



**Student Handbook  
2017-2018**

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## **Introduction**

The Student Handbook, published electronically by the Division of Student Development annually, is made available to each student of Bethany College. It is the primary source regarding the College's policies for students and the expectations for student conduct. The Handbook also includes the resources available to students through the Division of Student Development, including various services and opportunities for involvement on campus.

This August 2016 publication replaces and supersedes all previous editions of the Bethany College Student Handbook. If there is a conflict between policies and regulations contained in alternative student publications, the policy contained in this version of the Student Handbook shall have precedence. All undergraduate, graduate, residential, and commuter students of Bethany College are responsible for knowing and observing the policies, procedures, and regulations contained in this handbook as well as additional policies or changes in policy officially distributed or posted online during the 2016-2017 academic year. The Student Handbook is available on-line at (<http://www.bethanylb.edu/about/policies/student-right-to-know-act/>) and on eswede.

The College reserves the right to change any provision, program, regulation, or requirement at any time. In the event of a policy change, addition, or deletion, every attempt will be made at notification through any or all campus communications. The College also reserves the right to publish photographs of current and past students engaged in classes or other officially sponsored college activities.

## **Disclaimer**

1. Students who participate in trips conducted, sponsored, or organized by individuals or groups of students do so at their own risk.
2. Students who participate in voluntary non-varsity athletics assume all risks which are reasonably connected to those athletic activities.

## **Parental Communication with the Division of Student Development**

The Division of Student Development encourages open communication between students, parents, and the College. The College encourages students to contact their parents/guardians regularly and keep them up-to-date with what is happening in their lives.

The Division of Student Development assumes that students, as maturing adults, are able to attend to their affairs without parental intervention. Normally, the Division of Student Development will not initiate contact with parents unless the student's status with the College is seriously threatened for health or disciplinary reasons, in which case the college will initiate contact with parents or guardians in person, over the phone, or in writing. The College will follow the Family Educational Rights and Privacy Act regulations. (For more details on FERPA, please visit <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)

## **Accreditation**

Bethany College is accredited by The Higher Learning Commission and is a member of the North Central Association, 30 N. LaSalle St., Suite 2400, Chicago, IL 60602, 800-621-7440. Bethany has been accredited since 1932.

## **Other Sources of Official Information for Students**

While the Student Handbook is the primary source of information for students, it is not the only official source of information for students. The students are expected to familiarize themselves with the Academic Catalog, published by the Registrar's Office. The Catalog contains official College policies and procedures regarding the academic life of the Bethany College student including degree and graduation requirements, admissions criteria, the academic calendar, and tuition information from the Business Office and the Office of Financial Aid.

The Housing Contract, distributed by the Office of Residential Education and Services, serves as the legally binding agreement between the College and the residential student. Each student is responsible for adhering to all terms outlined in the contract.

## **Email Policy**

The College has a need to send communications to students, faculty and staff via email and the right to expect that those communications will be received and read in timely fashion. Bethany College expects all full and part-time students registered in a degree program, and all faculty, administrators, and staff to activate and actively maintain their BC email account in order to be able to receive College communications.

Students are expected to check email on a frequent and regular basis in order to stay current with College-related communications, recognizing that certain communications may be time-sensitive. It is recommended that email be checked daily, but at a minimum must be checked every other day. Regular email management will also minimize the risk that the inbox will be full, causing an email to be returned to sender with an error. Undeliverable messages returned because of either a full inbox or use of a "spam" filter will be considered delivered without further action required by the College.

## **BETHANY COLLEGE AND COMMUNITY EMERGENCY INFORMATION**

### **Campus Contacts**

Emergency Daytime Contact - Mon to Fri (8 a.m. to 5 p.m.)	8143 Facilities Emergencies
Emergency After Hours Contact	3030 or (785)-906-0220
Main College Number	(785) 227-3380
Campus Safety Nighttime (9 p.m. to 3 a.m.)	1010 or (785) 906-0218

### **Community Contacts**

POLICE	911
FIRE	911
EMERGENCY MEDICAL SERVICE	911
LINDSBORG COMMUNITY HOSPITAL	(785) 227-3308
RAPE CRISIS	(800) 874-1499
CRISIS HOTLINE	(800) 362-0180
POLICE (non-emergency)	(785) 227-2988

## OFFICE HOURS

Academic Center for Excellence (ACE)	8:00 a.m. - 5:00 p.m.
Admissions	8:00 a.m. - 5:00 p.m.
Bookstore	9:00 a.m. - 4:00 p.m.
Cafeteria	
Monday – Friday	7:15 a.m. - 9:15 a.m. 11:15 a.m. - 1:00 p.m. 5:30 p.m. - 7:00 p.m.
Saturday	11:00 a.m. - 12:00 p.m. 4:30 p.m. – 5:30 p.m.
Sunday	12:00 p.m. - 1:00 p.m. 5:30 p.m. - 6:30 p.m.
Campus Facilities	8:00 a.m. - 12:00 p.m. 1:00 p.m. - 5:00 p.m.
Campus Pastor	8:00 a.m. - 5:00 p.m.
Career Development	8:00 a.m.-5:00 p.m.
Computer Facilities	8:00 a.m. - 5:00 p.m.
Wallerstedt Learning Center	
Monday – Thursday	7:30 a.m. - 10:30 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	CLOSED
Sunday	6 p.m. - 10:30 p.m.
Nelson Science Hall	7:30 a.m. - 12:00 midnight
Counseling Services	By appointment
Enrollment Services Office	8:00 a.m. - 5:00 p.m.
Financial Aid	8:00 a.m. - 5:00 p.m.
Health Services (Monday and Thursday)	10:00 a.m.-2:00 p.m.
International Student Services	8:00 a.m. - 12:00 p.m. 1:00 p.m. - 5:00 p.m.
Mailing Department (Monday – Friday)	8:30 a.m. - 2:00 p.m.
Residential Education	8:00 a.m. - 5:00 p.m.
Campus Activities	8:00 a.m. - 5:00 p.m.
Student Financial Services	8:00 a.m. - 5:00 p.m.
Student Development Office	8:00 a.m. - 5:00 p.m.
Writing Center (Monday - Thursday)	12:00 p.m. - 9:00 p.m. (or by appointment)

## LINDSBORG & AREA CHURCHES AND PASTORS

Assaria Lutheran Church	124 W 1st St, Assaria	(785) 667-2031
Bethany Lutheran Church	320 N. Main	(785) 227-2167
Elim Lutheran Church 403	N. Lincoln, Marquette	(785) 546-2244
Evangelical Covenant Church	102 S. Washington	(785) 227-2447
First Baptist Church 1101	E. Swensson	(785) 227-2360
Freemount Lutheran Church	8th Av	(785) 227-3154
Marquette United Methodist Church	404 W. Second, Marquette	(785) 546-2337
Messiah Lutheran Church	402 N. First	(785) 227-3977
New Gottland Lutheran Church	Rt. 3, McPherson	(620) 654-3421
New Gottland Covenant Church	1700 Pawnee Road, McPherson	(620) 654-3690
Salemsborg Lutheran Church	3831 W. Salemsborg Rd., Smolan	(785) 668-2522
Smoky Valley Independent Baptist Church	780 North Kansas	(785) 227-4451
St. Bridget of Sweden (Roman Catholic)	206 W. Swensson	(785) 227-3588
Trinity United Methodist Church	224 S. Main	(785) 227-3326

## LINDSBORG MEDICAL INFORMATION

Lindsborg Community Hospital	(785) 227-3308
Lindsborg Family Health Care Clinic	(785) 227-3371
Apotek Pharmacy	(785) 227-3374

## Doctors at the Lindsborg Family Health Clinic

Dr. Benjamin Dolezal, M.D.	601 W. Lincoln	(785) 227-3371
Kelsey Swisher, PA-C 601	W. Lincoln	(785) 227-3371
Gregory Lindholm, PA, MPH	601 W. Lincoln	(785) 227-3371

## Chiropractors

Dr. Darrel Loder, D.C.	121 W. Lincoln	(785) 227-4455
Dr. Kendall Banning D.C.	132 ½ North Main	(785) 212-6152

## Dentist

Dr. Erik Peterson, D.D.S.	117 W. Lincoln	(785) 227-2299
If no answer, call		(785) 227-2015

## STUDENT MAILING ADDRESS

Mail must be sent to the following address. Campus residents are required to use their campus mailboxes, and one will be assigned to each campus resident. If a student resides off-campus, s/he may elect to have a mailbox (based on availability). Additionally, please note that it is unwise to send cash through the mail, as there is no way to track it. Please avoid sending cash to students.

Student Name  
Bethany College Box \_\_\_\_  
355 E. Swensson St.  
Lindsborg, KS 67456 7

The content of this document is provided for the information of the student. It is accurate at the time of publication, but is subject to change as deemed appropriate to fulfill Bethany College's role or Mission or to accommodate circumstances beyond the College's control. Any such changes may be implemented without prior notice, without obligation, and, unless specified, are effective when made. The most accurate version of this document may be found at <http://www.bethanylb.edu/about/policies/student-right-to-know-act/>

## **Bethany College Mission Statement**

The mission of Bethany College is to educate, develop, and challenge individuals to reach for truth and excellence as they lead lives of faith, learning and service.

### **Values**

All people who share in the Bethany experience are united by our core values. Students, faculty, staff, alumni, parents, and friends experience and practice these values, which are at the heart of Bethany.

*Integrity.* Integrity is both personal and communal as we seek knowledge, strive for understanding, and carry out Bethany's mission. As we aspire to excellence in all that we do, we remain faithful to Bethany's identity and our calling to "inspired learning and informed faith."

*Hospitality.* Hospitality encompasses the genuine care, grace, and generosity that is shared among all those who come in contact with Bethany. Recognizing that each person is a child of God, all who enter Bethany's community learn to live more gratefully and faithfully.

*Community.* Community is formed at Bethany as we bring our diverse gifts and talents together for our common mission and purpose. Because we care deeply about one another, share a sense of personal and social responsibility, and seek to communicate openly and honestly, our relationships are marked by mutual respect, forgiveness, and trust.

*Servant Leadership.* Leadership that is grounded in service liberates all who work and study at Bethany to be skilled, empathetic listeners; to develop problem-solving skills; and to embrace the challenge of guiding others. As we seek to be servants first, our motivation for leadership grows out of our commitment to the common good.

*Sustainability.* Sustainability is our stewardship of all aspects of the Bethany community both now and for future generations. Bethany's policies, campus, and people are attuned to the judicious use of resources in order to care for all of God's creation.

### **Statement of Commitment to Being a Community of Inclusiveness and Diversity**

Bethany College strives to affirm its commitment to being a community of inclusiveness and diversity by its Christian heritage and by its respect for human dignity. As the Church in mission in higher education, Bethany College is expected to respond to the gospel by recognizing more fully that the inclusive nature of this College is manifested in the gift of diversity. Likewise, as a human community, we are called to recognize the dignity and the worth of all persons and to embody in our community in as full a measure as possible the full richness and diversity of people.

The gift of diversity strengthens and enriches us. It brings us to listen to the voices and needs of others. We must learn more about each other and be more understanding of and sensitive to one another's' customs, values and needs. Our task is not to try to change or diminish these differences, but to share them lovingly with one another. By respecting the uniqueness of others and rejoicing in our diversity, we will find unity, peace and justice.

We acknowledge the presence of diversity within the Bethany College community. Our diversity has many dimensions, for students, staff, faculty, and administration including age, gender, race, cultural and ethnic origin, religious beliefs, sexual orientation, ability, marital status, and employment categories within the college structure.

### **Bethany College declares its intention to actively bring about a more fully inclusive and diverse college community, one which**

- is free of myths and stereotypes about gender, age, orientation, ability, religious, race, cultural and ethnic background;
- confronts racism, sexism and other forms of discrimination wherever and whenever they may appear in the life and values of the campus community;

- adopts policies and practices that acknowledge and protect the rights and dignity of all persons and which provide equitable access to resources; encourages and expects teaching and advising practices, professional behaviors and uses of language that promote the elimination of inappropriate, prejudicial and demeaning attitudes, assumptions and stereotypes about sex roles and racial or cultural identity;
- encourages the use of inclusive languages about God in the college's worship life;
- in hiring persons to fill positions at the College, seeks actively to employ women and persons of all races and diverse cultural and ethnic backgrounds in all categories of employment;
- fosters an appreciation of diverse religious traditions and value systems; and
- works to continuously educate all administrators, faculty, staff and students about the issues, needs and concerns of people from diverse backgrounds.

Concern for inclusiveness and diversity must permeate the student recruitment process, the employment and advancement of faculty, administration and support staff, the design and implementation of curricular and co-curricular programs, the selection of the Board of Directors, and all other aspects of the life and operation of this college. Our mutual task, then, is to facilitate relationships which are defined by justice and love for one another. We are enriched by full partnership and fellowship among women and men of different races, cultures, and beliefs. Bethany College calls upon all members of the campus community to take responsibility for implementing this declaration.

Approved by the Board of Directors, October 17, 1988

Revised and approved by the Board of Directors, May 17, 1998

### **CAMPUS SAFETY**

Providing for the safety and well-being of members of the Bethany College community is the major responsibility of campus security personnel. Campus security officers are on duty primarily during the night hours, usually from about 9:00 p.m. until 3:00 a.m. In addition, campus security personnel provide safety/security coverage for sports events, concerts, and other special events. During regular duty hours, they check all buildings including residence halls. Campus security personnel are equipped with radios and cell phones so they can respond to emergencies. In an emergency situation call 9 - 911 (from campus) to connect with the McPherson County dispatcher or Campus Security on-call phone at 785-227-3380, ext. 1010, or 785-906-0218.

#### **Emergency Warning System**

**TORNADO:** A 5 minute, or until the danger is past, wavering or warbling signal. The pitch will remain constant. When the signal is sounded, you should take cover immediately.

**NOTE:** Under normal weather conditions the sirens are tested at 11:00 a.m. on the first and third Wednesday of each month, weather permitting.

#### **Residence Halls**

In the event of a tornado, the following halls take shelter in the listed locations:

Alma Swensson Hall [ASH] - hall basement

Anna Marm Hall - hall basement

Gregory Hall - lower level hallway\*

New Hall- New Hall Classroom

Warner Hall - hall basement

Swede Suites - interior hall or bathroom away from windows\*

\*If you have the opportunity to safely make it to a building with a basement, please do so. DO NOT go out into lightning, hail or thunder to enter a lower level location. Only exit your building if it is safe to do so.



## **Storm Procedures**

Usually, severe weather in the form of high winds, hail, and rain occurs in Kansas from the months of March through August. In many cases, the severe weather can become a tornado. There are two commonly accepted terms for tracking tornado-type weather. These terms need to be understood and followed.

*Tornado watch:* Means there is a possibility of one or more tornadoes in the area. Continue normal activity but watch for tornadoes!

*Tornado warning:* Means a tornado has been sighted or detected by radar and may be approaching. Seek shelter immediately!

Lindsborg has two warning sirens that sound when a tornado has been seen. Also, the city of Lindsborg will interrupt cable and announce a tornado warning if the city is in imminent danger of a tornado. A tornado warning signal is a 5-minute (or until the danger passes) solid, wavering/warbling blast on the sirens. (Note: the warning siren will be tested the 1st and 3rd Wednesday of every month at 11:00 a.m., weather permitting.)

When a warning is sounded, the following are general tips on safety precautions:

- Take shelter immediately, preferably inside steel framed or reinforced concrete buildings, (in the center, under a support beam is best) or in a small room in the interior of the house, such as a bathroom or closet, to be protected from flying glass. Stay away from windows.
- In classroom or office buildings and housing units, stand in an interior hallway on a lower floor, preferably in the basement.
- In the gymnasiums, move to hallways away from wide, free span roofs.
- Get to the lowest level and take shelter under a workbench or heavy table, go to a small windowless room in the center of the building, or stay under heavy furniture.
- Students residing in residence halls will be advised where the designated tornado shelter area is for them by the Residential Education and Services staff.

## **Swede ALERTS**

Swede Alerts is Bethany College's contract text messaging system. It is capable of sending emergency notifications instantly and simultaneously to all registered cell phones, smart phones, satellite phones, and personal e-mail addresses. Examples of emergency messages include severe weather warnings, campus closings, and campus emergencies. This system supplements Bethany's current practice of sending emergency messages to all campus email accounts. All Faculty, Staff and Students are automatically added to the Swede Alerts Systems.

## **Safety and Security Information**

The Student Right-to-Know and Campus Security Act was signed into law November 8, 1990, as Public Law 101-542. This law requires colleges and universities to publish information about the institution's security policies, programs of education about security and policies on alcohol and drugs, and to collect and publish statistics on criminal offenses on an annual basis. Bethany College supports this legislation; complies with the requirements and remains committed to educating about safety and security issues.

The administrative office responsible for campus safety is the Office of Student Development. The College employs one or more safety officers to be on duty during the nighttime hours, usually from 9:00 p.m. until approximately 3:00 a.m. The safety officers are not commissioned police officers, but are occasionally called upon to work with the Lindsborg Police Department. They maintain an excellent working relationship with local law enforcement.

Criminal incidents or emergencies can be reported by calling 911 [or 9-911 from campus] twenty four hours a day, seven days a week. As defined by the FBI Uniform Crime Report, all Part I crimes and most Part II crimes are reported by College officials to local police. Campus safety officers may be contacted by calling extension 1010 (from 9:00p to 3:00a).

The campus is continually monitored with safety and security, especially lighting and landscaping. Periodic input is received from students, college administrators and outside agencies.

The following media are used on an as-needed basis to keep the campus informed about safety matters: Swede Alerts, The Messenger, The Bethany Insight (weekly faculty/staff/student newsletter), periodic letters from the Residence Life Staff, Student Congress meetings, special programs for the campus community, and other memos and announcements. Visitors to the campus are not normally required to have a formal admission and identification process to have access to the campus. Students and staff are requested, however, to notify Campus Safety or the Office of Student Development of any suspicious persons or circumstances. Individuals not having legitimate business on campus may be asked to leave and will be arrested as trespassers if necessary. Guests in residence halls must have a student host and are subject to college regulations. The host is responsible for the conduct of the guest.

Campus residences are locked 24-hours. Campus Safety officers check exterior doors during their tours of the campus. Students are issued keys for the outside door and their room door, and are urged to use safety features and report any malfunctions to Residence Life staff members. Doors and windows have standard locking mechanisms.

Residential Education staff members receive basic education and training in emergency procedures and crime reporting. This is provided prior to the start of the college year and in special in-service programs conducted throughout the year. Hall meetings are held at the beginning of each year to inform residents about security and regulations. In addition, programs on issues such as fire prevention, personal safety, rape and date rape, etc. are presented on a continuing basis.

Students who receive permission to remain on campus during vacation periods may be restricted to specific locations and may be provided with special keys. Campus Safety is provided with a list of the names and locations of these students.

Questions about any of the above statements may be referred to the Dean for Student Development (785-227-3380 ext. 8345). In accordance with the Student Right To Know and Campus Security Act, a statistical report for crime and code of conduct violations on the campus of Bethany College for the past three academic years is located in the Dean for Student Development's office and on the Bethany website. The crime categories are from the FBI Uniform Crime Reporting System.

## **STUDENT SERVICES**

### **Academic Advising**

The student has primary responsibility for decisions related to earning the degree. This includes the selection of a major, selecting and scheduling courses that satisfy general education requirements and specific course requirements for the majors, and the quality of work accomplished. To assist the student in meeting these responsibilities, each student is assigned an academic advisor. In addition, the student is encouraged to call upon the services of any member of the faculty or administration for special help at any time. The Bethany College Catalog explains the graduation and General Education Program requirements as well as the course requirements for each major.

An integral part of teaching responsibility at Bethany College is that of advising. Academic advising is a continuous process which is designed to lead the student to better self-understanding and to more efficient use of the resources of Bethany College for developing the student's potential and serving the student's educational goals. Each first year student is assigned a Faculty Advisor to help make the first year at Bethany a successful one. In addition, each new first year student enrolls in a full semester, first-year seminar course which enables students to make a smooth transition to the college experience. When students declare a major, they select, with assistance from Enrollment Services, an academic advisor in their major area.

It is the role of the academic advisor, as well as of certain other designated professional personnel, to assist the student by interpreting the academic program of the college in order to help plan academic programs which fit the student's abilities, interests, past educational experiences, and future goals. It is also the role of the advisor, to the extent the student is ready and willing to accept advice beyond the academic, to guide the student in evaluating progress toward life and career goals.

## **Academic Center for Excellence (A.C.E.)**

The Academic Center for Excellence (ACE) seeks to provide resources to improve the academic success of Bethany's students. This is accomplished by providing four distinct services: tutors for general education courses for the entire student body, developmental courses for students who do not meet prerequisite standards, a drop-in learning center for the entire student body, and services for students with disabilities.

## **Students with Disabilities**

Bethany College has a firm commitment to serving the special needs of students, faculty, staff, and guests with disabilities. While all efforts have been made to make the campus completely accessible, there are some buildings which are not accessible to those with mobility impairments. Necessary accommodations will be made so that all individuals will have access to necessary facilities and programs for students, employees and guests with disabilities.

There is an elevator in Pihlblad Memorial Union, Presser Hall, and Wallerstedt Learning Center and Nelson Science Center. There is also a wheelchair lift at Warner Hall. Individuals who may need to utilize these elevators may obtain keys to this equipment by contacting the Equal Opportunity Officer.

Reserved parking places are provided for those individuals with a valid handicapped parking permit. Vehicles must display the disabled-status license plate.

