BETHEL COLLEGE
NORTH NEWTON, KANSAS

STUDENT HANDBOOK

2026-2027



Ignite Purpose, Impact the World.



Thriving THRESHERS!

Contents

Get Help Now **5**

Welcome **6**

A Welcome from Student Life 6
About This Handbook 6
Mission, Vision & Values 7

1. Our Community **8**

Community Covenant 8
Community Standards 8
Academic Life 9

2. Support & Services **10**

Health & Wellness 10
Accessibility & Accommodations 11
Academic Support 12
Technology: Information & Media Services (IMS) 13
Belonging & Support 15
Career & Employment 17
Campus Services 18

3. Get Involved **20**

Student Government Association (SGA) 20
Student Organizations 20
Athletics & Intramurals 21
Arts & Media 21
Faith & Service 21
Traditions 21

4. Residence Life **22**

Residency Requirement 22
Housing Assignments & Roommates 22
Moving In & Out 23
Living Together 24
Room Entry, Checks & Searches 27
Termination of Residential Status 29

5. Conduct Policies A–Z **30**

Definitions 30
Alcohol & Other Substances 30
Bicycles 31
Bullying & Cyberbullying 31
Drones 31
Harassment, Discrimination and Sexual Misconduct 32
Hazing 32
Noncompliance 32

Parking & Motor Vehicles 32
Posters & Flyers 33
Pranks 33
Restricted Areas & Unauthorized Entry 33
Theft of Items or Services 34
Tobacco Use & Smoking 34
Weapons 34
Good Samaritan & Bystander Intervention 35
Anonymous Reporting 36

6. Student Conduct Process 37

Executive Prerogative (Interim Suspension) 38
Procedure 38
Presidential Authority 41
Student Conduct Records 41
Civil Authorities 41
Threat Assessment 41

7. Title IX, Harassment & Nondiscrimination 43

1. Purpose 43
2. Scope 43
3. Notice of Nondiscrimination 43
4. Title IX Team Contacts 44
5. External Contact Information 45
6. Mandated Reporting and Confidential Resources 46
7. Disability-Based Complaints 47
8. Jurisdiction 47
9. Supportive Measures 48
10. Online Harassment and Misconduct 49
11. Inclusion Related to Gender Identity/Expression 49
12. Prohibited Conduct 50
13. Standard of Evidence 59
14. Notice/Complaints of Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct 59
15. Time Limits on Reporting 60
16. False Allegations and Evidence 60
17. Confidentiality/Privacy 60
18. Emergency Removal/Interim Actions/Leaves 61
19. Federal Timely Warning Obligations 61
20. Amnesty 61
21. Preservation of Evidence 62
22. Federal Statistical Reporting Obligations 63
23. Independence and Conflict of Interest 63
24. Policy Revision 63

8. Academic, Financial & Records Policies 65
Satisfactory Academic Progress for Financial Aid 65
Business Office 67
Withdrawing from Bethel 68
Student Records (FERPA) 68
9. Safety & Emergencies 71
Emergency Alerts: LiveSafe 71
Severe Weather 72
Fire Procedures 73
Personal Safety 73
Emergency Numbers & Additional Information 73

Get Help Now

Life-threatening emergency: call 911. Police, fire and ambulance. The blue-light emergency stations on campus dial 911 with one button.

Mental health crisis: call or text 988. The 988 Suicide & Crisis Lifeline is free and available 24/7.

Emergency alerts: LiveSafe. During an active emergency, watch for an email and text from LiveSafe. Respond to any safety check-in and allow the one-time location share so we can find you if you need help. See Emergency Alerts: LiveSafe (page 71).

Who	Contact	Details
Community Assistant On-Call	316-215-5160	After-hours help in the residence halls
Student Life Office	316-284-5324	Administration Building, lower level
Counseling Center	316-284-5326 or studentwellnesscounselor@bethelks.edu	WAC lower level, Room 129
Title IX Coordinator	316-284-5248 or titleixcoordinator@bethelks.edu	Administration Building, main floor
North Newton Police (non-emergency)	316-283-3191 or nnpd@northnewton.org	2601 N. Main, North Newton 24/7
NMC Health Emergency Department	316-283-2700	600 Medical Center Dr., Newton
Safehope Crisis Line	800-487-0510 or 316-283-0350	Sexual and domestic violence support · 24/7
Prairie View Mental Health	316-283-2400	24/7 help line: 1-800-362-0180
Facilities & Maintenance	316-284-5254 or maintenance@bethelks.edu	For after hour emergent maintenance needs contact your CA or 911.
IMS Help Desk	316-284-5214 or helpdesk@bethelks.edu	Mantz Library, lower level

Report a concern, anonymously if you choose: Use the online Student Life Concern Form at https://www.bethelks.edu/form/student-life-concern. Information goes to Student Life staff without identifying you unless you choose to be identified.

Welcome

A Welcome from Student Life

Dear Students,

Welcome to the Bethel College community for the 2026–2027 academic year! Whether you are beginning your first year, transferring to Bethel, commuting to campus, or returning to continue your educational journey, I am delighted that you are here.

Bethel College is a special place grounded in academic excellence, faith, service, leadership, belonging, and meaningful community engagement. As a Thresher, you are joining a campus community that values your unique experiences, encourages your personal and intellectual growth, and provides opportunities for you to discover your purpose.

The Student Handbook serves as an important guide for both new and returning students. I encourage you to use it to learn about Bethel's policies, campus traditions, student services, available resources, and community expectations. These guidelines are designed to promote accountability and help us maintain a respectful, welcoming, healthy, and safe campus for everyone.

Thank you for choosing Bethel College and allowing us to walk alongside you on your journey. As you pursue your goals, please remember that you are not alone. Our faculty, staff, administrators, alumni, and fellow students are committed to supporting your success throughout this academic year and your entire Bethel College experience.

Get involved, build meaningful relationships, embrace new opportunities, and make the most of your time as a Thresher. We are excited to see all that you will accomplish during the 2026–2027 academic year.

Educationally yours,

Dr. MeShonya Wren-Coleman | Vice President of Student Life and Dean of Students

About This Handbook

These policies and procedures will be reviewed and updated annually. Bethel College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

The Vice President of Student Life may vary procedures with notice (on the Bethel College website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in policy and procedure.

