is a standard grade for acceptable graduate work. It is *not* to be expected that the typical grade is to be “A”. An “A” is given for exceptional achievement, not simply hard work. Grades of “C+” or below are given for work below the quality expected at the graduate level. The overall grading level for probation and graduation is 2.8. Thus, grades of C are not failing grades and do not jeopardize a student’s academic standing until one’s *overall* GPA begins to fall below 3.0. However, a student should be concerned about grades of C+ or below, and should consult the instructor giving such grades about how to upgrade one’s performance in future classes. Pass/fail grades are not acceptable for graduate credit except in those few graduate courses designed to be taken pass/fail by all who enroll (e.g., Group Therapy I - Psychological Studies).

Incompletes will not be given unless there is a valid emergency. These, however, must be approved *in advance*, in writing, by the Registrar. Incomplete grades will not be given for a student’s neglect of his or her coursework. Incomplete grades must be made up within six weeks of the end of the grading period, or the student will receive a grade based upon the work that has been completed to that point. In-Progress (IP) grades will be given for Independent Studies, Theses, Creative Projects, or Internships for which completion will require more time than the normal academic term.

Students should expect their grades to be changed in the case of grading error only. Your professors are human, and grading errors do occur. If you feel an error has been made, you have a right to consult with your professor and ask him or her to reconsider your work. You also have a right to understand and consult with your instructor on grading standards.

Badgering a faculty member for a higher grade is inappropriate under any circumstances. Faculty put a good deal of time and thought into their grading standards and do not give grades arbitrarily. In addition, students should recognize that there is some degree of subjectivity inherent in the grading process, and faculty will not always be able to give black and white criteria for their grading standards. Grade changes will not be given for additional work.

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### **ACADEMIC PROBATION**

Students admitted to the Graduate School on academic probation must be removed from this status after one semester of full-time study and the removal of all entrance deficiencies. Any student whose GPA falls below 2.8 shall be automatically placed on probation, and notified by the Registrar’s Office in writing.

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### **CANDIDACY**

Students must submit an Approved Master’s Degree Program form for candidacy status before completing 12 semester hours. Candidacy status must be attained by the time 28 total degree hours are completed for the Clinical Psychology and Christian Formation & Ministry programs, and by the time 20 total degree hours are completed for all other programs. Students who are not accepted into candidacy by that point in their program cannot register for additional degree courses without special permission.

To receive candidacy status students must have met the biblical foundations requirement, have completed all program deficiencies and prerequisite courses, have at least a 2.80 grade point average and have a

recommendation from the department in which the program is being taken.

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## **COMPREHENSIVE EXAMINATIONS**

The exact nature of the comprehensive examination varies from one area of study to the next, though it uniformly involves a rigorous evaluation of the student's ability to both grasp and integrate in a scholarly way the content of the graduate course work. In some departments students electing to complete a thesis are not required to complete a comprehensive examination. In other departments all students working toward the M.A. degree are required to complete the comprehensive examination as their final program requirement. Students should check with their departmental chairman for the specific requirements of their department.

Departments will announce the format and dates for comprehensive examinations at the beginning of the fall semester. Some departments only offer comprehensive examinations annually (usually in the spring semester), while other departments may offer the examinations more frequently. Check with your department to find out exactly when the examinations are offered.

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## **POLICIES ON MA THESIS/ DOCTORAL DISSERTATION/GRADUATE CAPSTONE PROJECTS: REGISTRATION AND CONTINUATION**

*This Handbook entry is not intended to be a comprehensive statement of all policies related to Thesis/Dissertation/Graduate Capstone Projects. Rather its purpose is to supplement and clarify policies found in the College catalog. Conflicting statements between this document and the College catalog should be brought to the attention of the Registrar and/or Graduate School Dean for correction.*

### **Thesis/Dissertation/Capstone Registration**

Students normally register for MA Thesis, Doctoral Dissertation or other degree capstone projects (e.g., Applied Thesis, Action Research, or Creative Project) in their last semester of course work. Standard tuition rates apply for each credit hour of registration.