- It is requested that the Equal Opportunity Officer be notified of special needs that are not currently being met.

## **Campus Facilities**

All repair requests are to be reported by the student to our online work order system. Students can report repair requests for their room by going to <http://www.bethanylb.edu>, click on eSwede link and then click on "Bethany Maintenance Request" in the Quick Link menu. The user name is your email address. The password is Bethany. Please fill in all required information and be as specific as possible when describing the problem. For example, if your toilet isn't working, don't just say "Toilet is broken". Be more specific such as, "Toilet won't flush" or "Toilet is clogged". This will help the maintenance technician determine what tools to bring and how to more quickly address the problem. For emergency situations, please call #3030 for immediate assistance from the Residential Education and Services professional staff or, during normal working hours call Campus Facilities at 785-227-3380, Ext. 8143.

## **Career Development**

Career Development helps students identify and explore career options, and implement an effective strategy to attain their desired career outcomes. Through personal, one-on-one career advising, Career Development helps students learn about their skills and interests, and articulate those themselves confidently in resumes, cover letters, interviews, and personal statements. Career Development also assist students with internships, EBE's (Experience Based Education), and/or part-time and full-time employment. The Career Development Office can also help students choose a major when they are undecided. Students may enroll CP101, Career Planning Seminar (2 credit hours). Career Development is located in 102 Presser Hall.

## **Bethany College Computer Services**

Bethany College offers MAC and PC computer equipment that is available for student use. Locations include the two computer labs in Nelson Science Center—Rooms 128 and 129, the Mingenback Art Center MAC Lab, Art Center Graphics Lab, and the Wallerstedt Learning Center Computer Pod Area. All machines offer full local network and internet access and are outfitted with software that includes Mozilla Firefox, Internet Explorer, and Microsoft Office Suite 2010. Nelson Computer lab 128 and the Mingenback Art Center Labs also have the Adobe Creative Suite Design Premium program installed.

Student email accounts can be accessed through two ways: Webmail via the Bethany College website or Gmail. The Gmail App for your smart phone is the recommended viewing method for tablets and smart phones.

The Bethany College computer network is secure and requires the user to validate with his or her credentials before being permitted to access its resources. Students must first be given a username and password. These may be acquired

through the Admissions Office. Each student will be given a user account with all the features of Google Apps, including Gmail and Drive. Combined storage is 30GB for email, files and photos.

Hours of operation for the two Nelson Science Center Computer Labs during the regular academic semester are 7 AM to midnight, Monday through Sunday. Summer hours of operation are 8 AM to 5 PM, Monday through Friday. The labs are closed for all legal holidays.

Student Wi-Fi service is available in the residence halls and on the main campus. The residence hall wireless network is encrypted and requires a passkey. This information may be obtained from the Student Development Office. The Computer Services Department normal hours of operation are 8 AM to 5 PM Monday through Friday. Help Desk requests may be sent at any time to [it@bethanylb.edu](mailto:it@bethanylb.edu).

### **Email Account Usage**

Each account belongs to the person to whom it is issued and only that person is authorized to use it, other than the guidelines below:

- The senior systems administrator has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.
- Accounts may be monitored, tracking the time spent on the system and use of resources, such as disk storage, pages printed, messages mailed, and Internet time.
- The senior systems administrator and Bethany faculty have the right to distribute files necessary for class work to individual accounts and have the right to view those files that are for the purpose of the faculty member's class(es).
- Each user will be expected to exercise responsible behavior when on the network.
- Each user will be held accountable for work created when the user's account has been accessed. Do not leave an account open when you leave a computer terminal.
- You may not use the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures or other materials or threats of bodily harm.
- Playing recreational games is discouraged in the labs and anyone playing games may be asked to relinquish the use of the computer to others who need it for academic purposes.

The following are examples of unacceptable use of the network:

- Using or attempting to use someone else's network account.
- Using the network for any illegal activity, including violation of copyright or other contracts.
- Using the network for financial or commercial gain.
- Degrading or disrupting the functioning of hardware, software or system performance.
- Vandalizing, altering, or tampering with the data of another user.

Violation by any user of the guidelines or prohibitions provided in this document by the systems administrator, or by Bethany College, may result in:

- Restricted network access.
- Loss of access to one's account.
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

### **Counseling Services**

The Counselor is located in the north side, lower-level of Pihlblad Memorial Union. Regular office hours are from 8:00 AM to 5:00 PM. Various types of personal counseling opportunities are offered through the Office of Counseling Services.

The Counselor coordinates preventative programming throughout the year. Counseling for individuals, couples, and groups is offered by the Counselor. Students may seek counseling for problems such as relationships, sexuality, grief and loss, substance abuse, depression, and interpersonal relationships. Referral to other social service agencies are

provided when deemed appropriate. In addition to the more formalized counseling provided by the Counselor, the Dean for Student Development and other Student Development professional staff members may also provide support and counsel.

Standard professional guidelines concerning confidentiality are followed. Appointments are preferred, yet walk-ins are acceptable. Counseling after regular office hours is available for special situations. On-call emergency/crisis care is also provided. On-campus students should first turn to the residential education and services staff person who will in turn contact the appropriate party. Off-campus students may refer to pages 2-6 of the Student Handbook for a list of emergency numbers.

### **Counseling Online Resources**

To provide a convenient information and self-evaluation source for students to explore in the privacy of their choosing, Bethany College Counseling Services has affiliated with the following not for profit organizations to provide accurate and direct information about mental health and substance use issues.

- “ULifeline is an anonymous, confidential, online resource center, where college students can be comfortable searching for the information they need and want regarding mental health and suicide prevention.” (ULifeline home page): <http://ulifeline.com/page/main/Home.html>
- The Alcohol *e-CheckUpToGo* is an interactive web survey that allows college and university students to enter information about their drinking patterns and receive feedback about their use of alcohol. The assessment takes about 6-7 minutes to complete, is self-guided, and requires no face-to-face contact time with a counselor or administrator. The website can be found at: <http://interwork.sdsu.edu/echeckup/usa/alc/coll/bethanylb>
- “The Jed Foundation is recognized as the nation’s leading organization working to reduce emotional distress and prevent suicide among college students. Guided by leading experts, The Jed Foundation is changing the way students and their parents think about mental health, paving the way for more young people to get treatment and helping colleges create safer, healthier campus communities.” (Jed Foundation home page): <http://www.jedfoundation.org/>
- Half of Us is a site affiliated with the Jed Foundation that offers “some quick tips that everyone can use to take control of their emotional health:” <http://www.halfofus.com/getstarted.aspx>.

### **Early Alert Program**

The Early Alert Program is a way for faculty/staff to notify stakeholders of concerns regarding a student’s progress (attendance, grades and conduct) through email and make recommendations to the student to help them improve.

Early Alert Response Plan:

*Alert #1:* 1. Instructor sends email to student and [alerts@bethanylb.edu](mailto:alerts@bethanylb.edu) regarding attendance, grades or conduct. 2. Instructor meets with student at his or her discretion. 3. The alert is sent on to coach, Quest instructor and advisor.

*Alert #2:* 1. Instructor sends email to student and [alerts@bethanylb.edu](mailto:alerts@bethanylb.edu) regarding attendance, grades or conduct. 2. Student is strongly encouraged to visit with instructor and visit with the ACE office. 3. The alert is sent on to coach, Quest instructor and advisor.

*Alert #3:* 1. Instructor sends email to student and [alerts@bethanylb.edu](mailto:alerts@bethanylb.edu) regarding attendance, grades or conduct. 2. Student is strongly encouraged to visit with primary advisor. If that is same as instructor, student is still required to meet with primary advisor. 3. The alert is sent on to coach, Quest instructor and advisor.

*Alert #4:* 1. Instructor sends email to student and [alerts@bethanylb.edu](mailto:alerts@bethanylb.edu) regarding attendance, grades or conduct. 2. Student is required to meet with the Dean for Student Development. 3. The alert is sent on to coach, Quest instructor and advisor.

For more information, contact the Academic Center for Excellence, Wallerstedt Learning Center Room 118, Ext. 8458.

### **Equal Opportunity Office**

Bethany College has a firm commitment to supporting the rights of all individuals to be treated equitably, regardless of sex, race, ethnic origin, religion, age, veteran's status or disability. To honor this commitment, Bethany established the position, Equal Opportunity Officer. This individual has the responsibility of working to prevent illegal discrimination within the College. If a student believes he or she has been subjected to an act of illegal discrimination, the Equal Opportunity Officer should be contacted. The Equal Opportunity Officer is available to provide assistance in identifying and correcting discriminatory policies and practices. The Director of Human Resources has been appointed to this position. The Director of Human Resources can be contacted in the Human Resource Office (Presser Hall) or at extension 8119.

### **Experience-Based Education (EBE)**

EBE provides a way for students to learn and earn credit from out-of-the-classroom experiences in a career-related environment. Students complete EBE projects to explore career options, to gain experience in a chosen career field, to develop transferable skills, to learn by doing, and to establish future career networks. The EBE program is administered by the EBE Coordinator. Assistance is given in finding organizational settings. Once an EBE project is completed, the coordinator helps the student evaluate the project.

To receive college credit for an EBE project, a student must (1) have a satisfactory record of experience performed at the EBE site, (2) create an educational plan and (3) make an adequate evaluation of what has been learned during the EBE experience in a written journal and oral review meeting. For each EBE project, a student must have a faculty sponsor. The Director of Career Development, in 102 Presser Hall for more information about the EBE program and how to apply.

### **Financial services office**

The Student Financial Services Office is located on the main floor of Presser Hall. Hours are Monday through Friday from 8:00 a.m. - 5:00 p.m. The Chief Financial Officer/VP of Operations, College Accountant, Director of Financial Aid, Director of Human Resources, and accounting personnel have offices at this location.

Student accounts receivable, payroll records, and College accounts are maintained in this office. Payments of tuition, fees, fines and deposits, disbursement of payroll checks, and refunds are transactions that take place within the functions of the office.

Failure to repay the loan by the due date may result in placement of a financial HOLD on the student's account. This HOLD will prevent generation of transcripts and may block future registration. Failure to repay an Emergency Loan prior to graduation may result in the withholding of the diploma and transcript requests and may be referred to an outside collection agency and/or reported to credit bureaus.

### **Financial Aid**

When a student is admitted to the College, his/her credentials are reviewed to determine eligibility for academic scholarships and performance awards. In some cases, a student may be asked to audition or to provide additional information.

When a student's application for financial aid is completed, he/she will be reviewed for need-based aid. At this time, a financial aid package will be awarded. A financial aid package might include a combination of scholarships, grants, employment, and loans. Awards are reviewed annually, since a student's financial circumstances may change from year to year. All questions concerning loans, grants, scholarships, or federal work-study should be directed to the Financial Aid Office.

### **Health Services**

In partnership with the Lindsborg Family Health Clinic, Bethany College staffs a Nurse Practitioner. If an ailment or illness needs additional care, the student will be referred the appropriate medical professional off campus. Lindsborg Community Hospital is equipped with urgent care from 11:00 a.m. to 7:00 p.m. on Sundays as well as an emergency room for emergent after hours situations.

The Health Services Office is located in the lower level of the Pihlblad Memorial Student Union and is accessible to those with permanent or temporary mobility impairments (for example, wheelchairs or crutches). If a student cannot come to Health Services safely or without assistance, a call may be made to either the on-duty nurse or the appropriate Residential Education and Services staff member to make arrangements for the nurse to see the student in his/her room.

The student's health record is kept on file. The information contained in the record is kept confidential and can be valuable in treating and better understanding the student. Several OTC (over the counter) medications are available free of charge for a variety of health problems. Allergy injections are given by the Health Services nurse, but a special form must be signed by the student's doctor or allergist. Serum and syringes may be kept at Health Services. Crutches, heating pads, ace bandages and slings are available on loan at no charge. Pregnancy tests and flu shots are available for a small fee.

- **Illness of Students:** The services of the nurse are free. A minimal charge is made for the cost of the optional flu shot given in the fall to Bethany students and staff. The cost of a visit to the doctor is paid by the student. Students are responsible for contacting their instructors for classes missed because of illness.
- **Immunization Records.** A copy of a student's immunization record should be provided to the Health Services along with the Student Health History form.
- **TB Screening.** All incoming students are required to complete a Tuberculosis screening. The forms are available in the Office of Student Development, and must be completed prior to the first day of classes.

Beginning July 1, 2007, Kansas Law requires all new incoming students and readmitted students residing in student housing to be vaccinated for meningitis. The Verification of Immunization or Waiver must be completed prior to being permitted to move into student housing. The forms can be obtained through the Student Development Office or through the Health Services Office.

### **Wallerstedt Learning Center**

The Wallerstedt Learning Center is open during the following hours (subject to change)

Monday-Thursday 7:30 am - 10:30 pm

Friday 7:30 am - 5:00 pm

Saturday CLOSED

Sunday 6:00 pm - 10:30 pm

The Wallerstedt Learning Center is the one stop shop for valuable academic resources outside of the classroom. It is an integrated learning space connecting library resources, the writing center, and academic support services. The space provides electronic and physical resources, active collaborative spaces, quiet areas for study, computer lab, and offices for the Education Department, Provost, and Dean of the College and meeting rooms in Lindquist Hall.

### **Anderson Athletic Complex**

The Anderson Athletic Complex includes Lindstrom Football Field, D.L. Anderson Memorial Track, Philip Anderson Baseball Field, Swedes Softball Field, SVHS Softball Field, E. T. Andersen Tennis Complex, Track and Field facilities, grass practice and intramural fields, two three-wall outdoor handball courts, and an outdoor sand volleyball court. Lindstrom Field has a capacity of 2,500. During summer 2008, an artificial turf field was installed at Lindstrom Field to accommodate football and soccer, and a new track was laid.

### **Weight Room**

Also in 2008, a new Weight Room addition was built north of Stroble-Gibson Gymnasium, connecting to the gymnasium via the Cardio Room, which contains treadmills, ellipticals, and stationary bikes. The Weight Room features racked weights, free weights, and weight machines. The facility also houses additional offices and locker room space.

### **Stroble-Gibson Gymnasium**

The Stroble-Gibson Gym, a 20,000-square-foot non-spectator facility, is attached to Hahn Physical Education Building and provides space for all sports to practice. The gym has locker rooms, a cheer/dance studio, batting cage, a main court that can be subdivided, cardio room, and attached weight room building. It also houses athletic offices.

## **Ray D. Hahn Gymnasium**

The Hahn Physical Education Building provides gymnasium and physical education facilities. It houses the offices for the health and physical education and athletic training department. Ray D. Hahn Gym has a capacity of 1,500. In spring 2008, the bleachers were replaced and the floor was refinished.

## **Athletic Training**

The Athletic Training Room is located inside Hahn Physical Education Building, across from the basketball court and visiting team locker rooms.

## **DIVISION OF STUDENT DEVELOPMENT**

The Division of Student Development's mission is to foster the development of the whole person—mind, body and spirit—according to the rubric expressed in the mission and values of the College—namely Integrity, Hospitality, Community, Servant Leadership, and Sustainability. We will do this by providing care, direction, activity, and education in all areas of students' lives outside the classroom. In our areas of influence, we seek specifically to provide students with a rich, dynamic environment in which the intellectual, social, spiritual, and moral spheres of life reinforce one another.

The Division of Student Development has responsibility for student services including such programs as: student leadership training, student code of conduct, co-curricular activities, Swede Government Association (or SGA), orientation, First and Second Year Programming, International Student Services and Study Abroad, Resident Director (RD)/Resident Assistant (RA) training and supervision, and academic, social, and personal counseling. The division staff includes the Dean for Student Development, Associate Dean, Residential Education and Services staff, Counselor, Director of Campus Activities, Director of Health Services, and Coordinator for International Student Services. The central office serves as an informational resource for student concerns and questions, as well as the hub for student IDs. The central office is located in the lower level of the Pihlblad Student Union.

## **Spiritual Development**

Learning at Bethany College takes place in the context of the college's commitment to the Evangelical Lutheran Church in America (ELCA) Lutheran Church, the Christian faith, and the whole global human community. Bethany College sees itself as an active partner in the mission of the Church. As the Church in Mission, Bethany College:

- is committed to the understanding that all learning takes place in the context of the grace of God as manifested in Jesus Christ,
- believes that a liberal education is both grounded in and contributes to religious faith,
- encourages respect for the individual and for diverse beliefs and values,
- fosters Christian faith, witness, and worship,
- prepares students for service in society, and
- supports the Church through shared resources.

The Campus Ministry Program of Bethany College is planned in cooperation with other campus programs and organizations to provide opportunities for the college community to express and grow in its faith. Participation in religious activities is encourage rather than required; responsible decision-making about one's own spiritual life is seen as an important part of spiritual growth. Religious programming is flexible, designed to meet the expressed needs and interests of students. The ministry of the campus pastor, chapel services, planned religious activities, and the ministries of local congregations provide a framework within which students can explore their own faith and values and channels through which students can develop and express their own leadership skills in ministry and service.

## **Campus Pastor**

The Campus Pastor supervises and coordinates the religious life of the College. The pastor is ordained in the Evangelical Lutheran Church in America and is called to serve the entire campus community - students, faculty, and staff - regardless of religious affiliation. The Campus Pastor's office is located in the Bud Pearson Swedish Chapel and Mabee Foundation



Welcome Center). The Campus Pastor works closely with the Counselor in providing personal counseling services and is also available for personal conferences, working with campus organizations and facilitating various interest groups.

### **Chapel Services**

Chapel services are scheduled at 10:30 a.m. in the Bud Pearson Swedish Chapel on Monday, Wednesday, and Friday. The purpose of these services is to provide opportunity for the College community to gather on a regular basis to celebrate its faith and to reflect on the meaning of life. Resources utilized include individual students, faculty, area pastors, and groups of persons from both within and outside the College community, in addition to the Campus Pastor. A variety of worship experiences and resource people are sought to assist with the Chapel program; and students interested in planning, leading, and participating in chapel services are urged to contact the Campus Pastor.

### **Campus Ministry Opportunities**

- **Worship Services:** Other worship services are scheduled throughout the year to celebrate special events on campus and Holy Days in the Church year. These services include Christmas Vespers, Ash Wednesday, and Maundy Thursday. Students are active in worship leadership for these services.
- **Bethany Youth Ministry Team:** BYMT offers fun and spiritual enrichment for team members and for the churches and youth with whom they minister. Through lock-ins, worship services, and youth events, BYMT reaches out to area and regional congregations to spread the love of Christ and the joy of life in God.
- **Fellowship of Christian Athletes:** FCA presents to athletes, coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the Church. The Bethany Huddle has weekly meetings which include noncompetitive games, speakers, movies, singing, Bible study and fellowship with friends. Athletes and non-athletes are welcome.
- **Peer Ministry:** The mission of Peer Ministry is to create a community of students helping students. Peer Ministers are specially trained in communication, listening, welcoming, confidentiality, decision-making, and making referrals. These students reach out to help all our students make connections at Bethany.
- **Chapel Choir:** Chapel Choir is open to all students interested in exploring a wide range of choral literature. In addition to concert performances, Chapel Choir sings regularly in Chapel worship and regional church services. They rehearse three times each week (M, W, F -12:00 - 12:50) and occasionally combine with College Choir to perform large works. No audition is required to join Chapel Choir.
- **Chi Alpha and Alpha Omega:** Chi Alpha (women) and Alpha Omega (men) Christian Fellowship Groups provide opportunities for fellowship, study, service and spiritual growth. All students are welcome to join.
- **Other groups as interests indicate:** In addition to those already listed, there are retreats, special emphasis days, and opportunities to learn from visiting scholars and pastors, all of which designed to deepen Christian commitment and growth.
- **Encounters:** Visiting speakers spend two days on campus to teach in their area of expertise. Students have a number of opportunities to meet these people in classroom, chapel, or informal settings.

### **Pastoral Care**

The Campus Pastor's office, in the Bud Pearson Swedish Chapel and Mabee Foundation Welcome Center, offers a place for Campus Ministry groups to meet and work, for confidential conversation, for on-campus meetings, and for occasional parties and get-togethers.

## **STUDENT UNION**

### **Mail Department**

The Mail Department is the central location for incoming and outgoing mail. It is located in the lower level of The Pihlblad Memorial Union, and is open Monday through Friday from 9:00 a.m. - 2:00 p.m. At the Mail Department there are slots labeled for U.S. outgoing mail (needs postage affixed), and inter-office mail (for on-campus distribution). Mail should be pre-sorted, affixed with adequate postage and dropped in the appropriate slots to expedite service. All outgoing mail should include a return address that contains the student's name.

Students will receive a notice through their Bethany College email of package arrival and must claim their package in person from the mail department during office hours. Individuals must present a photo I.D. to receive your package. Department personnel will also assist organizations in preparation and regulations for third-class bulk mailings.

Although the Mailing Department functions similarly to the Post Office, it does not handle money orders, government forms, civil service tests and insurance. These services are available through the Lindsborg Post Office at the corner of 2nd and Lincoln streets.

The mailroom can only receive mail for current, enrolled students, faculty and staff.

If forwarding is ever required, students must provide forwarding address to the mailroom attendant. If we are not provided with a summer forwarding address, all mail received over the summer will be returned to the sender. Mail will not be forwarded to any international address. Keys must be returned to the mailroom upon checkout for summer, graduation, or separation with Bethany College. A fee of \$100.00 will be applied to the student's account for unreturned keys.