The policies and procedures in this handbook are effective as of Aug. 1, 2026.

For Bethel College's Academic Policies and Procedures, please refer to the Academic Catalog: https://www.bethelks.edu/academics/registrar/

Mission, Vision & Values

Mission

Bethel College prepares students for meaningful lives of work and service through faith formation, the liberal arts, and practical experience in career pathways.

Vision

Bethel College graduates students who increase human flourishing (shalom) in society by owning and enacting their faith, demonstrating compassion for the powerless, engaging in critical thought and bringing value to the workplace.

Values

- Creative approaches for living harmoniously within a constantly changing world and workplace.
- Vocational discernment that helps students identify their calling and God's purpose for their professional lives.
- Dialogue that transforms conflict within communities where there are differences in opinion and understanding.
- Holistic wellness through a balance of mental, physical, and spiritual practices.
- Peace and justice that seek fair and equitable treatment for all members of society.
- Community with global consciousness that cherishes social connectivity, shared endeavors, and intergenerational living.
- High standards and expectations for behavior and performance in all dimensions of campus life.

1. Our Community

Student Community Covenant

Bethel College is a community of individuals sharing the goals and values related to a liberal arts education and a Christian understanding of life rooted in the Anabaptist Mennonite heritage. We welcome and embrace the rich diversity students, faculty and staff from many traditions, backgrounds and cultures bring to the campus. We expect all members of the community to affirm and strive toward the goals of Bethel College and to maintain a relationship of trust with each other.

We believe the highest standards of personal conduct are contained in the teachings of Jesus Christ, and guided by these teachings we strive to be a community whose members are responsible to each other in the following ways:

- to seek the health, growth and development of self and others;
- to guard the dignity and worth, and to promote the equality and empowerment, of self and others;
- to be honest and trustworthy;
- to help maintain the order, peace and privacy people need for rest, study and reflection;
- to value volunteerism and participate in service to others;
- to work through conflicts without force, intimidation or retreat;
- to promote relationships that are free from sexual discrimination, sexual coercion, exploitation and abuse;
- to keep the environment safe and clean;
- to nurture the spiritual awareness and development of self and others.

Any behavior that jeopardizes the rights or safety of others or places oneself at risk is subject to institutional intervention.

Community Standards

The Bethel College community will:

- be free of violence against others (this includes no physical fighting);
- be alcohol and drug free;
- be tobacco free, except for designated outdoor areas;
- abstain from sexual relations between unmarried persons;
- be respectful at campus activities, and considerate of others' right to a quiet environment;
- respect personal space and property; affirm individual rights by rejecting verbal, sexual, physical and emotional harassment or discrimination of any kind;
- respect and maintain the integrity of campus grounds and facilities;
- support and protect each other by following all safety protocols, guidelines, and campus policies;
- adhere to all local, state, and federal laws;
- show appropriate respect to campus visitors and safety personnel;

- cooperate with students and employees in establishing and maintaining a positive environment for living and learning.

Academic Life

At the heart of the Bethel experience is the academic program and the Common Ground curriculum, a shared liberal arts experience. First-Year Seminar, Basic Issues of Faith and Life, and Convocation bring all students together, and the curriculum includes courses in peace, justice and conflict studies, cross-cultural learning, and opportunities for undergraduate research and experiential learning.

Academic Integrity

As members of a learning community, Bethel College students are expected to do their own work and to be honest about it. Academic dishonesty undermines trust between students and faculty and devalues the work of every student.

Academic dishonesty includes, but is not limited to:

- **Plagiarism:** presenting someone else's words, ideas or work as your own without proper credit
- **Cheating:** using unauthorized notes, materials, devices or help on exams or assignments
- **Unauthorized use of AI tools:** using generative AI (such as ChatGPT) on an assignment when the instructor has not allowed it, or without disclosing that use
- **Fabrication:** making up or falsifying data, sources or citations
- **Helping others be dishonest:** sharing your work, answers or exams so someone else can submit them as their own
- **Submitting the same work twice:** turning in work from another course without both instructors' permission

Instructors will explain their expectations for each course, including whether and how AI tools may be used. If you're unsure what's allowed, ask your instructor before you submit.

Suspected violations are handled by the instructor and reported. Consequences may range from a failing grade on the assignment or course to academic probation, suspension or dismissal, depending on the seriousness of the violation and any past violations.

Academic policies, including grading, academic standing and academic honesty, are in the Academic Catalog:https://www.bethelks.edu/academics/registrar/

2. Support & Services

Health & Wellness

Counseling Center (Student Mental Health and Wellness)

College life can be stressful. Whether you are struggling, needing a safe space to process, or wanting to work towards future goals, the Counseling Center is happy to help. No problem is too small or too big to talk about.

The Bethel Student Mental Health and Wellness Counseling Center supports student wellbeing with an on-site, full-time Student Mental Health and Wellness Counselor. At times, graduate students are also available to offer therapy with students.

The Counseling Center provides free, focused support for Bethel students. The Counseling Center staff can assess and diagnose mental health and substance abuse concerns (if requested or needed), provide therapy, and connect students with the resources they need.

If you and your counselor determine that you would benefit from more intensive or specialized care, or additional assessment, they will help connect you with mental health resources in the community.

To request an initial appointment, book using the office's scheduling link: https://calendar.app.google/GzEGAe8qrDc3WriSA, stop by the office during posted weekly drop-in hours (Will Academic Center, lower level, Room 129), email studentwellnesscounselor@bethelks.edu, or call 316-284-5326.

Hours: By appointment: Monday-Friday, 8:30-5:30; Walk-in hours: Tuesdays & Fridays, 11-11:45 a.m.

In a crisis: If you are experiencing a life-threatening mental health crisis, call 911 immediately. If you are experiencing a non-life-threatening mental health crisis, call or text 988.

Health Ministries Clinic

Health Ministries Clinic main facility: 720 Medical Center Dr., Newton, KS 67114 · 316-283-6103

Students have access to medical, dental and behavioral health services through Health Ministries Clinic, a Community Health Center. The HMC provider on-call can be paged after regular business hours through the NMC Health Switchboard at (316) 283-2700.