- Thesis /Applied Thesis registration is 4 credits (except CFM where it is 2 credits); one semester only
- Action Research Paper registration is for 2 credits; one semester only
- Creative Project registration is for 2 credits; one semester only
- Psy.D. Dissertation registration is a total of 10 credits; typically distributed over a period of three semesters
- Ph.D. Dissertation registration is for 0 credit: one semester only

### **Thesis/Dissertation/Capstone Continuation Registration**

After registration for the maximum number of credit hours of Thesis/Dissertation/Capstone, students in good standing with their academic program (defined below) must register for **Thesis/Dissertation/Capstone Continuation** each term (including summer) until they either:

- complete the degree
- are granted an approved leave of absence
- withdraw (officially or unofficially) from the program, or
- reach the degree completion time limit

Continuation students are expected to contact the Registrar's Office for proper registration by letter, (Registrar's Office Wheaton College, 501 College Ave, Wheaton, IL 60187); FAX (630.752.5245) or email ([registrar@wheaton.edu](mailto:registrar@wheaton.edu)), before the beginning of each term. There is no tuition charge for Thesis/Creative Project/Dissertation Continuation but a \$50 per semester fee is assessed to the student account. Failure to register for Continuation every term does not prevent the fee assessment to the student's account.

### **“Continuation” Student Status**

All such students will continue to have a “my.wheaton” computer account and access to the library resources as long as he/she is continuously registered (i.e., no semester lapses in Continuation registration). Other benefits depend on full or part time status as indicated below.

**Academic departments** must report the status of their Thesis/Dissertation/Capstone Continuation students to the Registrar. A student's status may change from term to term with attendant changes to their loan deferment status and eligibility for new student loans (see below).

**Full-time Thesis/Dissertation/Capstone Continuation** students are verifiably working on their final project no less than 30 hours per week *and* are not employed more than 24 hours per week (see below). Full-time Continuation students:

- 1) remain eligible to continue to defer repayment of existing educational loans
- 2) remain eligible for new student loans, and
- 3) have the option of purchasing the College's health insurance unless they are international students.

Resident international students are required to purchase the College's student health insurance. *All* students are urged to have adequate health insurance whether purchased from the College or elsewhere.

- *Domestic* Continuation students are not required to provide proof of other health insurance if they opt out of the College's student health plan.
- *International* Continuation students must purchase the College's student health insurance as long as they remain students and reside in the United States. If the student returns to their home country, Wheaton health insurance is not required.

**Part-time Continuation** students are verifiably working on their final project less than 30 hours per week *or* are employed more than 24 hours per week (see below).

Part-time Continuation students:

- 1) are required to begin the 6 month loan repayment grace period, or if exhausted earlier, begin repayment of educational loans
- 2) are not eligible for new student loans, but
- 3) have the option of purchasing the College's health insurance

Please note: International students must obtain permission from the Director of International Student Services to register for less than full-time credit.

### **Enrollment Reporting**

The status of "Continuation" students will be reported to the National Student Clearinghouse three times each fall/spring semester and twice during the summer based on their current semester enrollment.

Students will be reported as *full-time student status* for Thesis/Action Research/Creative Project/Dissertation Continuation if they meet the degree criteria for full-time status as defined below. Otherwise, students in good standing will be reported as part-time (or less than half-time) for Thesis/Action Research/Creative Project/Dissertation Continuation.

Please note that each term, departments must verify the student/employment status of each student. The same **degree time limit** is in effect whether a student is reported as a full-time or part-time "Continuation" student.

### **Enrollment Reporting Criteria**

**Master's Thesis/Applied Thesis/Action Research/Capstone Project Continuation ARCH, BITH, CFM, EDUC, EVAN, INTR, PSYC 699 (and EDUC 599) Thesis, Applied Thesis, Action Research Continuation.** Master's students register for the appropriate continuation designation each semester (fall/spring/summer) after the initial '598, '698 or CFM 692 registration. Master's degree students may request to have "full-time" continuation student status for up to one academic year when working on Thesis/Applied/Thesis/Action Research/Capstone Project at least 30 hours per week *and* do not have paid employment for more than 24 hours per week. *International students* requesting full-time continuation status must provide the Financial Aid Office with documented proof of financial resources sufficient to meet their needs to remain in the U.S. for the full span of time requested. **For "full-time" continuation student status, program faculty must verify the accuracy of student employment and progress on the Thesis/Applied Thesis/Action Research/Capstone Project each term.**

There are no separate course numbers to differentiate full and part-time continuation status for master's students. However, students must be cognizant of their time status as continuation students. Part-time students are not eligible for either new student loans or student loan repayment deferment.