### **Swede Nation Station**

The Swede Nation Station is located in the lower level of the Pihlblad Memorial Union. Swede Nation Station is owned by Bethany College. Proceeds help fund projects around campus. The Swede Nation Station carries official Bethany College insignia items, clothing, gifts, greeting cards, and sundries along with art, school, and office supplies. It also has a snack bar with fresh food products, drinks, candy and other snacks.

Bookstore hours for the academic year are:

Monday through Friday 9:00 a.m. - 5:00 p.m.

\*Special hours will be posted for opening days and other special events.

Bookstore hours for the summer are:

Monday through Friday 9:00 a.m. - 12:00 noon, and 1:00 p.m. - 4:00 p.m.

### **Food Service**

It is College policy that full time students who are required to live in College housing are also required to be on the College board plan. The current board plan includes several meal plans served in the College dining hall located in the Pihlblad Memorial Union.

The meal plans included are 19, 10 and 7 meal plan. The "Any 19 meals" plan allows a student to eat 19 meals per week and resets every week after dinner on Sunday Evening. The "Any 10 meals" plan allows a student to eat 10 meals per week, and resets every week after dinner on Sunday evening. The "Any 7 meals" plan allows for 7 meals per week and resets every week after dinner on Sunday evening. Any exceptions to this policy must be approved by the Dean for Student Development and the Director of Food Services.

- Meal Hours: Normally, the hours will follow the schedule listed, but are subject to change. Any changes will be posted in advanced at the Dining Hall.

#### **Monday - Friday**

Breakfast: 7:15 a.m. - 9:00 a.m.

Lunch: 11:20 a.m. - 1:05 p.m.

Dinner: 5:30 p.m. - 7:00 p.m.

#### **Weekends**

Saturday Brunch: 11:30 a.m. - 12:30 p.m.

Saturday Dinner: 5 p.m. - 6 p.m.

Sunday Dinner: noon - 1:00 p.m.

Sunday Supper: 5:30 p.m. - 6:30 p.m.

### **Late Night Dining**

Monday - Thursday 9 p.m. – 10:30 p.m.

- **Bethany College Identification Card:** All students boarding at Bethany College will be required to use their Bethany ID card for entrance into the Dining Hall. A student may not use another student's ID card to gain access to the Dining Hall. If students lose their ID card a new card must be purchased through the Office of Student Development for \$10.00.
- **Sack Lunches:** Students who participate in a meal plan who must miss meals due to a scheduling issue may request a sack lunch from Food Service personnel. Sack lunch forms are available on the Food Service website or from the cashier.
- **Special Meal Arrangements:** Special dietary needs can be arranged with the General Manager of Food Service. All dietary requests must be detailed and have a medical doctor's recommendation and approval. Arrangements can be made for conflicts of class or work schedules with meal hours. Contact the General Manager of Food Service for assistance.
- **Food Allowance Policy:** Food or table service may not be taken from the Dining Hall. Anyone attempting to do so, without permission, will be charged accordingly and may be referred for disciplinary action.
- **Meal Refunds:** Bethany College grants meal refunds in specific circumstances. A 100% meal refund is granted if a student departs from Bethany College or moves off campus after being enrolled or in residence for one day only. Beginning with the second day meal refunds are issued on a prorated basis. No refunds are issued for any reason after the mid-term period.
- **Student Conduct:** All students are expected to abide with the code of conduct as specified in the student handbook as well as all applicable aspects of the overall mission of the college. As a result, it is expected that students conduct themselves appropriately in all dining facilities including gaining access responsibly, consuming all food in the dining hall, and making sure that all items (plates, forks, cups, etc.) are bussed when finished eating.
- **Food supplies:** may be purchased from the Food Service department if arrangements are made at least one week prior to the event. Purchases cannot be returned for refund. Supplies may be stored in the Food Service facilities not more than two (2) days prior to the event. The group must make arrangements for both food preparation and cleanup. The facility must be returned to its original state or a cleaning charge may be assessed. Any item, including food, remaining at the close of the event must be removed from the dining hall within two (2) days. Food and other items not picked up after two (2) days will be thrown away. The Food Service department will not be responsible for storing any leftovers.

If the use of Food Service equipment is required, a staff person must be on duty during the event. This person will be selected by the General Manager of Food Service.

## **COLLEGE-STUDENT RELATIONS**

The Student Handbook is also located on the Bethany College website at [www.bethanylb.edu](http://www.bethanylb.edu). Students are responsible for all information contained in the Handbook.

## **STUDENT CONDUCT CODE**

The purpose of the Student Conduct Code is to maintain the general welfare of the college community. The college strives to make the campus community a place of study, work and residence where people are treated, and treat one another, with respect and honor. The college views the student conduct process as a learning experience that can result in growth and personal understanding of one's responsibilities and privileges within both the college community and the greater community. All students must follow these standards. Student Conduct Code at Bethany College is administered through the Office of Student Development and is based on promoting a tradition of excellence regarding student conduct. The Student Conduct Code promotes acceptable standards of conduct to be communicated, understood, and

upheld by students who attend Bethany College. Policies and procedures in this handbook are subject to change at any time. All updates will be provided to Bethany College students via the students' Bethany College email account and posted on eSwede.

The Bethany College Mission Statement stresses the significance of each person's humanity, and that we are all part of a community of faith. Bethany College students are treated as adults and are held accountable and responsible for their own lives, and thus, the decisions that they make. The Office of Student Development will encourage and facilitate a campus environment where students take responsibility for their actions and inactions. The Office of Student Development emphasizes the importance and significance of students' privileges, opportunities, and responsibilities as members of the Bethany Community. In addition, the Office of Student Development will promote the importance of inclusiveness, self-worth, mutual respect, and how these themes of living and learning impact all of us, and how we interact with each other on a daily basis.

Bethany College is a private independent college owned and operated by the Arkansas Oklahoma and the Central States Synods of the Evangelical Lutheran Church in America. As a result, the institution is guided and supported only by the College's Identity and Principles, mission, focus and collective statements. Bethany College requires of its students superior ethical and moral behavior above and beyond the standards of civil and criminal codes. In support of this, Bethany College, as a private independent college, has broad discretion in establishing disciplinary rules and procedures through its agreement relationships with each student.

Students are required to read the Bethany College Student Handbook. The handbook is available online.

Please note that the College is not a haven from the legal authorities. The College will cooperate with the police in apprehending a violator of the civil or criminal code.

### **Philosophical Premise**

The Bethany College Student Conduct Code was created to serve three primary functions:

1. To honor and support the mission and values of the college;
2. To assist students in clarifying the role of responsibility, moral courage, tolerance and integrity in contributing to the college experience as well as their personal identity, and;
3. To reinforce the "construct" of a campus community reflective of unity and cooperation as a central building block to creating a worthy college campus community committed to learning and service. Below is a list of six traits that, define a positive and engaging campus community\*.
  - a. An Educationally Purposeful Community: The college is a place where faculty and student share academic goals, and work together to strengthen teaching and learning on campus;
  - b. An Open Community: The college is a place where freedom of expression is uncompromisingly protected and where civility is powerfully affirmed;
  - c. A Just Community: The college is a place where the sacredness of each person is honored and where diversity is aggressively pursued;
  - d. A Disciplined Community: The college is a place where individuals accept their obligations to the group and where well-defined governance procedures guide behavior for the common good.
  - e. A Caring Community: The college is a place where the well-being of each member is sensitively supported and where service to others is encouraged;
  - f. A Celebrative Community: The college is a place where the heritage of the institution is remembered and where rituals affirming both tradition and change are widely shared.

\*Boyer, Earnest L. *Campus Life: In Search of Community* (Special Report (Carnegie Foundation for the Advancement of Teaching)). Jossey-Bass Inc., 1990.

### **Approach to the Conduct Process**

The Student Conduct process at Bethany College is educational in its approach, so that students have opportunities to grow and learn from their choices. Through the conduct process, students will be supported in developing more positive ways of contributing to a campus environment consistent with being respectful of individual rights, freedoms, and

responsibilities, an environment where all are free to pursue academic excellence. And, to that end, each student is expected to assume responsibility for his/her actions at all times.

The accountability portion of the conduct process (if a student is found “responsible” for violating the Student Conduct Code) is designed to help students think through, evaluate, and become accountable for personal behavior; to establish a personal code of conduct; and if need be, to redirect behavior in order to better meet College expectations.

### **Definition of Terms**

To make the Student Conduct process at Bethany College as clear as possible for all involved, a glossary of terms is provided.

1. “College” means Bethany College.
2. “Student” includes all persons taking courses at the College, both full- and part-time. For the purposes of College policy, a student is one who is enrolled in a degree or non-degree program at the College or is representing the College between regular academic semesters.
3. “Faculty member” means any person hired by the College to conduct classroom activity.
4. “College official” includes any person employed by the College.
5. “College premises” refers to all land, buildings, facilities, and other property in the possession of or owned, leased, used, or controlled by the College (including adjacent streets or sidewalks).
6. “Policy” is defined as the written regulations of the College found in but not limited to the student handbook and college catalog.
7. “Violation” refers to any behavior that is unacceptable as described in the Student Conduct Code.
8. “Notice” means written notice and includes e-mail messages.
9. “Property” includes physical property, intellectual property, and computing and communication files and resources.
10. “Off-Campus Behavior” refers to student behaviors and actions that take place away from official campus grounds or at Bethany College-sponsored events. The Student Conduct Code is based on shared values, and as such, sets a range of expectations for the Bethany College student no matter where or when the student’s conduct may take place.
11. “Guests” applies to all guests of the Bethany College community members whose hosts are held accountable for the conduct of said guests.
12. “Student Conduct Administrator” means a College official authorized by the Dean for Student Development or the Director of Residential Education and Services to review reported College student conduct violations and impose sanctions upon any student(s) found to have violated the Student Conduct Code. The Dean for Student Development or the Director of Residential Education and Services may authorize the same Student Conduct Administrator to impose sanctions in all cases.
13. “Reporter” means any person who submits an Incident Report noting that a student violated the Student Conduct Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim shall have the same rights under this Student Conduct Code as are provided to the Reporter, even if another member of the Bethany College community submitted the report itself.
14. “Reported Student” means any student reported to have violated the Student Conduct Code.
15. “Finding of Responsibility” is when a determination is made that the reported student is found to have been in violation of the Student Conduct Code, as outlined in the Student Handbook. Reported student(s) may also be found “not responsible”.
16. “Peace Officer” is a person designated by the state or federal government with the responsibility of enforcing laws or policies.
17. “Preponderance of Information” is what happened more likely than not, or “50% plus a feather.” This shall be the standard of proof used in all conduct proceedings under the Student Conduct Code.
18. “Incident Report” is the form used at Bethany College to officially report an alleged policy violation.
19. “Witness” is any individual who may have information relating to a conduct case.

## **General Understanding**

1. This Student Conduct Code also applies to student groups, athletic groups, and organizations at the College regardless of whether they are formally recognized by Bethany College or receive funding, directly or indirectly, from the College.
2. Bethany College reserves the right to alter this Student Conduct Code at any time. The current Student Conduct Code supersedes all previous Student Conduct Codes and the policies expressed in the latest policy revisions shall be controlling in all student conduct issues.
3. The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.
4. Proceedings initiated under this Student Conduct Code are separate from civil or criminal proceedings that may relate to the same incident. Investigations or conduct proceedings by the College are not postponed while criminal or civil proceedings are pending unless otherwise determined by the Student Conduct Administrator.
5. The failure of a student to appear and/or respond to the conduct process does not prevent the College from proceeding with the conduct process.
6. The Dean for Student Development and the Residential Education and Services staff have been specifically designated by the College to be responsible for the administration of the Student Conduct Code.

## **Student Conduct Code and Campus Cooperation**

Members of the Bethany College community (students, staff, faculty and coaches) are expected to cooperate fully with the Student Conduct Administrator and others in connection with the Student Conduct Code and may not undermine, retaliate against, threaten, or harass anyone participating in a process under this Code.

## **Authority of the Student Conduct Code**

1. Decisions made by the Student Conduct Administrator shall be final, pending the normal appeal process.

## **Jurisdiction of the Bethany College Student Conduct Code**

The College Student Conduct Code shall apply to conduct that occurs on College premises, at College-sponsored activities, and to off-campus conduct that adversely affects the College Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if his/her conduct is not discovered until after a degree is awarded).

### **1. Student Conduct Process**

- a. Rights of Students in the Conduct Process:
  - i. Written notice of the specific charges at least three (3) business days prior to the scheduled conference;
  - ii. Reasonable access to the information prior to and during the conference;
  - iii. Opportunity to respond to the information and to call relevant and necessary witnesses;
  - iv. The right to a fair and consistent conduct process;
  - v. The right to an administrative resolution of the reported violations no later than seven business days after the conference. Should the investigation require more research, decisions may be delayed. Reasonable delay in the decision does not absolve student responsibility.
  - vi. The right to appeal the decision of the conference if the decision was a suspension or dismissal. The appeal must be submitted within three (3) business days of receiving (three days from the date of the letter OR the sent date of the email) the conduct decision. The appeal shall consist of one or more of the following exclusive grounds for appeal:
    1. There is new and significant information that has not yet been considered.
    2. Sanctions imposed are excessive to the violation(s) of the Student Code of Conduct.

## **Administrative Discretion**

The College reserves the right to disqualify, discontinue, exclude, or involuntarily withdraw any student from the College at the discretion of the Dean of Student Development or designee, as deemed necessary for the safety or well-being of the student or others.

1. Initiation of the Conduct Process

- a. After receiving an Incident Report (IR) the Student Conduct Administrator:
    - i. Shall determine whether the IR sufficiently reflects information that a violation of the Student Conduct Code may have occurred;
    - ii. Shall determine whether the IR primarily reflects academic or nonacademic misconduct and shall request the Dean to reassign the matter if necessary;
    - iii. After receiving the IR, the Student Conduct Administrator may interview the person filing the IR and other persons with information, and may seek additional information regarding the information in the IR.
  - b. If the Student Conduct Administrator determines that the Student Conduct Code has not been violated or that a violation cannot be substantiated; the case will end at that time.
  - c. Even if the Student Conduct Administrator determines that a matter should not be pursued under the Student Conduct Code, the Administrator may recommend that an educational conference be held with the reported student(s) so that the perceived conduct at issue is not repeated, or so that the reported student(s) may better understand the effects and consequences of the perceived actions.
  - d. The IR will be considered an allegation under the Student Conduct Code only after the Student Conduct Administrator determines that a sufficient basis exists to believe that a policy violation may have occurred.
  - e. If the Student Conduct Administrator believes that a violation of the Student Conduct Code may have occurred, the Administrator shall notify the reported student by campus email of the alleged violation [see Item 2., Notice], will set a time to meet with the reported student in person [see Item vi., Conference Meeting], and will gather any other information needed to resolve the matter.
  - f. At the meeting the reported student will review with the Student Conduct Administrator the following:
    - i. An explanation of any Conduct Code violations at issue;
    - ii. A summary of the information gathered;
    - iii. Reasonable opportunity to respond, and;
    - iv. An explanation of the conduct process.
  - g. During the meeting with the reported student, both the Student Conduct Administrator and the reported student may have witnesses available, but the witnesses need not be in the same room as the reported student. The Student Conduct Administrator may choose to audiotape the meeting.
  - h. After carefully considering the information gathered, the Student Conduct Administrator shall determine whether it is more likely than not that a violation of the Student Conduct Code has occurred and, if so, the appropriate sanction or sanctions to apply.
2. Notice: The Student Conduct Administrator (or his/her designee) shall initiate the conduct process by sending written notice to the reported student at the College email address of the reported student. Notice to the student will be considered furnished when the email is sent at least three (3) business days prior to a scheduled conference with the Student Conduct Administrator. The notice shall include:
- a. A description of the reported misconduct;
  - b. The Student Conduct Code provisions that are reported to have been violated;
  - c. A statement informing the reported student that s/he will be given an opportunity to respond to the alleged violations of the Student Conduct Code and to call relevant and necessary witnesses.
  - d. A date and time for the conference in which the reported student must meet with the Student Conduct Administrator (or his/her designee). If the reported student is unable to meet during this time it is the reported student's responsibility to reschedule in advance of the conference.

The reported student shall have the right to a fair and consistent conference. If the reported student does not attend the conference meeting the Student Conduct Administrator can decide the outcome of the case in the reported student's absence.

### 3. Conference Meeting

At the conference meeting the Student Conduct Administrator (or his/her designee) shall explain the conduct process and answer any questions the reported student may have. The Student Conduct Administrator shall review the report with the reported student. The reported student shall have the opportunity to present documents and to explain his/her understanding of what occurred. The Student Conduct Administrator may discuss the matter further with the reported student, pursue further investigation as needed, and based on information received, determine by a preponderance of the information whether or not the reported student has violated the Student Conduct Code.

### 4. The Decision

After the conference meeting, the Student Conduct Administrator may find by “a preponderance of the information” that the reported student is not responsible, or may find that the reported student is responsible and issue a sanction based on that finding. The Student Conduct Administrator (or his/her designee) shall endeavor to have a decision that resolved the reported violation(s) no later than seven (7) business days after the conference. Should the investigation require more research after the conference meeting, further conferences may be scheduled, and decisions may be delayed. Delay of decision does not absolve student responsibility.

### 5. Sanctions

- a. Below is a non-exhaustive list of sanctions that may be imposed on individuals under this Code. What sanction or sanctions are appropriate in a particular conduct event will depend on the circumstances. Multiple sanctions may be imposed in connection with any violation.
  - i. Oral or written warning.
  - ii. Oral or written reprimand.
  - iii. Letter of apology or explanation of conduct.
  - iv. Restorative Response or Bethany College restorative service.
  - v. Financial Restitution.
  - vi. Educational project. Including but not limited to: writing a paper, reading a book, planning and presenting a program, or attending a class.
  - vii. Counseling Referral to the Bethany College Counselor. The Bethany College Counselor may refer to off-campus counseling resources.
  - viii. Exclusion or restriction. Prohibited involvement from one or more of the following: activity, event, function, benefit, privilege, or physical location of or within Bethany College. A restriction may also be imposed related to contacting a student, faculty, or staff member either directly or indirectly.
  - ix. Administrative Move within the Residence Life system.
  - x. Disciplinary Probation. This is a form of probation that is distinct from probation that may be imposed as a result of academic performance. A student may be placed on probation. Probation lasts for a specific period of time, and is implemented by semesters. Any violation of the Student Conduct Code or the conditions of probation committed during the probationary period shall result in further disciplinary action such as suspension or dismissal.
  - xi. Suspension in Abeyance: The student is suspended from the College, but due to mitigating circumstances the suspension is deferred, allowing the student to continue with daily college activities and providing a student with a final opportunity to prove s/he can operate responsibly within the community. If the student, through the conduct process, is found to have violated the Student Conduct Code during the period of the suspension in abeyance, the student shall be immediately suspended from the College for the duration of the abeyance, as well as given additional sanctions, including an extension of the suspension, or dismissal.
  - xii. Suspension: The student is required to leave the College for a specific period of time. An indication of suspension appears on the student’s transcript. After the period of suspension



has expired, the transcript notation shall be removed. Suspension from the College includes an exclusion from campus property and College activities during the period of suspension.

xiii. Dismissal: The student is required to permanently leave the College. A notation of dismissal remains permanently on the student's transcript. Dismissal from the College includes an automatic exclusion from campus.

xiv. Special Note: Alcohol and Drug Policy Sanctions

Bethany is committed to maintaining an academic and social environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the College community. The College recognizes that the misuse and abuse of alcohol and other drugs are a serious health problem affecting every aspect of human life and may have particular negative consequences in an academic community. These consequences include, but are not limited to: lessening of academic performance, difficulty in managing emotions, loss of personal relationships, damage to property, injury or death, and infringement of other's rights.

For these reasons, Bethany College has developed the following processes regarding a student being found responsible for violating the College's alcohol and other drug usage policy. Bethany College has followed the guidelines set forth in the Drug Free Schools and Communities Acts Amendments of 1989 in implementing its enforcement of the alcohol and drug usage policy. For more information, see the section entitled Drug Free Schools printed in the Student Handbook.

Sanctions for alcohol and drug violations may be more severe if the incident includes the following aggravating factor(s) including but not limited to: public intoxication, provision of alcohol/drugs to minors, driving a vehicle under the influence of alcohol/drugs, damage to property, obstruction of a peace officer, or failure to cooperate with a College official. Sanctions may also be more severe if the incident is accompanied by other violations of the Student Conduct Code.

## Specific Sanctions for Alcohol

### 1. In The Presence Of Alcohol Sanctions

When a student is found responsible for being in the presence of alcohol on College premises the following are minimum sanctioning guidelines. This applies to all students on campus whether of legal age or not, and all underage students off campus. For "in the presence of" alcohol, the first violation is the student's only violation. Because alcohol is prohibited on the Bethany College campus, any subsequent violations will be treated as possession or use.

#### a. First and Only Violation

- i. Disciplinary warning.
- ii. Free Interactive alcohol education program
- iii. U-Lifeline Self Evaluator- Complete self-assessment, print and take to appointment with Counselor. Appointment with Counselor to be made within 24 hours of sanction and completed within 2 weeks of sanction notification.
- iv. Five (5) hours of restorative service.

### 2. Alcohol Hosting, Possession and/or Use Sanctions

#### a. First violation:

- i. Disciplinary Warning
- ii. Free Interactive alcohol education program
- iii. U-Lifeline Self Evaluator. Complete self-assessment, print and take to appointment with Counselor. Appointment with Counselor to be made within 24 hours of sanction and completed within 2 weeks of sanction notification.