All patients are welcome at Health Ministries Clinic, both insured and uninsured. Services are charged on a sliding fee scale based on income. Medicare, Medicaid and private insurance is accepted.

Students who do not have transportation to and from their appointments can get free rides to the Health Ministries Clinic. Please allow 24 hours' notice. Call 316-283-6103 to schedule a ride or for more information.

Local Health-Care Providers

Provider	Address	Contact / Hours
Axtell Clinic	700 Medical Center Drive, Ste. 210, Newton, KS 67114	Phone: 316-283-2800 Monday-Friday 8AM-5:30PM
Harvey County Health Department	215 S. Pine St., 2nd Floor, PO Box 687, Newton, KS 67114	Phone: 316-283-1637 Monday, Wednesday-Friday 8AM-5PM Tuesday 8AM-6PM
Dr. Jennifer Koontz, Physician for Bethel Athletics	Newton Orthopedics and Sports Medicine, 800 Medical Center Dr., Suite 240, Newton, KS 67114	Phone: 316-283-9977
NMC Health, Convenient Care Clinic	118 E. 12th St., Newton, KS 67114	Phone: 316-283-9700 Monday-Saturday 8AM-6PM Sunday 9AM-6PM
NMC Health, Emergency Department	600 Medical Center Drive, Newton, KS 67114	Phone: 316-283-2700 24/7/365

Accessibility & Accommodations

If you are a Bethel College student and have a documented short or long disability, resources are available to obtain reasonable accommodation.

Accommodations contacts:
Academic Accommodations contact: Elisabeth Graber, Director of the Center for Academic Development, Director of ADA Academic Accommodations, Assistant Professor of Educational Access and Literacy | egraber@bethelks.edu | (316) 284-5336 | Office: WAC111A

Housing Accommodations contact: Larry Rice | Director of Residence Life and Student Engagement | lrice@bethelks.edu | P: 316.284.5325 | Office: Lower floor Ad Building

Housing Accommodations must be renewed every academic year with an updated medical provider's documentation and recommendation. Academic Accomodations must be renewed every semester.

How to Request Accommodations

The first step in receiving reasonable accommodation is the establishment of a reasonable accommodation plan with Student Life. The reasonable accommodation plan should be established at the beginning of each semester or academic school year.

1. Email your accommodations request to studentlife@bethelks.edu.
2. For housing accommodations, complete the Verification Form of Medical Necessity for Housing Accommodations.
3. Meet with applicable accommodations contact to discuss your individual needs.
4. Provide medical and legal documentation of the disability from a licensed professional, with recommended accommodations attached.
5. New students: attend New Student Orientation (NSO)/Thresher Days.
6. Meet with your professors for the semester or academic year to review your accommodations plan.
7. Renew your plan every semester (for academic accommodations) or every academic school year (parking and housing accommodations).

Housing Accommodations

If a single room is required and approved as an accommodation, see the Schedule of Fees for the double-room occupancy charge at https://www.bethelks.edu/academics/registrar (click Schedule of Fees for the current academic year room charges).

Service Animals & Emotional Support Animals

Animals are only permitted in the residence halls if they are a licensed service animal or have been approved by the Office of Student Life to bring an Emotional Support Animal (Contact Student Life for more details). The ESA cannot be present on campus until the form has been submitted and approved by the Student Life Office.

Pregnant & Parenting Students and Lactation Spaces

Bethel College's goal is to support breastfeeding or lactating individuals by providing them the necessary accommodations to express milk while attending classes or working on campus. There are two locations identified on campus that can be used for this purpose.

Primary location: Administration Building, private office, 3rd floor. Secondary location: Library, private study room, 3rd floor.

Both of these spaces are located in the center of campus and provide elevator access to the upper floors of the buildings. They provide privacy and have basic accommodations such as: doors that lock, comfortable seating and electrical outlets. The primary location has a refrigerator to keep expressed milk but is only available during normal business hours. Individuals assume responsibility for the safety of the milk and risk of harm for any reason, including improper storage, refrigeration, and tampering. The secondary location does not have a refrigerator but offers greater availability each day and weekends.

If you have any questions about accessing these locations or basic accommodations for pregnant/parenting students and employees, please contact the Title IX Coordinator. Students and employees have rights under federal and state laws that assure them continued access to school and work even while navigating these issues.

Academic Support

Academic Coach

The Academic Coach, positioned within Academic Affairs and connected to CAD, serves as a central relationship-builder and coordinator of proactive academic intervention, normalizing tutoring engagement and supporting LEAs in identifying appropriate pathways forward for individual students.

Contact: Louisa Lehmann | llehmann@bethelks.edu | WAC 102

Center for Academic Development (CAD)

Located in Will Academic Center Room 111, the CAD helps students, individually and in small groups, to improve their academic and study skills. Currently, services include: 1) individual student-to-student tutoring in all academic areas; 2) counseling regarding test-taking, note-taking, textbook reading and other skills students need in order to excel; 3) help with writing papers; and 4) assistance with ADA accommodations. Where possible, the CAD also offers support to students with disabilities. The director and staff invite students to drop in and visit with them. Hours of operation and tutor contact information

are posted outside the CAD.

Mantz Library

The library offers a wide range of resources and services to students and other patrons. Professional librarians are available to help students make the best use of the library's print collection, full-text and bibliographic databases, and e-books. The college library provides an extensive interlibrary loan service, through which students can obtain materials owned by other libraries. Individualized research assistance, tutorials in using electronic resources, and class-based library instruction are also available. The following hours are in effect when classes are in session, though changes may occur throughout the semester. Students will be notified of differing hours via email.

- **Monday–Thursday:** 8 a.m.–midnight
- **Friday:** 8 a.m.–5 p.m.
- **Saturday:** Closed
- **Sunday:** 1 p.m.–midnight
- **Extended hours during finals week Library phone number:** 316-284-5361

When classes are not in session, library hours vary (call ahead for information).

Visit the library web page for additional information: https://www.bethelks.edu/academics/library

Technology: Information & Media Services (IMS)

Campus computer facilities for students, faculty, and staff are available in two labs on the lower level of Will Academic Center, and in the library, where computers are also available to the public. All residence hall rooms are connected to the BC Residential Network (ResNet) through both wired (Ethernet) and wireless connections. All students are provided a bethelks.edu account for access to the Google Apps for Education system and campus computing resources. IMS also provides and maintains classroom and AV technology resources, many of which are available for student use.