#### **Doctoral (Ph.D., Psy.D.)Dissertation Continuation**

**BITH, PSYC 899: Dissertation Continuation (Full-Time).** This number is used by students in the program when they are working full-time on the dissertation. This number can be used as many times as necessary, until the degree program maximum time limit, **provided they are working on the dissertation at least 30 hours per week *and* do not have paid employment for more than 24 hours per week.** This registration status means that students are eligible to purchase health insurance, to procure new student loans and to continue loan deferment. **Faculty mentors and the program administrator must verify the accuracy of their employment status and dissertation progress each semester.**

**BITH, PSYC 999: Dissertation Continuation (Part-Time).** This number is used by students when they are working part-time on the dissertation. This number can be used as many times as necessary, until the degree program maximum time limit. This applies when students have paid employment of **24 or more hours per week and/or are working on the dissertation less than 30 hours per week.** This registration status means that students are eligible to purchase health insurance but are not eligible for new student loans or loan deferment. **Faculty mentors and the program administrator should verify the accuracy of their employment status and dissertation progress each term.**

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#### **GRADUATION RESPONSIBILITY**

It is the student's responsibility to submit an Application for Degree from the website. The Application for Degree must be filled out by the student and submitted to the Registrar's Office. Deadlines for applications to be submitted are: October 1 - December graduation, December 15 - May graduation.

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#### **SECOND M.A. DEGREE**

Currently enrolled M.A. students may apply for a second degree in the following programs: Biblical Studies, Theology, History of Christianity, Christian Formation & Ministry, Counseling Ministries, Evangelism & Leadership, Intercultural Studies, Intercultural Studies & TESOL, or either of the Graduate Certificate programs. The following application form may be used;  
[http://www.wheatongrad.com/xm\\_client/client\\_documents/App%202nd%20Degree%20general.pdf](http://www.wheatongrad.com/xm_client/client_documents/App%202nd%20Degree%20general.pdf) .

A copy of your current Wheaton transcript must accompany the 2<sup>nd</sup> Degree Request form.

It is not possible to enroll in two M.A. degree programs at the same time. The entry term of your second degree must be after the final semester of your first degree.

Currently enrolled Psy.D. students may apply for a second degree in Biblical Studies after completing their first year in the Psy.D. program. The following application form may be used:  
[http://www.wheatongrad.com/xm\\_client/client\\_documents/App%202nd%20Degree%20PsyD-Theology.pdf](http://www.wheatongrad.com/xm_client/client_documents/App%202nd%20Degree%20PsyD-Theology.pdf) .

A copy of your Wheaton transcript must accompany the 2<sup>nd</sup> degree request form.

The following degrees require a complete application due to the selective nature of the programs and must be submitted by the required deadlines: Biblical Archaeology, Biblical Exegesis and Clinical Psychology. Graduate School alumni who wish to take a second degree must complete a full application, but are not required to submit an application fee.

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# DIRECTORY

Academic Credit	Registrar	SSB 222
Accounts	Teller	SSB 222
Admissions Applications, Grad	Grad Admissions	BGC 258
Admissions Inquiries, Grad	Grad Admissions	BGC 258
Auditing Courses	Registrar	SSB 222
Bookstore		SSB
Business Office	Blanchard	E300
Car Permits	Parking Office	Chase Service Center
Career Services		SSB 209
Chaplain	Stephen Kellough	Beamer Center
Check Cashing	Teller	SSB 222
College Union	Student Activities	Beamer Center
Counseling Director		SSB
Degree Application	Registrar	SSB 222
Employment, Student	Career Services	SSB 209
Family Rights and Privacy Act	Registrar	SSB 222
Financial Aid		SSB 219
Housing, On Campus		SSB 218
Housing, Grads	Grad Student Services	BGC 258
Insurance, Health		Health Center
International Students	Karen Martin	BGC 264
Lockers for commuters	Grad Student Services	BGC 258
Lost and Found	Grad Student Services	BGC 258
	and Public Safety	Chase Service Center
Mail	CPO	Beamer Ctr. ground flr.;BGC 2 <sup>nd</sup> fl.
Meal Plan	Housing Services	SSB 207
Meal Vouchers, Grad	Housing Services	SSB 207
Multicultural Development	Rodney Sisco	SSB 218
Office of Christian Outreach		Beamer Center
Public Safety		Chase Service Center
The Record		Beamer Center
STUPE		Beamer Center
Testing Vocational		SSB 209
Transcripts	Registrar	SSB 222
Transfer Credit	Registrar	SSB 222
Withdrawal	Grad Student Services	BGC 258