- iv. \$50 to \$150 fine to fund student wellness programming.
  - v. Ten (10) hours of restorative service hours.
  - vi. Students under 21 will notify their parent(s) in writing regarding their violations. They will provide a copy of the letter to the Student Conduct Administrator, so it may be kept in the student's file.
- b. Second violation:
- i. Disciplinary Probation for a semester.
  - ii. Online education course at student's expense.
  - iii. Full drug and alcohol assessment with Counselor and compliance with all recommendations. (Student may choose to obtain an evaluation from a State accredited facility off campus, but must sign a release and have results forwarded to Counselor, and must provide verification of completing recommendations). The cost of the assessment is \$150.00 paid at the time of participation.
  - iv. \$200-\$400 fine to fund student wellness programming.
  - v. Students under 21 will notify their parent(s) in writing regarding their violations.
- c. Third violation:
- i. Outside evaluation with College release to share information with agency prior to assessment for accurate history intake. Follow all recommendations which may include residential treatment.
  - ii. \$500-\$700 fine to fund student wellness programming.
  - iii. Suspension, Suspension in Abeyance, or Dismissal.

\* Good Samaritan Clause: Any student who seeks assistance for him/herself or another student from Campus Safety, Residential Education and Services or professional medical personnel, for alcohol intoxication or overdose shall not be subject to formal Conduct System action for:

1. being intoxicated, or
2. having provided that person with alcohol.

This refers to isolated incidents only and does not excuse or protect those who flagrantly and/or repeatedly violate the Bethany College alcohol policy. It applies only to cases of suspected extreme intoxication or other life-threatening circumstances due to alcohol and does not extend to related infractions such as assault or property damage. Although formal disciplinary action may not be invoked, mandatory referrals for educational sessions and/or assessment at the student's own expense may be made.

### **Specific Sanctions for Drugs**

Possession or use of illicit drugs and possession of drug paraphernalia is not permitted while you are a student at Bethany College, either on or off campus. The College will cooperate with all law enforcement agencies to enforce the laws pertaining the sale, use, and/or possession of illicit drugs. Bethany College regards drug violations as serious. Local law enforcement officials will be called immediately when drug violations are suspected. All students, faculty, staff, and administrators have a responsibility and obligation to assist in the process of informing the College and law enforcement officials of violations of illegal drug usage.

The presence of articles may be interpreted as actual possession of those articles. Students determined to be in locations where violations of College regulations are taking place may be considered to be in violation even though they may not actually have prohibited items on their person at the time of the report.

Bethany College reserves the right to drug test any student when reasonable suspicion suggests that illegal drug use is occurring, or has occurred. Refusal, on the part of the student, to submit to a drug test will be considered a positive test.

1. In the presence of drugs and/or drug paraphernalia:  
When a student is found responsible for being in the presence of drugs on College premises the following are minimum sanctioning guidelines. For "in the presence of" drugs, the first violation is the student's only violation. Because drugs are illegal AND prohibited on the Bethany College campus, any subsequent violations will be treated as possession or use.
  - a. First Violation and only violation:
    - i. Disciplinary warning.
    - ii. U-Lifeline Self Evaluator- Complete self-assessment, print and take to appointment with Counselor. Appointment with Counselor to be made within 24 hours
    - iii. Online education course at the student's expense.
    - iv. \$50-\$150 fine to fund student wellness programming.
    - v. Students will notify their parent(s) in writing regarding their violation.
    - vi. Possible exclusion of on-campus housing
    - vii. Possible suspension, suspension in abeyance, or dismissal
  
2. Positive Test for Drug Use Sanctions  
The following sanctions are applicable to any drug test administered, or organized, by Bethany College.
  - a. First Violation
    - i. Referral to the Bethany College counselor to determine content and duration of treatment and other necessary sanction. Follow and complete any and all recommendations which may include residential treatment.
    - ii. \$100 - \$300 fine to fund student wellness programming.
    - iii. Complete 10 hours of on-campus, restorative service.
    - iv. Student will notify his/her parent(s) in the presence of the Student Conduct Administrator regarding their violation.
    - v. Student will be subject to random, unannounced testing for drug use while enrolled at Bethany College
    - vi. Possible Suspension, Suspension in abeyance, or Dismissal.
    - vii. Possible exclusion from on-campus housing
    - viii. Additional sanctions for student-athletes:
      1. The student-athlete will be prohibited from any and all team participation for 4 weeks. Team participation is defined as being present at any team practices with supervision by a coach or player led practices including weight lifting or conditioning sessions. In the event of a competition the student-athlete may not be on the sidelines or bench and may not travel with the team to any away competitions. The student-athlete may not attend team meetings during this time.
      2. The student-athlete will be suspended for 25% of the entire season's competition in his/her intercollegiate sport (coaches have the discretion to increase the duration of suspension based on their team rules). If less than 25% of the schedule is remaining in the current season, or if the positive test comes during an "off" season (i.e. during the Spring Semester for football), then any loss of competition imposed will carry over into the following season.
      3. The student-athlete will be required to provide a negative drug test prior to being reinstated for competition. All costs of additional testing will be charged to the student-athlete and must be paid for before eligibility is reinstated.
  - b. Second Violation:
    - i. Dismissal.
  
3. DRUG POSSESSION/DEALING/SELLING/TRAFFICKING:
  - a. **First and Only Offense:**
    - i. Suspension or Dismissal.

## **Bethany College Tobacco Policy**

In recognition of environmental concerns, Bethany College will provide a healthy environment as practicable for all students, faculty, staff, and guests emphasizing the importance of the college's core value of sustainability through healthy lifestyle choices. The right of a non-user to protect his or her health and comfort will take precedence over another's desire to use tobacco products.

### **Regulations**

1. All areas of the Bethany College premises and grounds are smoke-free, with the following exception: smoking will be permitted for controlled research, theatrical, educational or religious ceremonial purposes, with prior approval of the vice president for finance & operations or director for the facility.
2. This includes the use of all smoking products (e.g. hookah or e-cigs), not just tobacco related smoking products.
3. The use of smokeless tobacco products (for example, chewing tobacco) is banned within all campus buildings and facilities, and all athletic playing fields and courts.
4. The use of smoking products and smokeless tobacco is banned in Bethany College vehicles and in vehicles on the Bethany College campus.

### **Procedures**

1. All faculty, staff, students, visitors, contractors, and deliveries are required to abide by this policy, and it will be the responsibility of employees to inform visitors and students of the policy.
2. The success of this policy depends upon the thoughtfulness, consideration, and cooperation of users and non-users of tobacco products. All faculty, staff, students and guests share the responsibility for adhering to and enforcing the policy. Any concern should be brought to the attention of the individuals responsible for the operation of the college facility in question such as the building coordinator, facility manager, or department supervisor responsible for the work area.
3. Anyone confronting an alleged smoking policy violation by a student is to report his or her factual observations of the case through the Student Conduct System. Incident reports can be filed by students, faculty, staff or administrators and should be submitted to Director of Residential Education and Services or the Dean for Student Development. Determination of who is in violation of the tobacco policy will be made through the Student.

### **Conduct System**

The punishment for a first violation may include a disciplinary warning, a meeting with Counselor to be completed within two weeks of sanction notification, and five hours of restorative service. A second violation may include placement on Disciplinary Probation for a semester, \$50 fine to fund student wellness programming, and complete a Tobacco Education Program and ten hours of restorative service. A third violation (and each subsequent violation) may result in twenty restorative service hours, \$100 fine to fund student wellness programming.

#### **6. Appeals**

In cases that result in the suspension or dismissal of the student from the College, the reported student may choose to appeal such decision within three (3) business days of the receiving the conduct decision, but only upon either one, or both, of the following grounds:

- a. There is new and significant information that has not yet been considered; and, or
- b. Sanctions imposed are excessive to the violation(s) of the Student Conduct Code.

If grounds for appeal exist and the student chooses to appeal the decision of the Student Conduct Administrator, such appeal shall be presented to the Dean for Student Development or his/her designee. The following process is such that after review of information, interview of witnesses, and deliberation, the Dean for Student Development shall serve as the appeal officer. If the Dean for Student Development is the hearing officer, the President or his/ her designee shall serve as the appeal officer. If the student behavior resulting in the conduct process involved violent or dangerous behavior, the appeal officer shall be required to consider the safety of the

Bethany community in his or her deliberations and any sanction imposed on the reported student shall not be stayed pending the appeal. The decision of the appeal officer is final.

#### **7. Mitigating and Aggravating Factors:**

In determining the sanction, the Student Conduct Administrator may consider mitigating and aggravating factors. A non-exhaustive list of factors that may be considered include the following:

- a. Pre-Notification Admission. When a reported student voluntarily admits misconduct before learning that someone has referred the matter or is about to refer the matter.
- b. Other Admissions. Even an admission made after a notice has been initiated may have some mitigating value. This type of admission shows acknowledgment of the inappropriate nature of the reported student's conduct.
- c. Cooperation. The Student Conduct Administrator may consider how cooperative, or uncooperative, the reported student was during the process, including whether the reported student responded timely to inquiries and requests for meetings, provided requested information, and dealt honestly and civilly with the Student Conduct Administrator and others involved with the process.
- d. Intent. Conduct falls on an intent continuum that ranges from malicious, willful, intentional, reckless, and grossly negligent conduct on the more serious end, to merely negligent, careless, and accidental conduct on the less serious end. Where conduct falls on this continuum may be considered when determining sanctions.
- e. Degree of Harm or Seriousness of Violation. The degree of harm to others and the seriousness of the conduct are relevant factors in determining sanctions.
- f. Prior Violations. Prior violations of the Student Conduct Code may be considered as aggravating factors.
- g. Discriminatory Motive. If a reported student is engaging in conduct prohibited under the Student Conduct Code, also is found to have intentionally directed the conduct toward a person or group because of the race, color, religion, age, national origin, ancestry, disability, gender, sexual orientation, marital, or parental status of the targeted person or group, that discriminatory motive will be considered an aggravating factor in determining sanctions.

#### **Special Note: Expedited Conference**

When the Student Conduct Administrator determines that a prompt review is essential (e.g., end of the semester, the student is graduating, or there is substantial concern for the health, safety, or welfare of a member of the college community), the Student Conduct Administrator may require that the reported student meet with him or her within 24 hours or immediately depending on the circumstance. If the reported student fails to attend the conference meeting in the time specified, the Student Conduct Administrator may decide the outcome of the case in the reported student's absence.

#### **College Policies**

The conduct listed below is prohibited, as are attempts to commit and aiding, abetting, or inciting others to commit conduct prohibited by the College. Any and all policy violations are cumulative.

1. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of dishonesty.
  - b. Furnishing false information to any College official, faculty member, or office.
  - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification
2. Disruption or obstruction of teaching, research, administration, conduct proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises
3. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
4. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

5. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
6. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
7. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community.
8. Theft or other abuse of computing resources, including but not limited to:
  - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Use of another individual's identification and/or password.
  - d. Use of computing resources to interfere with the work of another student, faculty member or College Official.
  - e. Use of computing resources to send obscene or abusive messages.
  - f. Use of computing resources to interfere with normal operation of the College computing system.
  - g. Use of computing resources in violation of copyright laws.
9. Abuse of the Student Conduct System, including but not limited to:
  - a. Failure to obey the notice from a Student Conduct Administrator to appear for a meeting or "conference" as part of the Student Conduct System.
  - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Administrator.
  - c. Disruption or interference with the orderly conduct of a Student Conduct proceeding.
  - d. Initiation of a student conduct code proceeding in bad faith.
  - e. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
  - f. Failure to comply with the sanction(s) imposed under the Student Conduct Code.
  - g. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
10. Assaulting or physically abusing another person or being involved in brawling.
11. Any act of violence or threatened act of violence against a person. This includes threats, assault, property damage, and violence or threat of violence to one's self or to the family members.
12. Threatening or endangering the health or safety of a person (one's self or others).
13. Sexual Misconduct includes non-consensual sexual intercourse, non-consensual sexual contact and sexual exploitation or exposure.
  - a. Non-consensual sexual intercourse is any sexual intercourse (anal, oral or vaginal), including sexual intercourse with an object, however slight, by one person upon another without consent.
  - b. Non-consensual sexual contact is any sexual touching (including touching with an object) however slight, by one person on another without consent.
  - c. Sexual Exploitation is when a student takes nonconsensual, unjust or abusive sexual advantage of another for his/her own pleasure, advantage or benefit, or to pleasure, benefit or advantage anyone other than the one being exploited. Sexual exposure occurs when a student engages in lewd exposure of the body done with the intent to arouse or satisfy the sexual desire of any person. [Refer to Sexual Misconduct information].
14. Indecently exposing one's body.
15. Stalking, which is repeated conduct that reasonably and subjectively causes another person to fear for his/ her safety, or repeated conduct that causes a person to alter his/ her activities in response to the repeated conduct. Such repeated conduct includes, but is not limited to, any of the following:
  - a. following or approaching a person or a member of that person's family or household;
  - b. contacting a person or a member of that person's family or household whether or not conversation ensues; or,
  - c. placing a person or a member of that person's family or household under surveillance.
16. Hazing which is any action or situation that recklessly or intentionally endangers the health, safety, or welfare of an individual for the purpose of initiation, participation, admission into or affiliation with a sports team and/ or student organization at the College. Please see the Bethany College Hazing policy.

17. Abusive conduct, which is unwelcome conduct by an individual(s) that is sufficiently severe or pervasive such that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is “hostile” must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. Simple teasing, offhand comments and isolated incidents (unless extremely serious) will not amount to abusive conduct.
18. Violating any federal, state, or local law or College regulation or policy, this includes but is not limited to:
  - a. Violating the College’s Administrative Policy regarding Sexual Harassment.
  - b. Violating the College’s policy regarding Discrimination.
19. Interfering with, obstructing or disrupting police, fire, or emergency responses. This prohibition includes, but is not limited to:
  - a. Resisting arrest.
  - b. Failing to abide by the directions of a peace officer.
  - c. Tampering with, impairing, disabling, or misusing fire protection systems such as smoke detectors, fire extinguishers or alarms.
  - d. Failing to evacuate during a fire alarm.
  - e. Arson/setting fires.
20. Failing to comply with the direction of College officials who are performing their duties. Students are required to comply with instructions or directions given by college officials, including, but not limited to, an instruction to present identification and an instruction to appear at conduct proceedings or other mandatory meetings.
21. Failing to abide by or complete a College sanction in a satisfactory manner.
22. Providing false information to College officials, conduct officers or boards, or peace officers in performance of their duties or forging, altering, falsifying or misusing documents or records, or knowingly using/possessing forged, altered or false documents or records.
23. Retaliating against or discouraging an individual from participating in a College process, acting to improperly influence a College conduct body, or the unauthorized release of confidential student or College information/records. Direct contact with an individual or conduct body or contact through a third party may constitute a violation of this provision.
24. Violating any Residential Education and Services policy.
  - a. Violating the noise policy.
  - b. Throwing items of any kind from or to windows, balconies, roofs, etc.
  - c. Tampering with, propping open, or misusing residence hall security doors: \$25-50 Fine.
  - d. Disposing of personal trash in hallways, bathrooms, or other common areas.
  - e. Keeping a pet or animal in any of the Residence halls/apartments.
  - f. Playing any type of restricted game in the buildings (e.g., Frisbee, hockey, golf, darts); throwing snowballs; participating in water fights; or bicycling, skateboarding, or inline skating in the buildings or specified areas close to the buildings.
  - g. Maintaining open flames, burning incense or candles, using barbecues or grills, using prohibited appliances, hanging/displaying prohibited tapestries, or possessing any of these items, even if meant for display only, or cooking in resident rooms, common areas, and areas surrounding the residence halls: \$25-50 Fine.
  - h. Failing to instruct guests as to College or residence hall rules and policies. Residents are responsible for and are held accountable for the conduct of their guests and all activities in their rooms (whether or not they are present).
  - i. Improper use of residence life property.
  - j. Violating the visitation policy.
  - k. Throwing food and/or items in the dining center; and/or carrying out food from the dining center, except where permitted.
  - l. Violating the smoke-free Campus policy: \$25-50 Fine.
  - m. Improper room changes and/or check out.
25. Unauthorized entry into or exit from a College facility or property belonging to another person.
26. Damaging College property or property belonging to another person: Fine for repair amount of damage & disciplinary probation. Suspension or dismissal in extreme circumstances (>\$1,000 worth of damage).

27. Use of electronic or other devices to make an audio or video record of another person without that person's express consent and/or knowledge when such a recording is likely to cause injury or distress to the individual being recorded. - Disciplinary probation & community service hours. Suspension (depending upon severity).
28. Possessing firearms, explosives, fireworks, incendiary devices, ammunition, or other weapons on campus: Suspension or Dismissal.
  - a. Possession of a harmless instrument designed to look like a firearm, explosive, or dangerous weapon is also prohibited by this policy (including but not limited to BB guns, pellet guns, water guns, martial arts equipment, and knives with a blade over 3" in length). Mere possession of firearms, explosives, fireworks, incendiary devices, ammunition, other weapons, or instruments designed to look like any real weapon.
29. Possessing, using, providing, manufacturing, distributing, or selling drugs or drug paraphernalia in violation of law or College policies.
  - a. If the violation occurs in a residence life facility, this prohibition includes a student who knew, or reasonably should have known, s/he was in the presence of illegal drugs or drug paraphernalia.
30. Possessing, using, providing, manufacturing, distributing, or selling alcoholic beverages in violation of law or College policies.
  - a. If a student is in a residence life facility, this prohibition includes a student who knew, or reasonably should have known, s/he was in the presence of alcoholic beverages, or possessed, displayed, or was in the presence of alcohol containers.
31. Theft, or possessing property known to be stolen, or taking property of another without consent, even with the intent to return the property: 1<sup>st</sup> violation - replace stolen item & disciplinary probation 2<sup>nd</sup> violation - Suspension or Dismissal.
32. State law prohibits anyone under the age of 18 to purchase and use drugs and/or tobacco. Anyone under the age of 21 is prohibited to use or purchase alcohol.
33. Damage of property belonging to another.
34. Use of social media to intimidate, harass, threaten another individual is prohibited. Examples of social media include but are not limited to the following: Facebook, Instagram, texting, Twitter, etc.
35. Violation of the Service, Emotional Support Animal, and Pet Policy.

### **Alcohol Policy**

**ALCOHOL IS PROHIBITED ON CAMPUS.**

Committing a city and/or state crime also constitutes a college violation.

1. All Bethany College community members are expected to abide by any and all city, state, and federal laws, in addition to the policies specific to Bethany College.
2. Possession or consumption of alcoholic beverages by an individual who is under 21 on or off campus is a violation of College policy and city and state law.
3. Use of false identification to justify underage possession or consumption of alcoholic beverages is a violation of College policy.
4. Furnishing alcoholic beverages to a minor is a violation of College policy. It is also a criminal violation of city and state law. – Sanctioned as a 2<sup>nd</sup> alcohol violation.
5. Hosting an event where alcohol is consumed by minors is a violation of College policy. It is also a criminal violation of city and state law. – Sanctioned as a 2<sup>nd</sup> alcohol violation.
6. Abusive or disruptive behavior related to the use/ abuse of alcoholic beverages will not be tolerated on or off campus.
7. Operating a motor vehicle while under the influence of alcoholic beverages by any individual regardless of age is a violation of College policy and city and state law.
8. Paraphernalia related to alcohol consumption, including, but not limited to shot glasses, beer bong, funnels, keg taps, bottle caps, etc. are prohibited on campus. Alcoholic beverage container and bottle cap collections are prohibited on campus.
9. Organizations that receive budgetary support from the college, or organizations that solicit funds for the purpose of college activities are not allowed to use the funds to purchase alcoholic beverages.
10. Bethany College reserves the right to report any incident of possible legal violation to law enforcement officials.



11. Alcohol policy violations are cumulative during a student's enrollment tenure at Bethany College.

### **Hazing**

Hazing is strictly prohibited at Bethany College. Any student, registered organization, or both, found in violation of the college anti-hazing policy will be subject to disciplinary action including but not limited to, suspension from the College. Hazing is against the law (K.S.A. 21-3434: Promoting or permitting hazing). The legal definition is as follows:

21-3434. Promoting or permitting hazing. (a) No social or fraternal organization shall promote or permit hazing. (b) Hazing is intentionally, coercing, demanding or encouraging another person to perform as a condition of membership in a social or fraternal organization, any act which could reasonably be expected to result in great bodily harm, disfigurement or death or which is done in a manner whereby great bodily harm, disfigurement or death could be inflicted. (c) Promoting or permitting hazing is a class B nonperson misdemeanor. (d) This section shall be part of and supplemental to the Kansas criminal code.

Hazing is defined as any intentional, knowing or reckless act directed against a student, occurring on or off the campus, by one person alone, or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in, any organization whose members are, or include, students. The following categories assist in describing the prohibited behaviors.

**Physical Abuse.** Is any activity that may cause pain, injury, or undue physical stress, fatigue or discomfort. Examples of physical abuse include but are not limited to the following:

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- Paddle swats of any nature, including the trading of swats with actives;
- Pushing, shoving, tackling, or any other kind of physical abuse;
- Throwing anything, such as whipped cream, garbage, water, paint, etc. at an individual;
- Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm, or that adversely affects the mental or physical health or safety of the student;
- Calisthenics, such as push-ups, sit-ups, or runs;
- Tying individuals to chairs, poles, or other objects;
- Simulated or actual branding;
- Causing excess fatigue through physical or psychological shocks, such as forced participation in extreme exercise beyond normal ability;
- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, which subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health or safety of the student;
- Forced or required consumption of alcoholic or non-alcoholic beverages or substances
- Forced or required consumption of spoiled foods, raw onions, goldfish, or any unpalatable foods which an individual refused to eat; and/ or
- Dropping food such as eggs, grapes, liver, etc. in mouths.