The IMS offices are located on the lower level of Mantz Library. The IMS help desk can be reached at extension 214 (316-284-5214) or by email at support@bethelks.edu. More information is available on the Campus Computing portal on MyBC.

Campus Computing Resources Acceptable Use Policy (AUP)

Bethel College's computing resources are maintained for the purpose of enhancing the educational process and performing related tasks. Access to the campus network is a privilege and requires responsible use by all account holders. Use of any campus computing and/or network resource is subject to this Acceptable Use Policy (AUP).

Eligible Account Holders

A person wishing to set up an account on Bethel's network servers must fit into one of the following user account groups:

- **Students:** must be enrolled at Bethel College.
- **Faculty/staff:** must be an employee of Bethel College.
- **Guests:** must have a relationship with Bethel College and a need for an account (e.g., a volunteer,

emeritus faculty, or visiting scholar; friends and family do not qualify on their own).

Each applicant must be a user in good standing, not having violated the AUP or other rules of conduct, and must agree to the terms of the AUP each academic year.

User Responsibilities

All users agree to abide by the following:

- Not allow any other person to use their account, and not use another person's account.
- Not use their account for commercial purposes that lead to personal financial gain.
- Not use college systems to engage in illegal activity, including copyright infringement or unauthorized distribution of software.
- Not attempt to circumvent, disable, or bypass security controls, including firewalls, content filters, endpoint protection, multi-factor authentication, or network segmentation.
- Safeguard any data they have access to, including their own and that of others.
- Not attempt to access systems, accounts, or data they are not explicitly authorized to use, even if technically accessible.
- Not operate unauthorized network services, including DHCP servers, wireless access points or routers, VPNs, proxy servers, or port/network scanning tools, on the campus network.
- Not create or distribute malicious code, including malware, viruses, or ransomware, regardless of intent.
- Use AI tools in accordance with institutional guidelines when handling college data or systems. Protected data must remain protected and must not be entered into any unapproved AI tool.
- Register their computer with the Information & Media Services department when requested.
- Use shared resources (bandwidth, printing, remote access, email lists, etc.) responsibly.
- Not save copyrighted audio or video files on network servers, lab machines, or any other Bethel-owned computer. Files of these types will be deleted without user notification.
- Student users employed by campus departments will follow the faculty/staff Acceptable Use Policy while using a Bethel-owned computer.
- 30 GB of storage space is available through Google Apps for Education.

Lab Use Priorities

Users in the public labs will abide by the following priorities, in order:

- Work (other than word processing, email, and web browsing) related to courses at Bethel — e.g., assignments requiring software installed on lab computers.
- Other work related to class assignments.
- Personal tasks.

Monitoring

Use of the Bethel computer network is subject to monitoring by IMS. Monitoring is generally reserved for diagnosis of network problems and evaluation of network performance.

Violations and Penalties

Users who violate the AUP will lose access to the campus computer network:

- **First offense:** a warning from IMS staff and temporary suspension of the user's account while the warning is processed.
- **Second offense:** an immediate one-week suspension of the user's account, regardless of class deadlines.
- **Third offense:** the user will no longer be allowed to have an account on the campus computer network.

These penalties are cumulative over the life of the account. Users do not get three offenses of each type, or three offenses per year, before losing network privileges.

Account Activation and Termination

- **Student accounts:** remain active as long as the student stays enrolled and file sizes stay under the stated limits.
- **Non-returning students and graduating seniors:** accounts are terminated six weeks after the conclusion of the semester. Students are responsible for backing up or transferring their data before the end of that window.
- IMS reserves the right to terminate accounts immediately for students who are asked to leave Bethel for any reason.

Copyright Compliance

Bethel College prohibits the illegal use of copyrighted materials. Under the terms of the Digital Millennium Copyright Act (DMCA), the college is committed to responding to lawful requests for information. Bethel College will not protect or defend a user against criminal investigations or lawsuits resulting from intentional copyright infringement.

Bethel College reserves the right to revoke any account or restrict access to its campus computing and/or network resources at any time, for any reason.

Belonging & Support

Office of Culture and Belonging

The Office of Culture and Belonging works to strengthen a campus community where students feel accepted, valued, connected, and encouraged to participate fully in the life of Bethel College. The office supports students across identities, backgrounds, experiences, and perspectives and works collaboratively with students, faculty, staff, and campus partners to identify and address barriers to belonging.

How We Support Students

Students may connect with the Office of Culture and Belonging for:

- **Individual support and connection.** Students who are experiencing challenges related to belonging, identity, campus climate, relationships, or their overall experience at Bethel are welcome to reach out. The office can provide a listening space, help students think through concerns, connect them with appropriate campus resources, and offer ongoing support when needed.

- **Circles of Belonging.** The office facilitates restorative circle processes that create opportunities for students to build relationships, engage in meaningful conversation, navigate differences, and strengthen community. Circles are offered throughout the year for classes, student groups, campus communities, and special topics.
- **Mentoring and relationship-building.** Culture and Belonging Fellows and other members of the team help students develop connections and identify people and resources that can support their success at Bethel.
- **Programs and events.** The office sponsors and collaborates on educational, cultural, and community-building programs throughout the academic year that invite students to learn, connect, celebrate, and engage across differences.
- **Opportunities to be heard.** Through listening sessions, surveys, conversations, and other forms of engagement, the office invites students to share their experiences and perspectives and helps bring student concerns and ideas into broader conversations about campus culture.

Truth, Community Healing and Transformation

The Office of Culture and Belonging leads Bethel College's Truth, Community Healing and Transformation (TCHT) Campus Center. TCHT provides a framework for examining barriers to belonging, strengthening relationships, creating healthier conversations, and working toward meaningful institutional and community change. Circles of Belonging are one of the primary ways students can participate in this work.

Connecting With Us

Students do not need to have a specific problem or concern to visit the Office of Culture and Belonging. You may reach out because you are looking for connection, have an idea for strengthening campus community, want support navigating an experience, are interested in participating in a Circle of Belonging, or simply want to learn more about the office.