**Psychological Abuse.** Psychological abuse in any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student, or that discourages the student from entering or remaining registered at this educational institution, or that may reasonably be expected to cause a student to leave the organization, or the institution, rather than submit to the acts. Examples of psychological abuse include but are not limited to the following:

- Yelling or screaming at student(s);
- Calling student(s) demeaning names;
- Any individual or group interrogation of a negative or demeaning nature; and/ or

- Creating rooms or areas that are uncomfortable due to temperature, noise, size or air quality.

Improper Requirements or Obligations. The obligations or requirements must adhere to the Bethany College core values, and not impede on the emotional, spiritual, or intellectual development of a student. Examples of improper requirements or obligations include but are not limited to the following:

- Assigning or endorsing an activity that is illegal or unlawful;
- Pranks such as panty raids, harassing other organizations, etc.;
- Defacing trees, grounds, buildings, objects, etc.;
- Carrying items such as coconuts, helmets, swords, burlap bags, shields, paddles, rocks, dog collars, bricks, etc.;
- Assigning or endorsing the wearing of apparel which is conspicuous and not normally in good taste;
- Requiring the yelling or chanting when entering or exiting a building;
- Requiring students to act like animals or other objects; and/ or
- Personal servitude.

Any activity in which a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; intentionally, knowingly, or recklessly permits hazing to occur; has firsthand knowledge of the planning of a specific hazing incident which has occurred, and knowingly fails to report the incident to the Director of Campus Activities or Dean for Student Development or other appropriate College officials.

Bethany College reserves the right to turn over any reported incidents of hazing or possible hazing to the local authorities.

## **Sexual Misconduct**

Definition:

1. Intercourse. Vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact).
2. Sexual Touching. Any contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts.
3. Consent. Informed, freely and actively given, mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. Consent is not effectively given if it results from the use of physical force, threats, intimidation, or coercion. Consent can be withdrawn at any time. Consent is absent when a person has sexual contact with another when the initiator knew, or reasonably should have known, that the person is incapacitated due to illness, consumption of alcohol or drugs, is unconscious, etc.
4. What Consent Means.
  - a. In the absence of mutually understandable words or actions (a meeting of the minds on what is to be done, where, with whom, and in what way), it is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity to make sure that s/he has consent from their partner(s).
  - b. Consent to some form of sexual activity does not necessarily imply consent to other forms of sexual activity.
  - c. The initiator must obtain consent at every stage of sexual interaction.
  - d. Consent will be determined using both objective and subjective standards. The objective standard is met when a reasonable person would consider the words or actions of the parties to have manifested an agreement between them to do the same thing, in the same way, at the same time, with one another. The subjective standard is met when a party believes in good faith that the words or actions of the parties manifested an agreement between them to do the same thing, in the same way, at the same time, with one another.
  - e. Consent that is obtained through the use of fraud or force (actual or implied), whether that force is physical force, threats, intimidation, or coercion, is ineffective consent.
    - i. Physical force exists, for example, when someone acts upon you physically, such as hitting, kicking, restraining or otherwise exerting their physical control over you through violence. [www.nchem.org]
    - ii. Threats exist where a reasonable person would have been compelled by the words or actions of another to give permission to sexual contact they would not otherwise have given, absent the

threat. For example, threats to kill you, themselves, or to harm someone you care for constitute threats.

- f. Consent may never be given by:
  - i. A minor to an adult.
  - ii. Mentally disabled persons.
5. Intimidation. Occurs when someone uses their physical presence to menace you, although no physical contact occurs, or where your knowledge of prior violent behavior by an assailant, coupled with menacing behavior, places you in fear as an implied threat.
6. Coercion. Exists when a sexual initiator engages in sexually pressuring and/or oppressive behavior that violates norms of respect in the community, such that the application of such pressure or oppression causes the object of the behavior to engage in unwanted sexual behavior. Coercion may be differentiated from seduction by the repetition of the coercive activity beyond what is reasonable, the degree of pressure applied, environmental factors such as isolation, and the initiator's knowledge.
7. Additional Clarifying Rules of Consent.
  - a. A person who is the object of sexual aggression is not required to physically or otherwise resist a sexual aggressor.
  - b. Silence, previous sexual relationships, and/or the existence of a current relationship with the respondent do not imply consent.
  - c. Consent cannot be implied by attire, or inferred from the giving of gifts, money or other items.
  - d. Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly. Withdrawal of consent can be done in numerous ways and need not be a verbal withdrawal of consent.
  - e. A respondent's intentional use of alcohol/drugs does not excuse a violation of policy.

## **F. Psychological Crisis Policy and Procedure**

Bethany College seeks to promote healthy living in community and individual life. When College officials become aware of mental health related behaviors that pose a threat to an individual student or to others, the College shall intervene out of concern for the health and welfare of the individual student and for the adverse effects that the behavior may have on others. In instances when mental health related behavior of the student has been disruptive and/or negatively affecting others, the College shall intervene with the student, require appropriate medical and/or psychological evaluation, and establish behavioral expectations.

1. Procedures
  - a. If the College is presented with a credible report that a student has threatened or attempted suicide, engaged in efforts to prepare to commit suicide, expressed a preoccupation with suicide or engaged in life threatening behavior, the student will be transported for immediate medical treatment and/or psychiatric/psychological evaluation. The student, not the College, will bear the cost of the Emergency Medical Transportation and the evaluation. A suicide intent occurs when a student either
    - i. alarms and/or disturbs a reasonable observer about his intent to kill himself/herself (threat),
    - ii. engages in actions to prepare for eventual suicide, e.g., buys pills for the purpose of self-harm,
    - iii. takes actions with the intent to commit suicide, including ingests pills or inflicts physical self-harm, or
    - iv. reports significant ideation, e.g., persisting thoughts, obsessive preoccupation with suicide, command voice.
  - b. As a result of the psychiatric/psychological evaluation, the mental health professional will make recommendations regarding the necessary response (e.g., inpatient psychiatric hospitalization, released to his/her own recognizance).
  - c. Upon returning to the College after the evaluation or hospitalization, the student shall present Bethany College Counseling Services with a release from the mental health professional that the student is fit to return to the residence halls and/or classes.
  - d. All students who have been referred for an initial evaluation under this policy shall be required to complete the recommendations from the evaluation. The student will also comply with all recommended treatment sessions with a licensed mental health professional. The student agrees to participate in the requirement of a comprehensive and in-depth assessment of the precipitating

incident, prior attempts and threats, and current suicidal intent. These sessions are required even if the student has been released to return to campus. The goal of these sessions is to determine the student's safety and readiness to return to campus and continue classes, as well as to discuss conditions for supporting their success.

- e. The student may satisfy the requirement by meeting with approved private mental health professional at his/ her expense and only after signing a release authorizing the Counselor involved in the situation, to brief the mental health professional on the suicidal incident and to monitor compliance with this policy. Students shall also be expected to give permission for the therapist to communicate objective diagnostic information about the result of the assessment with the Counselor, the Director of Residential Education and Services and/or the Dean for Student Development.
- f. The first assessment shall occur within five (5) business days of the incident or release from the hospital or treatment facility, whichever is sooner.
- g. The remaining sessions will ideally occur at weekly intervals.
- h. Students are required to participate only in an assessment of their past and current suicidality. Students are not required to engage in in-depth counseling or therapy. A student may elect to go beyond the required assessment and participate in counseling or therapy if s/he so chooses.
- i. The Bethany College Counselor shall advise the Dean for Student Development in the event that a student does not comply with the policy.
- j. Failure to adhere to this standard of self-welfare or failure to fulfill the requirements of the assessment following a suicidal incident may result in disciplinary referral, academic encumbrance, suspension and/or withdrawal from the College. The appropriate actions associated with this policy shall be determined by the Dean for Students Life and/or the Director of Residential Education and Services in consultation with the Counselor.
- k. All records associated with the reported incident shall be kept separate by the Counselor and shall not be part of the student's academic file.
- l. A student who disputes the actions initiated by the Counselor for failure to participate or fulfill the requirements of the Mental Health Assessment policy may seek an appeal of that decision. The appeal should be submitted in writing to the Dean for Student Development within 24 hours of the action. In such a case the student may be required to sign a release to allow the Dean for Student Development or her/his designee to interview witnesses or records of the counselor. The decision of the Dean for Student Development will be final. Students also may be subject to action under the Emergency Removal and Return of Students policy set forth.

### **Emergency Removal and Return of Students**

This policy outlines how Bethany College will respond in situations where students with mental or psychological conditions voluntarily request a leave of absence or withdrawal from the College for medical reasons, or where the College must place a student on involuntary leave or involuntarily withdraw the student from the College.

A student will be subject to involuntary administrative withdrawal from the College or campus housing if it is determined by the Dean for Student Development, in consultation with Counseling Services, that the student is exhibiting the following behaviors:

- a. Engages or threatens to engage in behavior which poses a danger of causing physical harm to self or others;
  - b. Engages or threatens to engage in behavior which would cause significant property damage or directly or substantially impedes the lawful activities of other members of the College community; or,
  - c. Is unable to engage in the basic required activities necessary to obtain an education.
1. Referral for Evaluation:
    - a. The Dean for Student Development may refer the student for an evaluation by an independent licensed psychiatrist or psychologist. The student shall bear the cost of this evaluation.
    - b. The student shall be informed in writing through the student's College email address of the referral for the evaluation and of the standards and procedures for Involuntary Administrative Withdrawal. If the notification is emergent in nature, the student will be notified in writing by a Student Development staff member.

- c. The evaluation must take place within 5 business days from the date of the referral letter, unless a written extension is granted by the Dean for Student Development. Students may be accompanied by a licensed psychologist or psychiatrist of their choice who may observe, but not participate in the evaluation process. Legal representation will not be permitted.
- d. A pending disciplinary actions involving the student may be stayed pending the completion of the evaluation.
- e. A student who fails to complete the evaluation within the allotted timeframe may be administratively withdrawn on an interim basis, referred for disciplinary action or both.

## 2. Involuntary Leave and Involuntary Withdrawal

- a. An involuntary leave from the College or campus housing may be implemented immediately if the student fails to complete an evaluation as set forth above, or if the Dean for Student Development determines that there is a significant risk of substantial harm to the health and safety of the student or other individuals. The following are examples of the type of behaviors that would be covered by this section. They include, but are not limited to:
  - i. self-damaging behavior including suicide attempts, self- inflicted wounds, ingestion of poisonous substances or overdose of medications, alcohol or drugs;
  - ii. threats of self-damaging behavior;
  - iii. threats of damage or harm to others; or
  - iv. causing significant property damage or directly and substantially impeding the lawful activities of others.
- b. In making the determination as to whether or not there is a significant risk of substantial harm
  - i. nature, duration and severity of the risk of harm;
  - ii. the likelihood that the potential harm will occur; and
  - iii. whether there are reasonable modifications to the College's practices, policies, or procedures that will sufficiently mitigate the risk.
- c. If it is determined that the student poses a direct threat to themselves or others or the student fails to complete the evaluation as required by the Dean for Student Development may withdraw the student or restrict the student from all or parts of campus, including campus housing for an interim period before a final determination is made.
- d. A student placed on involuntary leave shall be given an opportunity to appear personally before the Dean for Student Development within three business days of the effective date of involuntary leave or imposed restrictions. Appropriate College personnel may be present at this meeting. Parents or anyone who may be of support for the student may, with the consent of the Dean for Student Development and the student, participate in the meeting. At the meeting the student shall be given the opportunity to respond to the College's concerns.
- e. Following the meeting, the Dean for Student Development, in consultation with appropriate personnel, and after reviewing all relevant information may determine that the student should remain a student at Bethany College. The student's enrollment and/or stay in campus housing may contain conditions that must be met for the student to remain enrolled or living on campus. These conditions could include, but are not limited to, obtaining professional counseling; obtaining treatment for any identified substance abuse issues, and restrictions from contacting certain individuals.
- f. If the Dean for Student Development, after consultation with appropriate personnel and review of all relevant information, decides that the student should be withdrawn from the College and/or removed from campus housing, the student shall be informed in writing of the decision.
- g. If a student wishes to appeal the decision of the Dean for Student Development the appeal shall be made in writing to the Provost of the College within five (5) business days of the receipt of the decision. Following notice to the student, the Provost shall conduct a meeting with the Student, appropriate College personnel, and/or a representative or family member selected by the student. The student may present additional evidence, including additional psychiatric evaluations. The decision of the Provost shall be final.

## 3. Petition for Readmission

- a. When a student is suspended or withdrawn for health reasons under this section, a registration flag will be placed on the student's readmission to the College. This registration flag will remain in the student's records until the student is readmitted.
- b. A student who has been involuntarily withdrawn under this section must request readmission from the Dean for Student Development at least three (3) weeks prior to the first day of classes of the semester in which the student wishes to re-enroll. The student may be required by that office to submit medical evidence supportive of his or her present health and/or emotional ability to function properly and effectively in a college environment. The College shall evaluate the student's request and supporting evidence with primary consideration given to satisfying all conditions specified at the time of suspension or withdrawal. If approval is granted by the Dean for Student Development for the removal of the registration flag, the student must then complete the regular College readmission procedures.
- c. If approval for readmission is not granted by the Dean for Student Development, the student may appeal that decision to the Provost of the College. The appeal must be made, in writing, within five (5) business days of the date the student was notified by the Dean for Student Development that the student's request for readmission was denied. The decision of the Provost shall be final.

## **STUDENT ACADEMIC POLICIES**

For a more complete list of Bethany College academic policies, please refer to the Academic Catalog. The current Academic Catalog can be found on eSwede or online [at http://www.bethanylb.edu/academics/catalog/](http://www.bethanylb.edu/academics/catalog/).

### **Academic Honesty**

Students of Bethany College, as members of an academic community dedicated to the achievement of excellence, are expected to meet the highest possible standards of personal, ethical, and moral conduct. The discovery, advancement, and communication of knowledge are best achieved through commitment to these standards. Furthermore, without the trust that these standards are observed, an academic community cannot exist. The principle of academic honesty, therefore, applies to the integrity of every project, presentation, examination, or assignment presented by every student, and any departure from high standards of personal, ethical, and moral conduct shall be considered as academic dishonesty.

### **Student Academic Privileges and Responsibilities**

The following fundamental academic rights and responsibilities of students are recognized at Bethany College:

#### **Student Academic Privileges**

Students have the privilege to be:

- free to take reasoned exception to data, interpretations or views offered in the classroom or other academic settings;
- clearly informed at the beginning of each term of the factors used in the evaluation of their performance and the weighting of these factors;
- able to judge their progress through the return of evaluated material at reasonable intervals; and
- permitted to review and copy their own educational records and to question misleading or inaccurate material and information contained in such records.

#### **Student Academic Responsibilities**

Students are expected to:

- maintain standards of academic performance established by the college and for each course in which they are enrolled;
- honor commonly-accepted standards of academic ethics—based upon the recognition that plagiarism, cheating or other forms of academic dishonesty subject the student to disciplinary action;
- assume primary responsibility for decisions related to earning and completing the baccalaureate degree, including the selection of a major, selecting and scheduling courses which satisfy general education requirements and specific course requirements for the majors, and the quality of work accomplished;

- act as a responsible member of the campus community.

### **Procedures for Seeking Review of an Academic Decision.**

A student wishing reversal or modification of an academic decision by a faculty member should consult first with the faculty member, and then with the chair of the faculty member's department. It is recognized that in some instances, the student may find a direct informal approach difficult. If so, the student is encouraged to enlist the support of an on-campus advocate, whether another student, faculty member or administrator.

For more detailed information, please refer to the Academic Catalog. The current Academic Catalog can be found on eSwede or online at <http://www.bethanylb.edu/academics/catalog/>.

## **OTHER GENERAL INFORMATION REGARDING STUDENT RELATIONS**

### **Speech, Assembly and Expression**

The ability to inquire, evaluate, express views, display expression through clothing, and assemble are essential privileges granted to all members of the College community. These privileges are acceptable as long as the normal operation of the College is not disrupted and are not in direct violation of the college's mission and code of conduct. The privilege of protest and/or dissent will be protected or honored, provided it does not affect the rights of individuals, the safety of person and property, and the continuation of the educational functions. Interference with members of the College in the performance of their duties and activities is prohibited, as are acts which are illegal under local, state, or federal laws.

### **Demonstrating and Expressing Dissent On-Campus**

Bethany College supports and grants the privilege of demonstrating opposite views on campus. If an individual or group wished to demonstrate dissent, please be aware that the activity cannot disturb the normal operation of the college.

Please note the following steps:

1. Visit with the Dean for Student Development
2. Receive an application form and other relevant information
3. Return application form by the deadline indicated
4. Proceed with activity
5. Note carefully location, beginning and ending times

### **Bethany College Policy Prohibiting Illegal Discrimination**

Bethany College prohibits discrimination on the basis of race, religion, color sex, disability, national origin, ancestry, veteran status, and age in accordance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, the Vietnam Veterans Readjustment Assistance Act of 1974, The Kansas Acts Against Discrimination and all other applicable Federal and state laws.

The non-discrimination policy applies to all conditions of employment and educational programs at Bethany College. Campus leaders and administrators constantly strive to implement strategies to prevent discrimination wherever necessary. This type of behavior is contrary to the stated mission and purpose of Bethany College.

Individuals who feel that they have experienced discrimination or harassment based on one of the prohibited characteristics may, make a report with Lisa Easter, Director of Human Resources, who serves as the Equal Opportunity Officer and Title IX Coordinator (Presser Hall, 785-227-3380, x 8119). This process is discussed more below.

### **Campus and Workplace Violence/Weapons**

Bethany College prohibits the use of violence. Students engaging in any violence on or off-campus and in the campus workplace, or who threaten violence on or campus and in the campus workplace will face immediate disciplinary action. No talk of violence or joking about violence will be tolerated and if occurs student(s) may be subject to an evaluation by a licensed counseling professional at their own expense.

"Violence" includes physically harming another, shoving, pushing, striking, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with Bethany College, including students, never feels physically threatened by any person's actions or conduct.

Security Measures. In an effort to fulfill this commitment to a safe environment, a few simple rules have been created. These are:

1. Access to Bethany College's property is limited to those with a legitimate business interest.
2. All students may be required to show Bethany College identification card and all vehicles entering the property must display Bethany College identification.

Weapons are prohibited. Bethany College specifically prohibits the possession of weapons by any student while on Bethany College property. This ban includes keeping or transporting a weapon in a vehicle in a parking area, whether public or private. Students are also prohibited from carrying a weapon while performing services off Bethany College's business premises. Weapons include guns (including BB guns), knives, hunting knives, switchblades, explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to dismissal or referral to law enforcement officials, will be taken against any student who violates this policy.

### **Bethany College Policy Prohibiting Sexual Harassment**

Bethany College Prohibits Sexual Harassment.

Bethany is committed to providing an academic and employment environment that will foster respect among all members of the campus community. Each member of the campus community is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise, and are responsible for respecting the rights of others on campus.

Sexual harassment is an ethical issue that is no less serious than any other breach of ethics. It also has a discriminatory and damaging impact upon the special relationships of trust that should exist among all individuals who are employees and students at Bethany. It is Bethany's policy, therefore, that any member of the academic community who sexually harasses another member is subject to disciplinary action, consistent with existing procedures and policies.

Sexual harassment is also a violation of federal and state law. Specifically, sexual harassment is a form of illegal discrimination in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Kansas Act Against Discrimination. Sexual harassment, like other forms of prohibited harassment, will not be tolerated.

### **Smoke-Free Policy**

In order to be compliant with the Kansas Indoor Clean Air Act, Bethany College will not allow smoking in any enclosed campus facility. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, cafeterias, employee lounges, stairs, rest rooms, campus vehicles and all other enclosed facilities. This policy applies to all employees, students, contractors and visitors. Smoking shall be permitted only in designated areas so as to insure that tobacco smoke does not enter into enclosed areas where smoking is prohibited. If you have questions about this policy or have ideas for other designated smoking areas, please contact Human Resource Manager at ext. 8119.

### **Soliciting**

Any member (or group) of the Bethany College community or non-member (or agency) soliciting on the campus or associating the College with an off-campus solicitation must have prior approval from the Student Development Office. If approval is granted a permit for the designated project will be issued. The permit will indicate time and place appropriate for solicitation. Upon request the individual (or group) must display the permit. Unauthorized solicitations (those without permits) are to be reported to the Student Development Office and are subject to disciplinary action.

This procedure is not intended to stifle legitimate concerned campaigns to solicit for good causes, but rather to curb individuals from misrepresenting agencies for personal gain. The basic criteria for the request would contain the names of the individuals involved, summary of purpose and information detailing the results of the solicitation. On-campus groups would need an advisor's signature on the request for a permit. Request forms are available in the Student Development Office. A permit is necessary for non-profit and profit solicitations.



Generally, solicitation in the housing units (rooms and halls) is prohibited. Only private meetings between individuals (with their prior approval) and sales representatives are allowed. Special cases of soliciting in halls must be approved through the permit process and the Director of Residential Education and Services.

### **Student Identification (ID) Cards**

All students are required to have an official and validated Bethany College identification card. All new students are issued the identification card at the time of their first registration. The card is an official record of the College and is not transferable. Students must be prepared to identify themselves by showing their card upon request by a College official or for admittance to College activities. The ID card (picture and information) is not to be altered in any manner nor is anything to be added to the card.

Replacement cards can be obtained at the Student Development Office at a cost of \$10.00.