Questions and concerns may also be submitted through the Office of Culture and Belonging Intake Form on our webpage. Additional information about programs, resources, events, TCHT, and the Culture and Belonging team is available on the Office of Culture and Belonging website.

International Student Program

The Bethel College community is filled with people from different nations, backgrounds, and walks of life who contribute to the college's cultural proficiency. One of the key components to this cultural experience is Bethel College's International Student Program which is certified through the U.S. Department of Homeland Security's Student and Exchange Visitor Program (SEVP). Bethel College is privileged to have welcomed students from over 25 different countries since 2017, in addition to Bethel's historic exchange program with the University of Wuppertal in Germany, and other international institutions of higher education.

Bethel College is committed to welcoming international students into the campus community and ensuring a smooth transition as they begin their U.S. college experience. The Office of Student Life, in partnership with the Enrollment Management Division, provides services, resources, and programming for international students.

Host Family Program

Whether a student has traveled from across the country or across the world, having someone rooted in the Newton community makes Bethel feel that much more like home.

Host families share meals, attend campus events, offer a ride when it's needed, or simply send a supportive check-in text. Students gain a community connection that no campus resource can replicate: someone who's cheering for them, not because it's their job, but because they genuinely care.

A host family is one of the most memorable parts of a Bethel student's college experience. Student applications and more information can be found at: bethelks.edu/host-family-program/

Campus Ministries & Spiritual Life

At Bethel College, we try to ensure and encourage an open and accepting faith environment for all students. Encouraging the expression of all faith backgrounds, preferences, beliefs and practices contributes to a rich and dynamic spiritual life on campus. As students learn to respect and listen to others who are different, they are stretched and challenged in positive ways that strengthen and broaden their own faith and spiritual life. One of the best things about Bethel College is that students have a great deal of freedom to shape their own experience. This is also the case with Campus Ministries. Listed below are examples of campus ministries activities that have been in place in recent years. Whether those same activities will take place this year or if new ones will begin depends in no small part on you! The only activity with a pre-set place and time is the weekly chapel service. All others are open to feedback from students like you.

- Weekly chapel, 11–11:30 a.m., Wednesdays (usually outdoors on The Green when the weather is nice, or in the Chapel on the 2nd floor of the Administration Building)
- Bible studies and devotions
- Small groups
- Informal worship times
- Hymn sings
- Prayer times
- Fellowship events
- Fellowship of Christian Athletes (facilitated by the Athletics department)

Bethel College's Campus Ministry traditions also include the Lighting of the Green (a special Advent service) and 24 Hours of Prayer.

The Agape Center is an interfaith space, available for prayer and reflection at any time of day or night for any religion or value system. Some prayer resources like prayer rugs and holy texts are available for use. Contact the campus pastor for more information on using the Agape Center.

Contact the campus pastor at campuspastor@bethelks.edu if you have questions or would like to get involved with Campus Ministries. The campus pastor leads a team of student chaplains who are available to you as peer spiritual support and give leadership in ministry in a variety of ways.

Career & Employment

Employment Experiences (EE)

Begin building your resume – and your reference list – just steps away from your residence hall.

Establish a work history as the reliable, capable employee that your future boss wants on their team.

All students* are required to participate in the Employment Experiences program. This on-campus employment activity offers the flexibility of working around your class schedule as well as the potential to build experiences in your preferred area of academic study or work interest. Your depth of campus work experiences and the mentorship of your campus supervisors will result in positive references and an employment transcript when you apply for jobs after graduation.

To learn more about student employment, please visit: bethelks.edu/success/employment-experiences/

In addition to helping you find a job; the Office of Employment Experiences will also assist you in your professional development. We offer free career assessments, job search training, career advising, and employer connections. The Office of Employment Experiences is located in the Administrative Building, offices 205 and 207.

*As of Fall 2026, there is a new opportunity for students to waive out of Employment Experience requirements for the 2026-27 and 2027-28 school years. For more information about an EE waiver, email employmentexperiences@bethelks.edu

Campus Services

Mail

A correct campus address should read as follows:

Student Name

Bethel College, 300 E**.** 27th Street

North Newton, KS 67117-8061

Student mailboxes are located in Schultz Student Center, just outside Thresher Shop/around the corner from the coffee shop. Mail is distributed daily Monday through Friday.

Packages may be picked up from the mail center in Thresher Shop from 8 a.m. to 5 p.m., Monday through Friday, with a photo ID. UPS delivers packages Monday through Friday at approximately noon. Shipments may be made through Thresher Shop. Notification of UPS, U.S. Postal Service and FedEx package deliveries will be made via email.

Postage stamps may be purchased at Thresher Shop. Foreign mail, including to Canada and Mexico, will require additional postage. A mail slot has been provided in Schultz Student Center and at Office Services for intra-campus and stamped U.S./foreign mail. Student intra-campus mail must have the student's name on each piece. Please note: The minimum size for all mail (both intra-campus and stamped) is 3 1/2 inches by 5 inches. Intra-campus mail service is for the campus community, not for outside agencies or commercial purposes.

If you will not be on campus to pick up your mail for four weeks or longer, please stop by the mail center in Thresher Shop and fill out a form to let us know what to do with your mail in your absence. First-class mail and some periodicals may be forwarded to you for the length of one semester from the time you leave Bethel. Failure to fill out a forwarding order may result in mail handling fees added to your student account in order to forward your mail.

Thresher Shop & Ticket Office

Thresher Shop is located in Schultz Student Center and carries office supplies, gift items, cards and a complete line of Bethel College clothing and accessories. Students may pay by cash, MasterCard, Visa or Discover. Bethel uses an online system for students to purchase textbooks. The site can be accessed through MyBC. Anyone can use the online storefront at threshershop.com, 24/7, to order Thresher apparel.

Full-time students get into most on-campus events at no charge or for a reduced fee. Seats can be reserved by calling the ticket office at 316-284-5205 or stopping by Thresher Shop during regular business hours.

Lost & Found

The official lost and found center is located in Thresher Shop.

Copying & Printing

Copying and printing services are available in Thresher Shop, the CAD, and Mantz Library. Color copies, available at Thresher Shop, are $0.50 per page.

1887 Cafe

The 1887 Cafe in Schultz Student Center serves Starbucks® coffee, smoothies and breakfast items in the morning, grab-and-go sandwiches and salads at lunch, and made-to-order sandwiches, wraps and paninis in the evening. It's a comfortable place to socialize, eat and study, and is open to the public. To view the hours and menu of 1887 Cafe, visit bethelks.campus-dining.com/menus/the-1887-cafe/

Kauffman Museum

Kauffman Museum preserves and interprets the human and natural history of the central prairies, and its collections and tallgrass prairie reconstructions offer opportunities for research and internships. Admission is always free for Bethel College students. Kauffman Museum is across Main Street east of Thresher Gym.

3. Get Involved

Getting involved in an activity outside the classroom adds to the student experience. It lets you take part in something that interests you, get to know other students, and build your resume.

Student Government Association (SGA)

The SGA at Bethel College provides an excellent opportunity for student involvement. In many ways, it is modeled after the U.S. government, in that it divides power among executive, legislative and judicial branches. The SGA functions independently of the college administration, though it does not assume an adversarial relationship.

The executive branch is composed of the student body president, student body vice president, chief of staff, secretary of diversity affairs, secretary of student activities and secretary of public relations. The SGA Senate is composed of three senators from each class, two commuter senators and three at-large senators. The SGA Judicial Branch is composed of one student body chief justice and three associate justices, all of whom are appointed by the student body president and confirmed by the SGA Senate.

General elections for freshman senators take place in the fall. All other offices are elected in the spring. All full time students may vote and all full-time students having adequately circulated a petition of candidacy and maintaining a 2.5 GPA may run for office. Appointed positions are filled by the student body president and confirmed by the SGA Senate. Appointments are generally made in May, but may be made as needed throughout the year.

The Student Activities Council (SAC), led by the Secretary of Student Activities, plans campus events such as Welcome Week, Winter Week, Spring Fling and the Bubbert Awards; all

students are welcome (sac@bethelks.edu). The Diversity Council (DivCo), led by the Secretary of Diversity Affairs, hosts multicultural programming and heritage and awareness month events.

Student Organizations

Getting involved in an activity outside the classroom adds to the student experience. Student organizations also allow students to take part in a subject or activity of interest, and get to know other students. Near the beginning of each school year, the Office of Student Life oversees the Student Involvement Fair to familiarize new and returning students with the variety of student organizations offered. Student Government statutes require that all student organizations allow membership to any student interested in their subject area. For information on how to become involved, please contact the Student Life office located in the lower level of the Administration Building.

Students may start/register a new student organization by completing a Registered Student Organization Application available outside the Student Government Association Office which must include the names of the club president, club advisor, and at least three other student members as well as a purpose statement. This form must be presented to the Student Government Senate for approval. Club Advisors must be full-time faculty or staff at Bethel College. Registered Clubs may request funds from the Student Senate to organize events. The SGA Advisor must approve fundraising efforts.

Find every club and organization: https://www.bethelks.edu/student-life/student-engagement/student-clubs-and-organizations/

Athletics & Intramurals

Bethel College is a member of the National Association of Intercollegiate Athletics (NAIA) and the Kansas Collegiate Athletic Conference (KCAC). Find current teams and schedules at bethelthreshers.com

Intramurals are very popular all year long. Some of the competitive sports are basketball, soccer, flag football, tennis and volleyball. The intramural program also sponsors health and fitness activities throughout the year.

Arts & Media

Musical ensembles (Concert Choir, Chapel Choir, Jazz Ensemble, Jazz Combo, Chamber Orchestra, Wind Ensemble and small groups) are open to non-majors; auditions are at the beginning of the year. Communication Arts offers theater (at least two major productions a year, auditions open to all) and competitive forensics. Students also run KBCU 88.1 FM, The Bethel Collegian newspaper, and YAWP! literary magazine.

Faith & Service

Weekly chapel is Wednesdays, 11–11:30 a.m. See Campus Ministries & Spiritual Life (page 17).

One primary way to serve is our fall Service Day, when daytime classes are not held and students are expected to sign up for service opportunities in the community. Others include Spring Service Saturday, the Make Bethel Beautiful Squad, and opportunities with community partners throughout the year. Contact the campus pastor to explore options.

Traditions

Fall Festival (held each fall since 1971 and one of the largest festivals in the Newton area), the Lighting of the Green Advent service, 24 Hours of Prayer, and lecture series including the Menno Simons Lectures, Staley Lectures, Bible Lectures, KIPCOR Peace Lectures and Greer Distinguished Artist presentations. Watch campus email and Convocation announcements.

4. Residence Life

The objective of Residence Life at Bethel College is to create safe and comfortable living-learning environments that support and enrich the college's academic programs and provide opportunities for our residents to experience spiritual, intellectual, and personal growth within a Christian community.

Residency Requirement

All full-time students under the age of 23 are required to live in college residence halls and participate in the college dining hall plan.

Exceptions to this policy include:

- students living with their families
- students who are married
- single parents with children at home
- students with permission from the vice president for student life.

Any student not in compliance with the residential requirement and not having the approved exception is responsible for the normal housing and food fees.

If an exception is granted for residential requirements or meal plan, a campus life fee will be charged. If an exception is granted for residential requirements for any reason, the student's institutional financial aid will be reduced by 25% of their full amount.

Housing Assignments & Roommates

Students will be given housing assignments in accordance with their preferences to the extent that those preferences can be accommodated.

Bethel College reserves the right to make housing assignments and alter student assignments at any time.

Bethel College reserves the right to control the use of rooms in the event of an epidemic or emergency and, after notifying the resident, to use the rooms during academic breaks.

Room & Roommate Changes

Residents may not change rooms without the prior consent of the Coordinator of Residence Life and Student Life Operations. If a resident has an issue in their assigned room, it is recommended they speak with their Community Assistant.

Room Occupancy & Consolidation

Residents without a roommate will be expected to find an on-campus roommate.

- Failure to find a roommate will result in a mandatory reassignment, a roommate being assigned to the room, or remaining in the space at the single-room rate.