### **Vehicle Use Policy**

Bethany College owns and operates 2, 12-Passenger vans, which are managed, scheduled, and maintained by Campus Facilities. These vans are not available for personal use and may be used only for college sponsored events with the approval of Campus Facilities. Examples of approved, college sponsored off-campus events or activities sponsored by Student Development, other college departments, or student club/organization functions. These vans can only go to Salina or McPherson.

### **Reservations**

Vehicles MUST be reserved at least 48 hours in. The reservation form is located online under e-Swede. This form must be completed and submitted to Renae Anderson in order to reserve any college vehicle. If a student is requesting the vehicle, that student must have a Faculty or Staff member's signature on the form before it is submitted. Please submit request via email.

### **Eligible Drivers**

All drivers must be staff, faculty or students (18 years of age or older) of Bethany College, with a valid state issued driver's license. It is the sole responsibility of the driver to ensure that van keys are returned on time and that vans are returned in a timely and acceptable condition (parked in the proper location, clean, undamaged, refueled, mileage log filled out, or late key return). Failure to abide by all of the above requirements will result in a monetary fine, or temporary or permanent suspension of one's driving privileges. The nature of the penalty shall be determined at the sole discretion of Campus Facilities, dependent upon the gravity of the late return, damage, or untidiness of the van(s).

### **Vehicle and Parking Regulations**

All motor vehicles (including automobiles, trucks, motorcycles, and motor bikes) parking on Bethany College property should be registered with the Campus Security Office. Registration of vehicles is usually completed during the first week of each term at the time of registration for classes, but can be done throughout the year at the Campus Security Office. Within 24 hours after registration or acquisition of a motor vehicle, the sticker should be displayed on the front window of the vehicle on the driver's side.

Failure to register a vehicle parked on campus and parking in reserved areas, Fire Lanes or No Parking zones will result in a fine for each offense. Receipt of five tickets can result in the suspension of parking privileges. The College also reserves the right to have vehicles towed at the owner's expense, should they disregard suspended parking privileges or obstruct traffic or access such as Fire Lanes.

The parking lot to the west of the Science Hall is reserved for faculty and staff. Student parking lots are found north of the New Hall, to the south side of Hahn Gymnasium, the east side of Stroble/Weightroom offices, the north row of spaces east of Messiah Church, and south of Gregory Hall. All of these lots require registered vehicles.

The area behind Alma Swensson Hall is not a parking lot. It is designated as a fire lane and for very short-term loading and unloading of vehicles. The parking lot north of Messiah Church is for campus visitors and church member use only. Violators will be ticketed and/or towed at owner's expense.

Visitor parking in the Hahn lot is only for visitors to the College. Full and part-time students whether they live on or off campus, faculty, staff, and coaches are not considered visitors at any time. Parking in the visitor location is permitted from 5:00pm to 8:00am.

There are parking places on campus and on the streets reserved for the more severely ambulatory-impaired. Vehicles parked there must have disabled-status license plates or special authorization from the Student Development Office.

All campus parking lots have yellow lines to indicate parking procedures. Yellow curbs denote no parking areas. Vehicles may not be driven or parked on grassy areas or campus sidewalks. Maintenance and service vehicles are the only exceptions to this rule. Violations will result in a minimum fine of at least \$20.00 and any ground repair cost for each offense.

All parking on public streets is subject to city ordinances and is routinely patrolled by the Police Department. Vehicles may not be left on campus during the summer months. Bethany College policy is to have abandoned vehicles towed away at the owner's expense. An abandoned vehicle is any motor vehicle that does not have a current Bethany College Parking hangtag, current license plates with registration, and cannot be moved at a moment's notice. Vehicles left on college property are considered abandoned after 30 days and they will be towed. State law allows towing companies to obtain a mechanic's lien on the vehicle if towing and storage fees are not paid and they can then take possession of the vehicle and sell it.

### **Drug Free Schools Student Information**

The Drug-Free Schools and Communities Acts Amendments of 1989, Public Law 101-226, require that Bethany College notify students and employees about the campus programs to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol. The purpose of this section of the Student Handbook is to share information about: (1) Bethany College's standards of conduct regarding illicit drugs and alcohol; (2) a description of applicable legal sanctions under local, state, or federal law; (3) a description of health risks associated with the use of illicit drugs and the abuse of alcohol; (4) a description of available counseling and treatment opportunities; and (5) a statement regarding applicable sanctions for use of illicit drugs or alcohol.

#### **1. Standards of Conduct**

All Bethany College students, by virtue of their enrollment at the college, agree to accept the Statement of Mission for Bethany College (page 1) and to follow the general rules and regulations as set forth in the Student Handbook. Furthermore, students are expected to be positive, contributing members of the campus community. The possession, use, distribution or sale of illicit drugs and alcohol contradict our commitment to community and are expressly prohibited by college policy.

The college reserves the right to institute the procedures outlined under Student Conduct when a student is suspected of violating local, state or federal laws regarding illicit drugs or alcohol, regardless of the location (on or off-campus). In cases where students are deemed potentially harmful to the community, (on or off-campus), they will be asked to leave the college immediately, pending resolution of the legal process.

#### **2. Legal Sanctions**

Local, state, and federal statutes clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol. Sanctions vary depending on the scope of the violation. A brief summary of these sanctions appears at the end of this handbook. It is important to note that Bethany College (an independent institution) reserves the right to establish its own rules, procedures and sanctions for selected criminal codes.

#### **3. Health Risks**

Abuse of alcohol and the use of illicit drugs can have a significant impact on physical and emotional health. Bethany College is committed to providing alcohol and other drug education in order to help students make informed choices about their behavior.

Alcohol is a depressant, and when used in excess, impairs judgment and motor skills. Operating machinery, including driving a car, is particularly dangerous, while under the influence. Behavior that indicates a need for assistance includes, but is not limited to: drinking to cope, drinking often to the point of intoxication, going to class or work while under the influence of alcohol, driving while intoxicated, injuring oneself as a result of drinking, the need to drink more and more to achieve the same effect, showing frequent moodiness without apparent cause, having physical complaints relating to alcohol, using alcohol to relieve tension, stress or pain, experiencing blackouts or loss of memory, and denying the possibility of a drinking problem.

Illicit drug abuse is using natural and/or synthetic chemical substances for non-medicinal reasons to affect the body and its processes (i.e., amphetamines to stay awake when tired), the mind and nervous system (i.e., LSD to experience a change in perception), or behavior and feelings (i.e., marijuana to change moods). Taking illicit drugs increases the risk of accidents, ill health, dependence and overdose. Signs of illicit drug abuse include: restlessness, excessive reflex action, "drunkenness", dilated pupils, drowsiness, talkativeness, irrational behavior, needle marks, and/or possession of drug paraphernalia, such as needles, syringes, marijuana clip, bong, or water pipes.

#### **4. Counseling and Treatment Opportunities**

If you are concerned about yourself or someone you know abusing alcohol or using illicit drugs, several resources are available. The Health Services Office, the Counselor, Campus Pastor, Resident Directors, Resident Advisors, Director of Residential Education and Services and Dean for Student Development are available for counseling and assistance. Referral to county, state and private agencies is available through the Student Development Office.

#### **5. Applicable Sanctions for Use of Illicit Drugs or Alcohol**

Bethany College views the use of illicit drugs and the abuse of alcohol as serious issues that affect a student's academic progress and personal development. Bethany College's first priority is to provide education and assistance to students. However, the college holds students accountable for their behavior. Sanctions vary from warning letters to probation to dismissal from the college. In addition, the college may refer certain information regarding possible criminal violations to local law enforcement authorities.

Students accused of violating college policies are guaranteed their right to due process under the College Disciplinary Procedures. For a full explanation of the college judicial procedures and complete list of possible sanctions, consult the "College Relations" section of this [Student Handbook](#).

### **Complaint and Grievance Procedures**

Complaints and grievances are taken seriously and provide an opportunity for growth in how services are provided at Bethany College. The following includes definitions of complaints and grievances as well as the procedures for resolutions.

A complaint is an individual disagreeing with the actions of another individual or department. A grievance is an individual or department disagreeing with the application of a College policy by the institution or its representative. Retaliation against persons who file a complaint or grievance (which is made in good faith) is a violation of College policy and/or law. Bethany prohibits any form of retaliation against any person filing a complaint or grievance under this policy or for assisting in a complainant investigation. Retaliation can result in disciplinary action up to and including termination of employee or expulsion from Bethany.

Under the provisions of Title IX of the Education Amendments of 1972 Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992 all institutions of higher education receiving federal funding are required to

adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging discrimination on the basis of color, sex, race, religion, age, veteran's status, disability or national origin.

Bethany College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), the Americans with Disabilities Act of 1990 (42 U.S.C. 12132) and Title IX of the Education Amendments of 1972.

Complaints should be addressed to the Equal Opportunity Officer (EOO). The current Equal Opportunity Officer is the Human Resource and Payroll Manager.

1. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 30 calendar days after the complainant becomes aware of the alleged violation. (Special circumstances will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, will follow the filing of complaint. The investigation will be conducted by the EOO or his/her designee. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the EOO and copies forwarded to the complainant, the appropriate campus authority, and the President no later than 30 calendar days after its filing.
5. The EOO will maintain the files and records relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for consideration must be made within 10 working days to the President's office.
7. The President's office will have 30 calendar days to make investigation and return his/her findings to the complainant and the EOO.
8. The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the responsible federal department or agency. Using this grievance procedure is not a prerequisite to the pursuit of other remedies.
9. These rules will be construed to protect the substantive rights of interested persons, meet appropriate due process standards, and assure that Bethany College complies with the applicable federal laws and their implementing regulations.

Grievances which relate to a student's status as an employee of the College may also be resolved informally or formally through the Bethany College Employment Grievance Procedure, a copy of which may be obtained from the Student Development Office, or from the Equal Opportunity Officer.

### **Insurance Protection and Students**

Bethany College does not insure against accidents or injury to students which may occur during college-sponsored activities, whether on or off campus. College officials will make every reasonable attempt to advise students of the potential danger of accident or injury. Students are expected to act responsibly by taking necessary precautions to prevent accidents. In the event a student is not insured through his or her parent's homeowners or health insurance policies as a dependent, the student is advised to protect him or herself from the financial burden of accident or injury through a personal insurance policy.

On occasion, a student may be required to obtain professional liability coverage as a prerequisite for student teaching, social work field placement or other off-campus experience. In the event the student is not covered by a personal liability clause on his or her parents' homeowner policy, an inexpensive comprehensive liability policy can be obtained by the student at his or her expense. The Business Manager will assist students in seeking such insurance.

### **Legal Assistance for Students**

On occasion, a student might find it necessary to enlist the assistance of an attorney in solving a personal problem. Bethany College does not provide direct legal assistance to students.

The Kansas Bar Association maintains a lawyer referral service as a public service program. By calling the KBA's toll free telephone number, a student can be referred to a nearby attorney who will charge a minimal fee (\$25 or so) for the first consultation. The address and telephone number of the Lawyer Referral Service of the Kansas Bar Association is: 1200 Harrison, P.O. Box 1037, Topeka, KS 66601, 1-800-928-3111.

Another legal assistance resource is Legal Services of North Central Kansas, which provides legal assistance to persons of limited financial means. Staff attorneys of this agency will assist qualified persons in all types of civil cases. Legal Services may refuse to represent a person if that person has adequate financial resources to hire his/her own attorney. Further, they are prohibited from representing any person charged with a crime. The agency is located in Salina at 234 North Santa Fe, Suite 201, and can be by telephone at the following number: 1-785-825-8147.

Finally, the Lindsborg telephone directory yellow pages lists all McPherson county attorneys under the heading "Attorneys." Appointments can be scheduled with any of these attorneys during normal business hours.

### **Policy and Procedures for Student Records**

Bethany College is committed to affording all of its students their full rights as required by The Family Educational Rights and Privacy Act, a major federal law (popularly known as FERPA or the Buckley Amendment) which imposed obligations upon all colleges regarding the maintenance, confidentiality and disclosure of students' educational records. Questions regarding Bethany College's policy should be directed to the Offices of the Academic Dean, Student Development, or Enrollment Services.

## **RESIDENTIAL EDUCATION AND SERVICES**

The mission of the Bethany College Office of Residence Life is to facilitate the development of our residents within living and learning communities. We are committed to providing quality programs and services that promote personal growth, foster the understanding of human diversity, and encourage academic success. The professional and paraprofessional staff is looking forward to honoring that choice by offering a residential living/learning experience that not only supports but enriches your experience and success academically as well as personally. In the following sections we will briefly describe the program and services that support our commitment to providing a residential living/learning experience that not only strives to meet but exceeds your expectations.

### **Meet the Staff**

#### **Director of Residential Education and Services**

The Director is primarily responsible for all areas of the department. The Director works to ensure that the programs and services of the Department of Residential Education and Services honors the mission and values of the college and the students being served in its day to day practices. The director also sits on various campus committees to represent the interests of the campus residential community and works in collaboration with campus departments to ensure that appropriate services are provided and coordinated for students.

#### **Resident Directors (RDs)**

Resident Directors (RDs) are professional live in staff members of the Office of Residential Education and Services. Resident Directors lead a staff of Resident Assistants and oversee the residents in the residence halls. Resident Directors provide leadership through conduct, attitude, and professionalism. Resident Directors rotate on an on-call schedule, function as an active and cooperative member of the Division of Student Development, and support the mission and goals of the department by maintaining active involvement in all student development activities. Resident Directors provide and ensure a safe living environment for all students and coordinate programming events for the residence halls. Resident Directors respond to emergent situations and manage roommate conflicts in addition to reporting and managing violations of the Code of Conduct. In addition to their student development responsibilities, Resident

Directors also have specialty jobs such as the Student Activities Board Assistant Advisor, Athletic Trainer, Intramurals Coordinator and Greek Council Advisor.

### **Resident Assistants (RAs)**

Resident Assistants (RAs) are paraprofessional staff members of the Office of Residential Education and Services. A Resident Assistant is responsible for the general welfare of the students within the residence halls and for continuing consultation with appropriate staff members. A Resident Assistant is also responsible for assisting students and staff in the development of cultural and educational programs that enhances the educational experience. A Resident Assistant acts as a liaison between the students, Director of Residential Education and Services, Resident Directors, and the Office of Residential Education and Services. A Resident Assistant provides social, educational, personal, and spiritual development opportunities to all resident students and work proactively in support of the College community in its mission, goals, policies, and regulations.

### **The Vision of the Department of Residential Education and Services**

The staff strives to make meaningful contributions in the lives of students who live in the halls/apartments (and ultimately the larger and more global community) by putting students first and leading in the work being done with wisdom of the heart and mind.

The department's Guiding Values:

- Self-Awareness
- Respect
- Self-Care
- Listening
- Responsibility
- Service
- Compassion
- Freedom
- Learning
- Social Justice and Social Care

### **The Mission of the Department of Residential Education and Services**

The Department of Residential Education and Services first commitment is to help students be successful. The department accomplishes this by providing an environment that encourages and supports personal growth, development and academic success.

### **Your Community: Residence Hall vs. Dorm- What's in a name?**

Webster defines a dormitory as "a place, building, or room to sleep in." The dormitory concept is American in heritage. As universities and colleges were established in the U.S. in the 1700s, they were generally very isolated from one another. Dormitories were primary places for students where they sleep and where the universities could control their behavior. Throughout the 1700s and 1800s (and in many cases the 1900s) this was the case. In response, students tried to "buck" the system, and there were incredible riots, rebellions, and demonstrations. "Dormitories were looked on as a place where students gathered to hatch devious crimes against the university and the community. Some faculty and staff members trembled at the thought of being asked to go into a college dormitory."

In contrast to the definition of a dormitory, residence is defined as the place where one lives, and thus a residence hall is a hall or building where one lives. If one has to make a choice between a room to sleep in and a room to live in, living would probably have a higher priority. It was not until the 1980s that residence halls were acknowledged as important to extracurricular life. Also, along with residence halls, in their true sense, came the acceptance of collegiate athletics and other extracurricular activities. Out of this philosophy came Resident Assistants whose primary purpose is to assist the residents of their particular building. In residence life, we also try to provide a variety of options for students within the residence halls. These responsibilities include respect for the rights of others, the responsibility to get involved, and by being a contributing member of the community.

The end result, we hope, is that students do more than sleep in their rooms. Hopefully, a substantial amount of real college "living" takes place in our buildings, and that is why we call them residence halls. We hope that they will be "residence halls" for you, too. Dormitories are made of bricks, but residence halls are communities made of people.

## On Campus Residence Amenities

### 1. Cable Television

The cable has been replaced in every residence hall. Students who live on campus at Bethany College have extended basic cable television service installed in their rooms. Students must provide their own television and cable cord. There is cable in all of the residence halls excluding the New Hall.

### 2. Computer Connections / IT Services

Along with wireless internet access, each room on campus is wired for Internet access. There is no need to have an ISP such as AOL, Comcast, etc. To use the hard-wired service, students will need an Ethernet port on their desktop or laptop computer. Additionally, laptop computer users can take advantage of the many wireless hot spots on campus.

### 3. Laundry

Laundry facilities are available free of charge for all residents in each of the residence halls. The Swede Suite Apartments have washers and dryers in each apartment.

### 4. Recycling

5. Bethany College is committed to recycling. Please look for recycling containers in and around every campus building where you can recycle co-mingled containers (glass, aluminum, steel, #1 and #2 plastic bottles etc), office paper (computer and notebook paper, envelopes, junk mail, pastel paper), newspapers and their inserts, magazines, catalogs and phonebooks, paperboard, and cardboard.

## GENERAL INFORMATION ABOUT ON CAMPUS LIVING

### Safety and Security

All reasonable steps are taken by the Department of Residential Education and Services to provide a safe and secure living environment. However, the development of a safe and secure environment depends upon the degree to which students accept responsibility for their own behavior and recognize a concern for the safety and welfare of others. If a student observes something that appears unsafe, they have a responsibility to report it to a staff member. Call your respective residence hall on-call phone if you need anything or if an emergency arises. The numbers for each residence hall duty phone are listed below.

Professional Staff On-Call (Emergencies): (785) 906-0220

Anna Marm: (785) 906-0206

New Hall: (785) 906-0205

Gregory: (785) 906-0208

Swede Suites: (785) 906-0209

Warner: (785) 906-0217

### Access to Halls—Security Doors

For everyone's safety, all doors leading into residence halls are locked 24 hours and report malfunctioning doors (doors that won't lock) to Student Development immediately. The safety and security of the residence halls is everyone's responsibility. Please do not prop open outside doors, Students who prop doors will face disciplinary action. If a community continues to have door propping issues, a community fine may be levied.

### Community Safety Tips

Although precautions are taken to maintain adequate security, the college cannot assume responsibility for the loss or damage to student possessions. Take the following precautions to protect your property.

- Lock your door! Even if you are just going down to the bathroom, running to the vending machines, or visiting with a neighbor. Always lock your door while you are sleeping.
- Carry your keys/ and Bethany College ID Card at all times.
- Room windows that are readily accessible from the ground should always be secured when your room is unoccupied and while you are sleeping.
- Record the serial numbers and manufacturers of your possessions.
- Keep external and security doors closed and locked.

- Do not allow persons unknown to you to follow you into the residence hall. It might seem impolite, but residents should all have their own keys. By doing this, you will help protect your community.
- Avoid keeping large amounts of cash in your room.
- Be alert to the presence of strangers in the living area and report them to the hall or resident advisor.
- Do not leave clothes/ possessions unattended in the laundry rooms.
- Carry personal property insurance. Ask your parents/ guardians if their homeowner's or renter's insurance policy covers your possessions away from home.
- If you are a victim of a crime, call the Lindsborg Police immediately at 785-227-2988 (9-911 in emergencies). Also, notify the on-call staff person at ext. 3030.
- Ensure security doors close behind you and un-prop any security doors you find open.
- Do not allow people you don't know in your room.
- In case of emergency, dial 9-911.

### **Entry into Students Room**

Every student's personal property is respected. However, the Department of Residential Education and Services reserves the right to authorize entry into a room when there is reasonable cause to believe that:

- An immediate threat to the health or safety of occupants exists.
- A need to protect property (college or personal) exists.
- It is necessary for the Department of Residential Education and Services staff to close and secure a hall or to repair, replace, or inspect college property.
- It is necessary to aid in our basic responsibility regarding discipline and maintenance of an educational atmosphere. If at any time you have questions regarding the meaning or application of room entry or feel you have been subject to unfair and/or improper administration of this policy, we encourage you to first discuss the situations with the staff member closest to the situation. In the residence halls, this may be an RA, or RD. Staff outside the hall includes Director for Residential Education and Services or the Dean for Student Development are also available to assist you with problems and concerns.

### **Community Meetings**

Residents are expected and required to participate in living area meetings conducted by Residential Education and Services staff members. These meetings are primarily called to discuss, promote, and inform residents about events or community issues and concerns. Because of the importance of these meetings, failure to attend a "required" meeting may result in disciplinary action or a charge added to their account. Students must report scheduling conflicts with your RD in advance of the meeting and schedule an alternate meeting.

## **RESIDENTIAL EDUCATION AND SERVICES POLICIES**

### **Noise**

When living in a residence hall community, students must be aware of their noise level and make every effort respect those around them. Community members are encouraged to ask others to be considerate and adjust their noise levels at any time. It is expected that residents will comply with any reasonable requests made of them. Noncompliance with such a request will result in a failure to fulfill one's responsibilities to the community, and the situation may require intervention by Residential Education and Services staff.