Moving In & Out

Check-In & Check-Out

- Each student, upon moving into their assigned room, shall complete a room inspection form, which should be an accurate and complete record of the contents and conditions of the living space.
- When vacating the assigned room, the student must check out with the Coordinator of Residence Life and Student Life Operations or appointed Residence Life staff member, or follow approved Bethel College Residence Life protocols.
- The room inventory form and inspection by a staff member will serve as the basis for any assessed damage fees/charges.
- Please note additional charges may be assessed after the student leaves the space if issues hidden from plain view are found and noted by the Bethel College Maintenance Department.
- Fees will be assessed if a student fails to follow the proper check-out guidelines, regardless of the condition of the living space.

Opening & Closing

Residence hall occupancy is available to students as defined by the academic calendar. Postings will be provided regarding residence hall closings during holiday breaks.

Failure to comply with stated closing dates will result in a $50 fine every day starting at 6pm the night of closing and then 10am each day after the residence halls close (up to $200). Additional responses may be determined by the Residence Life staff.

Furniture

- All residence hall rooms are furnished with a desk, desk chair, chest of drawers, bed and mattress. Double Occupancy rooms will have two of the above stated furniture items.
- Students bringing personal furniture to be used in their residence hall must be prepared to store the Bethel College-issued furniture at their own expense. Bethel College will not store items.
- Anyone bringing personal furniture should be fully aware of the history of the item to ensure the furniture does expose the residents or the facility to pests (i.e. rodents, bedbugs, fleas and/or other types of insect infestations). Bethel College ensures all residence hall rooms are free of pests prior to student move-in each year.
- If pests are found in a room after students move in, the student(s) residing in that room may be required to reimburse Bethel College for any costs associated with removal.
- The college prohibits the lofting of beds; beds may elevate with Bethel College risers only. To have a bed raised to maximum height, one must make a request with the Bethel College Maintenance Department.

Refrigerators

- Full-size refrigerators and freezers are not allowed in rooms.
- **Refrigerators and their contents are subject to room check procedures.** The use of a refrigerator in a violation of Bethel College policy or Community Standards may result in the forfeiture of the student's ability to have a refrigerator in a residence hall.
- All refrigerators and freezers must be unplugged over the Thanksgiving, Christmas, and Spring Break

hall closures.

Summer Storage

Storage of personal property will ONLY occur over the summer break, and is made available on a first-come-first-served, space-available basis to out-of-state Bethel College students. Once approved, a Storage Agreement and the $50 nonrefundable deposit will secure the space needed.

- No students are guaranteed a space to store items.
- Space is limited in cases of large furniture items such as couches, carpet, chairs, futon, etc.
- All items must be contained in boxes, suitcases, etc.; clearly labeled; and placed in defined spaces of the storage area.
- Property placed in designated storage through appropriate Residence Life staff will remain in storage for the student's possession until the first Friday of the following semester.
- Bethel College is not responsible for damage or theft of stored items.

Personal Property

Bethel College is not liable for the theft, loss, or damage of property belonging to the student or their guest, nor for any personal goods stored in the residence halls. Students are encouraged to acquire renter's insurance or should make certain their belongings are covered by an "off the premises" clause in a householder's or homeowner's insurance policy on their permanent residence.

Any student who opts to leave behind personal belongings forfeits those belongings to Bethel College at the end of the academic year.

Living Together

Guests

- All guests must comply with Bethel College policy and Community Standards.
- The resident/student is responsible for the conduct of their guest, and will be held responsible for any violations of policy and/or Community Standards committed by the guest.
- Guests must be registered with the Director of Residence Life and Student Engagement prior to staying overnight. Emergency contact information for guests should be provided at the time they are registered. Guests must be with their hosts when in the residence hall.
- Guests must have ID on them at all times and present ID if requested.
- Minors, other than relatives of current Bethel College students, are discouraged from being in residence halls. Guests are limited to no more than three (3) nights per month.
- Guests are only permitted with the consent of the resident's roommate, and written permission must be granted by the roommate for the use of their bed.

Privacy Hours

The primary purpose for privacy hours is to ensure that privacy is maintained within the residence halls. During privacy hours, students of the opposite sex, and/or students who are romantically or sexually involved, are not allowed to visit inside residence hall rooms/apartments. This policy is in effect year-round, 365 days a year. These hours are in effect as follows:

- **Sunday through Thursday:** midnight–9 a.m.
- **Friday & Saturday:** 2–9 a.m.

Students in any given room or apartment may desire privacy beyond these hours. These students may establish more restrictive hours through a roommate agreement.

Cohabitation

Overnight sleeping in a room (including the lounge areas of Warkentin Court) assigned to a member of the opposite sex is defined as cohabitation in all three residence halls.

Students of all sexual orientations are expected to comply with the guest and cohabitation policies in the spirit in which they were written.

Quiet Hours

Anytime individuals live together in a community, a reasonable level of noise is expected. However, loud or disturbing sounds such as, but not limited to, yelling, stereos, television, video games, bass, musical instruments, etc., which interfere with others' ability to sleep, study or work are prohibited.

- **Sunday-Thursday:** 10 p.m.–10 a.m.
- **Friday & Saturday:** midnight–10 a.m.
- During finals week, a 24-hour quiet period starts at 10 p.m. on the Sunday before finals.

Courtesy Hours are always in effect. The right to quiet for sleep and study supersedes the right to make noise.

Keys

- Keys are to be used only by the student to whom they have been issued.
- Duplication of college keys is prohibited.
- It is a violation to possess and/or use an unauthorized key for college buildings.
- Students will be charged for lost keys according to the maintenance charge schedule.

Thermostats

Tampering with thermostats, including the heating or cooling of temperature sensors, is not allowed, and could result in charges, specifically if equipment is damaged or it causes damage to the property of others.

Pets

Pets are prohibited in the residence halls with the exception of fish in aquariums smaller than ten (10) gallons.

All guests are required to abide by this policy.

For service animals and emotional support animals, see Accessibility & Accommodations (page 11).

Care and Use of Facilities

All students are responsible for the proper care and use all Bethel College grounds and facilities. Additionally, students living in Bethel College residence halls are responsible for the proper care, use and cleaning of their assigned room(s) and furnishings.