Because noise is one of the most common complaints, and in order to have a successful year both academically and socially, consideration must be shown for others at all times. Residential Education and Services recognizes that noise is difficult to assess and a certain amount of subjectivity is almost certain to exist. Staff members, however, are charged with making these assessments and making serious efforts to contain noise to levels acceptable for a productive college living and learning environment.

### **Quiet Hours Policy**

Sunday through Thursday, quiet hours begin at 9:00pm and end at 9:00am the following morning. Friday and Saturday, they begin at midnight and continue until 10:00am the following morning. Although many violations of the noise policy



are unintentional, it is never appropriate to leave a room with the stereo, television, or radio on. Avoid holding conversations in hallways. Alarm clocks, televisions, and stereos must be turned off when a resident is leaving for the weekend or vacation. Stereo speakers may not be placed in windows with the speakers directed outward.

It is recommended that residents who enjoy loud music purchase headphones. In addition, any musical instrument or amplified sound that is a violation of the quiet or courtesy hours policy is not permitted. Any device that is a source of noise that violates the noise policy may be temporarily confiscated by staff.

Each community member, including staff, has the right to sleep, study, or work in their room without undue interference. Noise that can be heard from outside a resident room, via the hallway or the windows of the room, and that interferes with, or has the potential to interfere with these rights, is prohibited. In addition, this noise policy applies to all residence halls and apartments, including rooms, hallways, common areas, and the grounds and courtyards immediately surrounding the building. The Department of Residential Education and Services strongly encourages residents who are having an issue with noise to take the responsibility for confronting the situation and let the one(s) impacting you know their noise is creating a disturbance. Courtesy hours are in effect at all times.

### **Final Exams Policy**

During the final exam period at the end of each semester, a 24-hour quiet hours policy goes into effect. It begins on the evening before the last day of classes at 8:00 p.m. and continues through the end of finals, at which time the standard quiet hours policy becomes effective and lasts through closing. This policy is strictly enforced and noise violations during finals result in more severe disciplinary action.

### **Use of Public Spaces**

Residence Hall lounges, hallways, and other public areas are meant to be used by everyone with care and respect. Therefore, disruptive behavior, disrespect for others, as well as any other circumstances deemed a hindrance are not permitted.

In addition, if the condition of any public area is altered or abused, the person(s) responsible will be charged and disciplinary action taken. Due to the high risk of property damage and personal injury, sports, water fights, and other high-risk activities are prohibited in indoor residential areas.

### **Open House and Overnight Guest Policy**

In all residence halls/the apartment/ visitation is a matter of choice. Students have the inherent right to sleep and study in their own room. The right of the roommate to have a reasonable degree of privacy must be respected whenever one roommate plans to have a guest in the room. It is important for roommates to discuss the presence of all guests, and to arrive at an agreement that is acceptable to each party. Guests must be escorted by the host at all times. Host students are responsible for the actions of their guests. Residents who are hosting overnight guests must complete and turn in an Overnight Guest form to their respective RD at least 24 hours in advance. These forms are in the RD office in Student Development.

A guest is a person who is not an assigned resident of the room. A resident's right to sleep, to study, and to privacy takes precedence over the privilege of having guests in a residence hall room. After receiving permission from their roommate(s), residents must register their overnight guest with the RD of the hall in which they are living. Roommate(s) are required to sign the registration card acknowledging their permission to allow the guest. Once registered, the guest is given a card to carry at all times while in the residence hall/apartment, and must be able to produce a picture ID upon the request of any staff member or resident. Residents may not have more than two overnight guests at a time, and guests may not stay more than 3 consecutive days at a time and no more than a total of five days during a semester. Residents of single rooms are subject to the same policies and procedures.

When the activities of residents and/ or a guest cause an undue disturbance to the roommate(s) or to the residence hall community, a resident's right to privacy, to sleep, and to study in the room takes precedence. Further, residents are responsible for all activities that occur in their room. The Department of Residential Education and Services reserves the right to require any guest to leave the residence halls/ apartments immediately upon the request of any staff member.

## Visitation Hours

Sunday through Thursday	9:00am to 1:00am
Friday and Saturday	9:00am to 3:00am

## Decorating Your Personal Space

Residents are encouraged to decorate their rooms to express their individuality and personalize their living space with plants, pictures, curtains, and the like. When decorating, remember that you are responsible for the room and all damages that may occur because of the decorations. All decorations should reflect the College mission. Below are guidelines for when you decorate your room. If in doubt, ask a residence hall staff member before you decorate.

The following items are not permitted in the residence halls:

- Painting of any structures or items belonging to the residence hall.
- Alcoholic beverages, bottles, cans, bottle caps, boxes, containers, posters, etc.
- Posters placed on inside of doors or pornographic/offensive in nature.
- Elevated flooring or Foam-backed carpeting and rugs.
- Construction or decoration that obstructs a 90-degree swing of the room entrance door.
- Furniture obstructing full view of the room from entrance door.
- Furniture arranged in a manner that prevents access to any window/door.
- Construction or decoration that obstructs the air circulation of the heating/cooling unit.
- Furniture from lounges or lobbies.
- Lights/Lamps that utilize halogen bulbs.
- Candles, incense, or other incinerating items.
- Tapestries/posters - hanging from ceilings/bunk beds or covering windows
- Hot pots, hot plates, Immersion coils, and candle warmers
- Electric blankets, space heaters, personal air conditioners
- Non-surge protected extension cords
- Free weights or bikes (in the building)
- Amplified instruments/amps
- Stereo speakers over two (2) feet (either standing or laying down)
- Toaster ovens, Toasters, Non-automatic coffee pots
- Live Christmas trees
- Objects/decorations hanging from the ceiling - i.e. Christmas lights or hammocks/chairs
- Beds bunked in an unsafe manner
- Gas/Charcoal grills, and chemicals of any kind
- Weapons/Fire arms/ammunition - including chainsaws, pellet guns, air-powered guns
- Knives longer than 3 inches (and only used for food preparation)
- Firecrackers or any type of explosives

Bethany College reserves the right to remove items that are judged to be to be in violation of the Student Code of Conduct, objectionable and/or a safety concern. Decorations may not be hung or fastened to the ceiling.

### **Damage to Residential Facilities**

Any damage to a room, common use area, or its furnishings will be assessed to the student(s) who is responsible for the damage. For any damage outside of individual rooms for which personal responsibility cannot be determined, all residents of the floor (or hall) may be assessed equally.

Each resident is responsible for maintaining their assigned room in the best possible condition. The furniture is to be used the way it was designed and kept in the individual rooms. Students who voluntarily report damage done accidentally, for which they are responsible, will not be penalized, but will be expected to pay for the cost of the repair(s).

When fastening posters, photos, and/or other items to the walls, residents should not utilize nails, tape, double-sided tape, rubber cement, or other items that will cause damage to the walls of the room. Sticky-tack is acceptable, and may be purchased inexpensively at a local discount store.

### **Vandalism**

Students are responsible for the community areas of the residence halls. If vandalism occurs, if the responsible parties cannot be identified, the community may be held responsible and collectively charged the fees to restore area that was vandalized.

### **Furniture**

All residence hall rooms are fully furnished. This furniture may not be stored to make room for the resident's own furniture, and may not be moved from room to room. Residents must keep furniture in their rooms. For safety reasons furniture cannot be placed outside a residence hall room. Residents are charged for furniture missing from their room at checkout. When checking out, residents are responsible for removing all of their own belongings. It is the resident's responsibility to ensure all residence hall room furniture is present and accounted for; the resident is charged if any original residence hall furniture is missing or if room is not emptied.

### **Waterbeds**

Waterbeds are not permitted in the residence halls because building designs do not include provisions for drainage or for the weight load on floors. In addition, there is the possibility of considerable damage to both personal and college property should a leak develop.

### **Community Area Furniture**

Furniture from common areas must remain in the common areas. Residents are prohibited from taking common area furniture for use in their individual rooms, suites, or apartments.

### **Firearms**

Firearms, explosives, ammunition, and dangerous weapons or materials are not permitted within or upon the grounds, buildings, residence halls, or any other facilities of the college. They are also prohibited in parking lots and in vehicles. This restriction includes those individuals who possess a valid license to carry a concealed fire arm in accordance with Kansas law. Guns of any kind—real or fake are prohibited. Weapons may include, but are not limited to, BB guns, paint-pellet guns, starter pistols, blow-dart guns, slingshots, martial arts devices, bowie knives, daggers or similar knives (blades over 3" in length), or switch blades. A harmless item that is used to cause fear in another person is included in the meaning of a firearm or weapon. This restriction includes those individuals who possess a valid license to carry a concealed fire arm in accordance with Kansas law.

### **Service Animals, Emotional Support Animals and Pets**

Except for service animals or emotional support animals, no pets or animals may be brought into any residence hall facilities. This policy is due to the design of residence halls and problems (noise, odors, sanitation, inhumane treatment,

allergies, etc.) inherent in keeping pets in or around the halls. Exception: Small aquatic life (fish) are permitted in an aquarium not to exceed five (5) gallons in volume. Amphibious creatures and reptiles (including lizards and snakes) are not permitted. Fish that are dangerous or harmful to humans, or are prohibited by state or federal law, are not permitted.

In order to have an aquarium, residents must have their roommate's approval and accept full responsibility for care, cleanliness, and any ill effects that could result. If an unauthorized pet is found, students will be given notification and 24 hours to remove the unauthorized pet. If the pet is not removed, the student's account will be assessed a \$150.00 fine, and the unauthorized pet will be removed by Residential Education staff. Residential Education staff will follow the direction of local animal control.

Bethany College is committed to compliance with state and federal laws regarding individuals with disabilities. Bethany College recognizes the importance of Service and Emotional Support Animals to student residents with disabilities and has established the following policy and guidelines regarding Service and Emotional Support Animals. Bethany College reserves the right to amend this policy as circumstances require.

College faculty, staff, and students may ask two questions of a person with an animal: (1) Is the animal required because of a disability? (2) What work or task has the animal been trained to perform? Generally, staff will not make inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability.

## Definitions

- A. Disability:** "Disability" is defined as a physical or mental condition or impairment which substantially limits one or more major life activities. These limitations may include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, working, and learning.
- B. Service Animal:** "Service Animal" is a dog or miniature horse that has been individually trained to do work and perform tasks for the benefit of an individual with a documented disability. Service Animals are working animals, not pets. The work or task a Service Animal has been trained to provide must be directly related to the person's disability. Examples of such work or tasks include, but are not limited to, assisting a person with a visual impairment with navigation or other tasks, alerting a person with a hearing impairment to the presence of people or sound, providing physical support and stability assistance to a person with a mobility impairment, providing minimal protection or rescue work, pulling a wheelchair, assisting a person during a seizure, or retrieving items.
- C. Emotional Support Animal:** An "Emotional Support Animal" is an animal that provides comfort to a person with a disability upon the recommendation of a healthcare or mental health professional. The comfort from an Emotional Support Animal serves to alleviate one or more identified symptoms or effects of a resident's documented disability. Unlike a Service Animal, an Emotional Support Animal does not assist a resident with a disability with activities of daily living, nor does it accompany the resident at all times. **Emotional Support Animals may be considered for access to campus housing, but they are not permitted in other areas of the college (e.g., library, academic buildings, classrooms, labs, etc.).**
- D. Pet:** A "Pet" is an animal kept for ordinary use and companionship. A Pet is not considered a Service or Emotional Support Animal. Pets are not covered by this policy. Student residents are not permitted to keep pets, other than fish, on college property or in on-campus housing.

- E. **Approved Animal:** An “Approved Animal” is a Service Animal or Emotional Support Animal that has been granted as a reasonable accommodation under this policy.
  
- F. **Owner:** The “Owner” is the student resident or other covered person who has requested the accommodation and has received approval to bring the “Approved Animal” on campus.

## Policy Process

- 1. **Procedures to have an Emotional Support Animal in Campus Housing:**
  - 1. A student requesting to keep an Emotional Support Animal in campus housing must make a formal request to Residential Education and Services.
  - 2. In order to be considered for approval, there must be a link between the animal and a documented disability. Emotional distress resulting from having to give up an animal because of a “no pets” policy does not qualify a person for an accommodation under federal law.
  - 3. Requests must be made in a timely manner. Incoming students requesting to have an Emotional Support Animal in campus housing should submit their request and supporting documentation to Student Disability Services by July 1 for review and determination before the beginning of fall semester. Returning students should submit paperwork by March 1. While applications after these dates will be accepted and considered, Bethany College cannot guarantee that it will be able to meet late applicants’ accommodation needs.
  
- 2. **Procedures to have a Services Animal in Campus Housing:** A student requesting to keep an Emotional Support Animal in campus housing must make a formal request to Residential Education and Services. Requests for Service Animals in housing may not require documentation of a disability. Requests should be made in a timely manner.

## Statement of Accountability and Responsibility:

### 1. Responsibilities:

- a. The Owner is responsible for assuring that the Approved Animal does not unduly interfere with the routine activities of the campus and residence hall community or cause difficulties for students who reside there. This includes barking, noise, and other behavior.
- b. When completing a maintenance request form, the owner must disclose on the maintenance request form that an animal is in the residence.
- c. The Owner is financially responsible for the actions of the Approved Animal including bodily injury or property damage. The Owner’s responsibility covers, but is not limited to, replacement of furniture, carpet, window, wall covering, and the like. The college shall have the right to bill the student account of the owner for unmet obligations.
- d. The Owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to college premises that are assessed after the student and animal vacate the residence. The college shall have the right to bill the student account of the Owner for unmet obligations.
- e. The Owner must notify the Academic Center for Excellence and Residence Life in writing if the Approved Animal is no longer needed as an Approved Animal or is no longer in residence. To replace an Approved Animal the Owner must file a new request.
- f. Care and supervision of the animal are the responsibility of the individual who benefits from the Approved Animal's use. The Owner is required to maintain control of the animal at all times.
- g. The Owner is also responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated by the college consistent with the

reasonable capacity of the Owner. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces. Outdoor animal waste not disposed of may result in all residents with approved animals being fined to pick up and dispose of animal waste.

## 2. Guidelines:

- a. The Owner's residence may be inspected for fleas, ticks or other pests as needed. Residence Life will schedule the inspection. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a college approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.
- b. All roommates or suitemates of the owner must sign an agreement allowing the Approved Animal to be in residence with them. In the event that one or more roommates or suitemates do not approve, either the owner and animal or the non-approving roommates or suitemates, as determined by Residence Life, may be moved to a different location.
- c. Service Animals may travel freely with their Owner throughout campus housing (and other areas of the college).
- d. Emotional Support Animals must be contained within the privately assigned residential area (room, suite, apartment) at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness. When outside the residence, the Owner of an Emotional Support Animal shall carry proof that the animal is an Approved Animal. No maintenance requests will be completed unless the Emotional Support Animal is secured in a pet carrier or cage.
- e. Vaccination: In accordance with local ordinances and regulations the animal must be immunized against diseases common to that type of animal. For example, dogs must have current vaccination against rabies and wear a rabies vaccination tag. Local licensing requirements are followed. Documentation must be provided during initial registration with Residential and Education Services and at the beginning of each academic year.
- f. Health: Animals to be housed in campus housing must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the animal's health. The college has authority to direct that the animal receive veterinary attention (City of Lindsborg licensing law is followed). Documentation must be provided during initial registration with Residential and Education Services and at the beginning of each academic year.
- g. Licensing: All animals must be licensed by the City of Lindsborg. The college reserves the right to request documentation showing that the animal has been licensed by the City of Lindsborg. The City of Lindsborg maintains a list of banned animals. This list is updated and maintained through the City of Lindsborg municipal code. [https://library.municode.com/ks/lindsborg/codes/code\\_of\\_ordinances](https://library.municode.com/ks/lindsborg/codes/code_of_ordinances) Documentation must be provided during initial registration with Residential and Education Services and at the beginning of each academic year.
- h. Approved Animals may not be left overnight in campus housing to be cared for by another student. Animals must be taken with the Owner if they leave campus for a prolonged period.
- i. Residence Life has the ability to relocate Owner and Approved Animal as necessary according to the housing contract.
- j. **The Owner agrees to continue to abide by all other residential life policies. Failure to comply with the responsibilities and guidelines outlined in this policy may result in fines, immediate removal of the animal from the college, removal of the student from campus residence while being fully responsible for the cost of the residential contract, and may be reviewed through the college's conduct process.**

## **Room Cleaning**

Residents are expected to maintain assigned living areas in a clean and orderly condition. Keep trash to a minimum and dispose of it as prescribed by the hall. Residents are not permitted to keep empty cans, bottles, etc., in their rooms as they attract insects. Recycle as much as possible. In a unit that has its own bathroom and/or kitchen, the resident is responsible for cleaning these rooms also.

## **Personal Injury and Illness**

The department of Residential Education and Services reserves the right to request medical assistance (including an ambulance) on a resident's behalf, should it be necessary. It is the department's policy not to transport injured or sick individuals. Medical care providers are instructed to bill the cost of their services to the resident. Also, Bethany College does not assume responsibility or liability for payment of medical bills that may be a result of accidental injury or illness while residents reside in the halls.

## **Insurance Information**

Bethany College student-athletes are required to carry accident insurance. Student-athletes will not be allowed to participate in athletics (practice, conditioning, competition, etc.) until they have provided proof of insurance. Students may be already covered by insurance or they will be enrolled through the college.

- **Your Own Coverage**

If a student already has health insurance, check coverage for these items. If unsure about if the coverage is adequate, please contact the insurance provider directly. Students must provide copies of the front and back of your insurance card on the Athlete Consent Form.

- Make sure the policy covers athletic-related injuries (including football and wrestling) for the full academic year. Athletes purchasing short-term month-to-month coverage must provide verification of pre-paid premiums effective through the athletic school year to confirm there will be no lack of coverage during athletic participation.
- Make sure there are medical providers under the insurance carrier in central Kansas. It is the athlete's responsibility to make sure insurance is valid in this area, and any costs acquired due to out-of-network charges are at the athlete's own expense.

- **Coverage through Bethany College**

If students do not have the necessary coverage, they will be automatically enrolled and charged for an accident policy through the college. This is an accident-only policy for accidents sustained as the result of participation in practice or play of an intercollegiate sport and doesn't cover illnesses or other medical expenses not considered part of an accident. The domestic accident plan covers a student from the first date they are required to be on campus through their last day of intercollegiate sports.

The coverage costs \$600 annually and covers the first \$5,000 of expenses after a \$100 deductible per accidental injury. If the student is injured while participating in practice or play of an intercollegiate sport, the student must report the injury to the athletic trainer within 24 hours.

- **International Students**

International students will be automatically enrolled in the international health insurance plan costing \$1,131 per year since most international policies are not valid in the US. The international insurance includes coverage for both health and accidents. In the occurrence of illness or injury, international students must request a claim from the college to complete and submit before benefits can be applied. The international plan has a 12-month term of coverage from August 2017 to July 31, 2018.

### **Windows, Screens, Roofs, and Outside Walls**

Because of the danger involved, climbing on roofs, using windows as entrances and exits, and scaling or rappelling outside walls is strictly prohibited. Persons throwing anything from windows or balconies are subject to severe disciplinary action. Placing anything on outside window ledges is also prohibited.

### **Fire Safety**

The safety of each individual student is our utmost concern. In the event of a fire, it is important for every person to be familiar with the stairwell and exit options within their respective buildings. Students should also use common sense when decorating rooms. If a fire occurs due to negligence or misconduct, the student(s) responsible will be held financially responsible. Tampering with fire alarms, hoses, extinguishers, pull stations, sprinkler systems, or smoke detectors is a serious offense, and a student found responsible for such behavior will be assessed a minimum of \$500.00 fine and/or dismissal from Bethany College. Moreover, persons causing false alarms, tampering with fire safety equipment, or interfering with lawful efforts of firefighters are subject to prosecution under Kansas Ordinance 3400 Section 5-6.04, punishable by \$200 fine and/or six (6) months imprisonment

### **Fire Drills**

Fire drills are held periodically according to procedures established for each housing unit. Every alarm must be considered an actual fire, and the entire building must be evacuated. Everyone in the building at the time of an alarm must leave the building and are not permitted to return unless directed by a Residential Education and Services/ College official.

- Any student failing to evacuate a building during a fire alarm or drill will face disciplinary action.

### **Appliance Policy**

Only cooking appliances with self-contained heating units may be used in student rooms. Such appliances include coffee makers, hot air popcorn poppers, microwave ovens, George Foreman grills, etc. Appliances with an exposed element or that use oil are not permitted. Candle warmers are prohibited. Only small appliances are permitted in residence halls. Full-size or apartment- sized refrigerators, freezers, or similar items are prohibited. Refrigerators may not exceed 6.0 cubic feet in size. This policy is applicable to all Bethany College students even those who have children. All appliance units are subject to inspection by the College and failure to comply with the college policies will result in removal of the unit. Please be reminded that only automatic shut off power strips with fire surge protection may be used in rooms.

### **Babysitting/Childcare**

Student rooms are not to be used for baby-sitting/childcare purposes paid or unpaid. Childcare of children of enrolled students is also not permitted in the residence halls.

### **Bicycles and Motored Bikes**

Bicycles and motor bikes should be stored in appropriate locations outside the residence halls. These items are not to be stored in individual student rooms, hallways, or lounges because it's a fire hazard. The college is not responsible for the care, protection, theft or loss of bikes.

### **Flammable Materials/Explosives**

Explosives, fireworks, gasoline, and other flammable materials that might create a hazard are not permitted in the residence halls. Fireworks and explosives are prohibited on College grounds. Violation of this policy may result in being referred to law enforcement officers in addition to the results of the College Conduct System.

### **Health and Safety Inspections**

Monthly health and safety inspections along with inspections at the beginning of each break (Thanksgiving, Christmas and Spring) will be conducted in each residence hall. Residential Education and Services staff will enter each room to



check for potential safety and energy concerns. Residence hall rooms and bathrooms will be inspected for cleanliness at these times.

The purpose of these inspections will be to assist students in understanding that proper cleaning and maintenance of residence hall rooms (particularly showers and bathrooms) is a personal responsibility that helps to prevent unnecessary deterioration of campus facilities. Residential Education and Services staff will instruct residents on how to properly clean and maintain one's room during or after the inspection. In the event that items in plain sight indicate possible violations in College regulations, the Residential Education and Services staff member will take appropriate action. In line with our core value of sustainability, during health and safety inspections, any electronic equipment left on and unattended will construe an energy violation. For each television, stereo, computer, etc. left on, the resident can face a \$5.00 fine per item.

### **Inappropriate Signage**

It is against Bethany College policy to display signs which promote alcohol, drugs, pornography, dislike or hate of another individual or group.

### **Keys**

Each resident student is assigned the appropriate room and outside door keys when checked into the housing units. The keys are only to be used by that student and not transferred to anyone else. A loss of any key will result in a charge of \$100.00 (for each key). All keys must be returned upon checkout (voluntary or involuntary). The College owns all keys for College buildings and prohibits unauthorized duplication. Possession of unauthorized copies of keys for College buildings will result in disciplinary action. If a student is locked out of their hall/room, s/he may contact a residence life staff member to gain entry into his/her room. If the student is locked out more than two (2) times each semester, the student will be charged \$10 per lockout for each additional time a member of the residence life staff is needed to unlock their door.

### **Laundry**

Laundry facilities are free of charge to all campus residents. If a non-resident is found responsible for utilizing the laundry facilities, a charge of \$75.00 will be assessed on the first violation. Each subsequent violation will be double the previous (2nd - \$150, 3rd-\$300). If a fourth violation occurs, the non-resident will be issued a writ of trespass relative to the campus residence halls.

### **Minors Visiting the College**

Visitors under the age of 18 years old are not permitted in the residence halls unless they are family members of a resident or have special permission of the Director of Residential Education and Services. Please be reminded that only siblings between the ages of 8 years old and 13 years old are permitted to stay overnight in the residence halls. They must be registered with the Office of Residential Education and Services. Individuals who are not invited into the halls (members of Bethany College or hosted visitors) are to be reported to Residential Education and Services staff members.

### **Smoking**

All Bethany College buildings are smoke free including all residence halls. Anyone caught smoking will be fined \$100.00 and may be subject to additional sanctions.

### **Trespassing**

Students who occupy or visit residence halls without appropriate authorization will be referred to the Office of Student Development and/or Student Conduct System. Trespassers may be turned over to law enforcement officials, and will be banned from Bethany College.

## GENERAL HOUSING POLICIES

### Housing Policy

All full-time Bethany College students are required to live in College-owned housing. Please check with the Office of Residential Education and Services for full details of the policy. The Director of Residential Education and Services, or the Housing Coordinator, has the authority to grant exceptions when on-campus housing is full, not available or for very exceptional reasons. Room refunds will not be issued if a student changes housing status after the first class day of each semester. Only a pro-rated board refund will be issued. Students who live off-campus without receiving permission will be charged the minimum fees for room and board. If a student is denied permission to live off-campus by the Housing Coordinator, s/he may appeal to the Director of Residential Education and Services within seven (7) business days of the denial. However, we will not except appeal letters to live off-campus after July 1<sup>st</sup> of each year. The Director of Residential Education and Services may refer the appeal to the Dean of Student Development as necessary.

Students must be full-time status to live in the Residence halls. All off campus students must complete the off campus housing application and verification form (if residing with parent(s) or legal guardian within 50 miles of campus) each academic year. This applies even if you have always been a local resident.

### Interterm Housing

No student may live in College housing or eat on the meal plan during Interterm unless registered and attending an Interterm course.

Interterm tuition up to five hours is provided to the student by the College at no additional charge. Housing and meals are provided for all students enrolled for Interterm who reside on campus for both the fall and spring semester of each academic year. The meal plan for interterm will match the student's meal plan selection for the fall semester immediately preceding Interterm.

If a student resides on campus during the fall, and plans to reside off campus during the spring, the student must check-out of the residence hall at the end of the fall semester. If the student would like to participate in Interterm and reside on campus, a fee is required to cover Interterm housing and meals. If the decision is made during Interterm to reside off campus during the spring semester, the students will be responsible for paying the fee for Interterm housing and meals. If a student does not reside on campus during the fall, but plans to reside on campus during the spring, s/he may check into the halls at the beginning of the spring semester. If the student decides to participate in Interterm and reside on campus, a fee is required to cover Interterm housing and meals.

Off-campus experiences/Study Abroad: If a student engages in a study abroad opportunity during the fall semester, and would like to reside on campus during Interterm, s/he may do so. The meal plan will reflect the selection of meal plan for the following spring semester. A student must reside on campus during the spring semester in order to receive the Interterm housing and meals benefit, otherwise applicable fees apply.

### Opening/Closing of Facilities

Hall opening and closing dates and times will be published well in advance. Please refer to the campus calendar for more information. Opening and closing dates are published for your information. Please make travel plans according to the dates and times published. Buildings will be locked and key cores will be changed during break periods and are not accessible during those times. Room and board contract fees DO NOT include break periods. Special housing over breaks MAY be provided under extreme circumstances. Students granted permission to stay should expect to pay a nominal fee of no less than \$40.00 per night.

### Room Change Policy

No student-initiated room changes will occur during the first two weeks of each semester. Students found to be occupying a room to which the resident is not officially assigned will be subject to disciplinary action. Room changes will occur during the second and third weeks of classes each semester (fall and spring), these two weeks will be considered

Room Change weeks. At this time anyone can apply for room changes for any reason. If granted, all moves will need to be completed by the Third Friday after opening day. No room changes will occur from the third Friday of the semester until closing week unless administratively deemed necessary.

For semester break, during the first week of December, room changes may be requested and if granted will need to happen before the student leaves for the semester (unless approved otherwise). No room changes will occur during Interterm unless administratively determined.

### **Room Check-In/Out**

All residents at the time of check-in will receive their keys, sign a housing contract and complete a room condition report. Students are responsible for leaving their residence hall room in the same or better condition it was upon moving in. At check-out each resident must remove all personal possessions, clean the room, return all College furniture to original positions, complete the room condition report, and turn in all keys. Failure to do so will result in at least a minimum fine of \$75.00. A charge of \$100.00 for each missing key will also be assessed. Other damages will be assessed accordingly. Check-out must be approved and signed by a member of the Hall Staff.

Personal belongings (including but not limited to carpets, curtains, pictures, etc.) may not be left in a resident's room upon checkout. The College will not be responsible for any items left in the residence halls after check-out, and the items remaining will become property of Bethany College, and the College will dispose of the items in a manner deemed appropriate. The cost of removing items will be charged at \$100.00/hour to the student. Payment must be made prior to release of items. This charge is in addition to an improper check-out charge.

### **Room Reservations**

Returning students receive room assignments at the reservation period during the second semester. Rooms and roommates are assigned based upon whether the student is enrolled as a full-time student for the following semester and has submitted his/her Housing Registration form. Returning students will not be housed until they are enrolled as a full-time student (12+ credit hours).

New students are assigned rooms upon completion of the Bethany College Enrollment deposit and submission of the Housing Registration form.

### **Vacations**

The room and board contract (fees) does not include any vacation periods during Thanksgiving, Christmas, Spring break, or summer. Please refer to the Academic Calendar for more specific information. Residents with housing problems during the vacation periods should contact their Resident Director or the Housing Coordinator for assistance 5 days in advance of the vacation period. If permission is not granted prior to the beginning of the vacation period, residents will be assessed a daily fee of no less than \$40.00 along with a \$75.00 improper checkout fee.

### **Insurance**

The College is not responsible for the loss, theft, or damage to property belonging to the residents. All residents are strongly encouraged to carry their own property insurance

### **Lounges**

Lounges in each housing unit are provided primarily for the use of the residents of the unit. Occasionally the lounges can be used for private parties and meetings if permission is given in advance by the Resident Director of that building. Furniture is not to be removed from the lounges. Penalties will be assessed for violations (typical penalty is \$25.00 per day per item).

### **MISSING PERSONS POLICY (HEA 2008 Section 488)**

Bethany College takes student safety seriously. The following policy and procedure has been established to assist in locating students living in college-owned housing who based on facts and circumstances are reported to be missing.

Anyone who believes a student to be missing based on changes in their usual routine should notify the Dean for Student Development. Each and every report will be immediately investigated once the student has been missing for 24 hours. Parents of the missing student will be notified. In the event that parents need to be notified, the Dean for Student Development will place the call.

- A. The Dean, or his/her designee, will collect and document the following information at the time of the report.
  - The name and relationship of the person submitting the report.
  - The date, time and location the missing student was last seen.
  - The general routine or habits of the suspected missing student including any recent changes in behavior or demeanor.
  - The missing student's cell phone number (if not on file).
- B. The Dean, or his/her designee, will disseminate the information to appropriate college officials.
- C. The Dean, or his/her designee, will conduct an investigation including going to the student's room, interviewing his/her RA, roommates, floor mates, etc. Attempts to contact the student via email, cell phone, texting, social networks, etc. will be made.
- D. The Lindsborg Police Department will be contacted and made aware of the situation, provided with gathered information including the make and model of the alleged missing student's vehicle.

## **BETHANY COLLEGE INFORMATION TECHNOLOGY/AUDIO-VISUAL USE POLICY**

### **Scope**

The purpose of the Bethany College Acceptable IT/AV Use Policy is to provide guidelines for use of College owned equipment, internet access, email and user owned technologies connected to the Bethany College Network. This policy states that all computer and electronic transmissions including communications transmitted by, received from or stored on Bethany College equipment are property of the organization.

### **Introduction**

1. Bethany's Acceptable Use Policy ("AUP") is intended to help enhance the use of Bethany's Internet/Intranet (the "Net") by preventing unacceptable use. All users of Bethany's Internet/Intranet services (the "Services")—those who access some of our Services must comply with this AUP. The 1998 Digital Millennium Copyright Act (DMCA) provides both civil and criminal penalties for copyright infringement violations. The penalties include both fines and injunctive relief. Further, persons or entities found liable for copyright infringement violations may be responsible for the owner's costs and attorney fees.

Do you use Gnutella, eDonkey, BitTorrent, or other peer-to-peer file-sharing software?  
Did you know that music, movies, games, and software are protected by federal copyright law?  
Did you know that downloading or distributing these materials without the stated permission of the copyright owner is illegal?

The DMCA outlines specific steps that Internet Service Providers like Bethany College must take when their users violate copyright laws.

Bethany College supports the free flow of information and ideas over the Net, but it will periodically monitor the use of the Services. Similarly, Bethany does not exercise editorial control over the content of any electronic mail transmission, newsgroup, or other material created or accessible over or through the Services. Bethany College may cooperate with legal authorities and/or third parties in the investigation of any suspected or alleged crime or civil wrong. Your violation of this AUP may result in the suspension or termination of either your access to the Services and/or your Bethany user account or other actions as detailed in Section 3.

The policies stated here shall not be regarded as all-inclusive according to the DMCA and the No Electronic Theft Act. The absence of a specific statement prohibiting a certain activity does not mean the activity is

acceptable. Any activity or use not specified in these statements that is determined to be detrimental to the Bethany College computer system is prohibited.

## 2. Violations of Bethany College's Acceptable Use Policy (AUP)

The following constitute violations of this AUP:

- a. Network Accounts. Using a network account, id or password issued to another individual or allowing another individual to use your network account, id or password. Accounts are intended for the sole use of the individual for whom they were created. That user is responsible for safeguarding their ids and passwords, and is responsible for any and all usage on his/her assigned account.
- b. Illegal Use and Copyright or trademark infringement. To transmit any material (by email, uploading, posting, or otherwise) that, intentionally or unintentionally, violates any applicable local, state, national, or international law, or any rules or regulations promulgated hereunder. Using Bethany College Internet Services to infringe upon any type of copyright, trademark, patent, trade secret, or other proprietary rights of any third party, including, but not limited to, the unauthorized copying of copyrighted material, the digitization and distribution of photographs from magazines, books, or other copyrighted sources, and the unauthorized transmittal of copyrighted software as per the Digital Millennium Copyright Act.
- c. Harm to minors. Using the Services to harm, or attempt to harm, minors in any way.
- d. Threats. Using the Services to transmit any material (by email, uploading, posting, or otherwise) that threatens or encourages bodily harm or destruction of property.
- e. Harassment. Using the Services to transmit any material (by email, uploading, posting, or otherwise) that harasses another.
- f. Fraudulent activity. Using the Services to make fraudulent offers to sell or buy products, items, or services, or to advance any type of financial scam such as "pyramid schemes," "ponzi schemes," and "chain letters."
- g. Forgery or impersonation. Adding, removing, or modifying identifying network header information in an effort to deceive or mislead is prohibited. Attempting to impersonate any person by using forged headers or other identifying information is prohibited.
- h. Unsolicited commercial email/ Unsolicited bulk email. Using the Services to transmit any unsolicited commercial email or unsolicited bulk email. Activities that have the effect of facilitating unsolicited commercial email or unsolicited bulk email whether or not that email is commercial in nature are prohibited.
- i. Unauthorized access. Using the Services for creating Web Servers, ICQ servers, MP3 servers, Chat servers, etc. or any program that others can access on your machine. Using the Services to access, or to attempt to access, the accounts of others, or to penetrate, or attempt to penetrate, security measures of Bethany's or another entity's computer software or hardware, electronic communications system, or telecommunications system, whether or not the intrusion results in the corruption or loss of data.
- j. Collection of personal data. Using the Services to collect, or attempt to collect, personal information about third parties without their knowledge or consent.
- k. Reselling the services. Reselling the Services without Bethany's authorization.
- l. Network disruptions and unfriendly activity. Using the Services for any activity that adversely affects the ability of other people or systems to use Bethany's Services or the Net. This includes "denial of service" (DoS) attacks against another network host or individual user. Interference with or disruption of other network users, network services, or network equipment is prohibited. It is the Member's responsibility to ensure that their computer is configured in a secure manner. A student may not, through action or inaction, allow others to use their computer for illegal or inappropriate actions. A user may not permit their computer, through action or inaction, to be configured in such a

way that gives a third party the capability to use their computer in an illegal or inappropriate manner (no file sharing).

- m. News. Users should use their best judgment when posting to any newsgroup. Many groups have charters, published guidelines, FAQs, or “community standards” describing what is and is not considered appropriate. Usenet can be a valuable resource if used properly. The continued posting of off-topic articles is prohibited. Commercial advertisements are off-topic in most newsgroups, especially regional groups not specifically named for such. The presence of such articles in a group is not indicative of the group’s “intended” use. Please familiarize yourself with basic USENET netiquette before posting to a newsgroup.
- n. Long Connections and Multiple Logins. Using a personal account for high volume or commercial use is prohibited. The Services are intended for periodic, active use of email, newsgroups, and browsing the World Wide Web. Users may stay connected so long as they are actively using that connection for the above purposes. Students may not use the services in a standby or inactive basis in order to make a connection. Pinging is expressly prohibited. Accordingly, Bethany College maintains the right to terminate any connection following any extended period of inactivity.
- o. Damage. Users are to take reasonable precautions to limit damage to computer systems, data and output resulting from food and drink. Any damage deemed “intentional” whether it be from food, drink or physical abuse is prohibited.

### 3. REPORTING VIOLATIONS OF BETHANY’S AUP

Bethany requests that anyone who believes that there is a violation of this AUP direct the information to Computer Services (227-3380 Ext 8365.)

If available, please provide the following information:

- The date and time of the alleged violation, including the time zone or offset from GMT
- Evidence of the alleged violation

### 4. VIOLATION PROCEDURE:

In the event a violation is determined to have taken place, specific sanctions will be administered on a case-by-case basis through consultation between either the Dean of Students (all violations other than academic integrity) or the Provost (academic integrity violations) or the Director of Computer Services. If a violation of this AUP is determined and sanctions are issued, the user who has been deemed to be in violation of this AUP may appeal the imposed sanction if an appeal is otherwise available by the Student Conduct Code, or any applicable Administrative or Faculty Handbook.

### 5. VIOLATION ACTIONS

Bethany College may take any one or more of the following actions in response to complaints:

- issue written or verbal warnings
- suspend access
- terminate access
- dismissal from Bethany College
- legal action to enjoin violations and/or to collect damages, if any, caused by violations.

### 6. REVISIONS TO THIS ACCEPTABLE USE POLICY

Bethany College reserves the right to revise, amend, or modify this AUP, and our other policies and agreements at any time and in any manner. No unapproved personal network equipment (for example: routers, wireless access points, etc.) is allowed connection to the Bethany College Network. Contact the Director of Computer Services for approval procedures.

### **Bethany College Public Wi-Fi Portal Disclaimer:**

Students may access the Internet through a public, unencrypted, wireless Internet access node (the “Service”) operated by Bethany College. The purpose of the Service is to provide wireless Internet access to students, faculty, staff, and visitors at Bethany College. Individuals may use the Service only if they agree to the following terms of service each time they access the Service.

### **Terms of Service**

Access to Wi-Fi.

The Wi-Fi service is a free service provided by Bethany College to its students, faculty, staff, and visitors. Access to the Service is completely at the discretion of Bethany College, and access to the Service may be blocked, suspended, or terminated at any time for any reason including, but not limited to, violation of this Agreement, actions that may lead to liability for Bethany College, disruption of access to other users or networks, or violation of applicable laws or regulations. Bethany College may revise these Terms of Service at any time. Individuals must accept this Agreement each time they use the Service, and it is their responsibility to review it for any changes each time.

Warning: This free service is an open network to the Internet and is provided for convenience and its use is at individual risk. It is available to the general public, and is NOT INHERENTLY SECURE. Bethany College cannot and will not guarantee the privacy of data and communication while using the service. There are potentially serious security issues with any computer connected to the Internet without the appropriate protection, ranging from viruses, worms and other programs that can damage the user’s computer, to attacks on the computer by unauthorized or unwanted third parties. By using this service, individuals acknowledge and knowingly accept the potentially serious risks of accessing the Internet over an unsecured network. It is recommended that users take steps to protect their own computer system, such as installing current anti-virus software and maintaining appropriate firewall protection. For further information on how to protect information on this open network, consult a security professional.

Acceptable Use of the Service.

Use of the Service and any activities conducted online through the Service shall not violate any applicable law or regulation or the rights of Bethany College, or any third party. Bethany College cannot accept any responsibility for any injury or loss that results from inaccurate, unsuitable, offensive, or illegal Internet communications. The use of the Service for the following activities is prohibited: spamming and invasion of privacy of others, violating intellectual property law, transmitting obscene or indecent speech or materials, transmitting defamatory or abusive language, hacking or distribution of internet viruses, worms, Trojan horses, or other destructive activities.

### **Disclaimer.**

By using this Service, users acknowledge and agree that (i) they do so solely at their own risk; (ii) that the Service may not be uninterrupted or error-free; (iii) that viruses or other harmful applications may be available through the Service; (iv) that Bethany College does not guarantee the security of the Service; and, (v) that unauthorized third parties may access computer or files or otherwise monitor the connection.

In addition, by using the Service, you agree to all terms set forth in the following Disclaimer.

- Service provided “AS IS”. This Service provides access to the Internet on an “as is” basis with all the risks inherent in such access. Bethany College makes no warranty that the Service, or that any information, software, or other material accessible on the Service, is free of viruses, worms, Trojan horses or other harmful components. By connecting, the user acknowledges and accepts the risks associated with access to the Internet and public use of a wireless network, even one that is encrypted.
- Service provided “AS AVAILABLE”. The Service is provided on an “as available” basis without warranties of any kind, either expressed or implied, that the Service will be uninterrupted or error-free, including but not limited to vagaries of weather, disruption of Service, speed, functionality, acts of God, warranties of title, no infringement, NOR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. No

advice or information given by Bethany College, or its officers, directors, employees, agents, volunteers, affiliates, or contractors of the Service or their respective employees shall create such a warranty.

- Indemnity. User agrees to indemnify and hold harmless Bethany College, its officers, directors, employees, agents, volunteers, affiliates, or contractors of the Service or their respective employees, from any claim, liability, loss, damage, cost, or expense (including without limitation reasonable attorneys' fees) that result in any way from the user's use of, or inability to use, the Service, or to access the Internet or any part thereof, or user's reliance on or use of information, services, or merchandise provided on or through the Service and/or any materials downloaded or uploaded through the Service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance, any actions taken by you in connection with your use of the Service, or any violation of any third party's rights or a violation of law or regulation.

#### **DISCLAIMER**

In addition, the user shall indemnify, defend and hold harmless Bethany College, its agents and employees, from any and all liabilities, damage, expense, cause of action suits, claims or judgments arising out of any activity by user, including any act or omission of user, regarding the use of Bethany College's computing resources or otherwise related to the subject of this policy.

#### **BETHANY COLLEGE LOGO/MASCOT**

If you would like to use the Bethany College logo or mascot, please refer to the Bethany College Brand Manual for proper use instructions. A copy can be found in the Director of Campus Activities' office, and a digital copy can also be found on eSwede. The Director of Communications and the Director of Publications are also available to answer logo or mascot questions.