- Painting of any surfaces in the rooms or lounges, including walls and furniture, is prohibited.
- In Voth Hall and Warkentin Court, bathrooms (including showers, shower curtains, floors, sinks, counters and toilets) must be cleaned regularly.
- In Haury Hall, residents need to take individual responsibility to maintain the cleanliness of the bathrooms and showers.
- Activities such as rollerblading, skateboarding, water fights, bike riding, shooting paint guns, throwing plastic discs, playing outdoor games, throwing, bouncing or kicking balls, golf, basketball, etc., inside Bethel College facilities are prohibited. Students will be responsible for damage that may occur while engaging in these activities. Exceptions may be made during specific programming activities sponsored by Bethel College.
- Charges will be levied for any damage or alterations to Bethel College facilities including painting, damage to walls caused by nails, screws, adhesives or other materials, and any form of vandalism.
- Within the residence halls, loss, damage or necessary cleaning in other areas not accounted for will be the responsibility of, and will be assigned equally to, all members of the residence hall or assigned living space.

Fire Safety

- Regardless of intent, liability for any action that results in the activation of an alarm or the discharge of a fire suppression apparatus that causes damage to Bethel College or student property will be on the student(s) responsible.
- Attempting to ignite and/or the action of igniting Bethel College and/or personal property on fire either by intent or through reckless behavior.
- **Appliances:** Every electrical appliance must be UL-listed and may only be used within the limitations of that listing. Flexible wiring (i.e., wiring not in a conduit) shall not be extended through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental or physical damage. Wiring – including but not limited to telephone, cable or computer wiring – from room to room is prohibited. All appliances with open/exposed heating elements are prohibited. These would include, but are not limited to, kerosene lanterns, hot plates, “George Foreman” grills, candle warmers and stoves.
- **Electricity:** All extension cords must be grounded with three wires, terminate in a single receptacle, and be sized adequately to handle the load.
- Multi-tap adapters, “cube taps,” zip-type extension cords and similar devices are prohibited. Light strings (e.g., Christmas lights) may not be hung in residence hallways.
- **Failure to Evacuate:** It is each resident’s responsibility to immediately evacuate to designated assembly areas when the fire alarm sounds.
- **False Fire Alarms:** False alarms (pulling fire alarm stations without cause, tampering with smoke detectors, etc.) are prohibited.
- **Fire and Emergency Equipment:** Tampering or interfering with fire alarm pull stations, smoke and heat detectors, fire extinguishers, hoses, fire sprinkler systems, exit signs or lights is prohibited behavior. Violators are subject to disciplinary action as well as legal prosecution.
- **Flammable or Corrosive Materials:** Storage or use of any flammable liquids, fireworks, photo developing chemicals or corrosive materials in any quantity is prohibited in or around the residential facilities.
- **Vehicles/Machines:** No vehicles or machines with flammable or corrosive materials can be brought

into or stored in or around the residential facilities.

- **Halogen Lamps:** Halogen lamps are prohibited.
- **Open Flames:** Use of candles, charcoal grills, incense, tiki torches, or any other open flames are prohibited in or around the residential facilities. Propane gas and charcoal for BBQs may not be stored in or around any residential facility.
- **Smoke Detectors, Sprinkler Heads:** Hanging items on, damaging, dismantling, deactivating, covering or otherwise altering smoke detectors and/or sprinkler heads is prohibited.

For what to do in a fire, see Safety & Emergencies (page 71).

Room Entry, Checks & Searches

Weekly Health & Safety Checks

- Health and safety checks will occur during a set time each week on Sunday nights.
- Community Assistants will complete and document each health and safety check.
- Failure to comply with/pass a health and safety check will result in fines and/or referral to the campus judicial process for noncompliance after the first warning.
- Community areas in Warkentin (bathroom and living room) and Voth (bathroom) will be passed or failed as the responsibility for everyone living in the space.

Room and College Property Entry

Bethel College respects the privacy of individuals, and wants all students, faculty, and staff to feel welcome on campus. However, as a private institution of higher learning, Bethel College reserves the right to search student living areas and other areas of campus as needed to protect the interests of the college and the safety of the community. Authorized personnel may enter student rooms or other areas of campus to conduct a “check” or “search” as outlined below. Areas subject to room/property checks and room/property searches include, but are not limited to: student living spaces, rooms on campus, lockers, vehicles, and other areas on Bethel College’s physical campus.

When on college sponsored trips, Bethel College students are also subject to checks and searches as deemed appropriate by the Bethel College adviser/staff member accompanying the group.

If immediate action is deemed necessary by Bethel College administration, law-enforcement or other life-safety agents, to protect public or individual health and/or safety, the outlined processes may be amended.

Room/Property Check

A room/property check is when a Bethel College maintenance staff member and/or Student Life staff (student and professional staff) member enters the space in the event of a mechanical, electrical or plumbing malfunction or inspection; during breaks in the academic calendar; during emergency or potential emergency situations; or for periodic safety checks throughout the academic year.

Specific allegations/suspicions of Bethel College community standards and/or policy violations (pets, weapons, smoke) may also prompt entry, as well as requests from local law enforcement or other life-safety agents.

- Personal belongings, with the exception of refrigerators, will not be checked. Closets or lockers may

be checked, but not searched.

- Authorized personnel will announce who they are before entering a student's living space.
- If a violation of Bethel College community standards and/or policy is discovered in the course of a room/property check, the staff person shall refer the incident for action as outlined in the Bethel College Student Conduct process.
- A room or property "search" may follow.
- Any person(s) documented for violating Bethel College community standards and/or policy will be notified within five (5) college business days if the person making a room check has discovered a violation.

Room/Property Search

A room/property search encompasses a room/property check (as outlined above), but is more extensive as it includes, but is not limited to, a search of personal belongings.

Before a room/property search can be conducted, a Search Order must be issued by the Vice President for Student Life (or designee) in response to a documented report of a violation of Bethel College community standards and/or policy. This statement reporting a violation will be signed by the person alleging that a violation has occurred or is occurring, or signed by a college staff member (including Community Assistants) who has received a report from a dependable source that a violation has occurred or is occurring.

The Search Order must:

- indicate the room, or other area(s) to be searched;
- indicate the Bethel College community standards and/or policy allegedly violated;
- include the date of issuance and be signed by the Vice-President for Student Life (or designee);
- be issued within five (5) college business days of receipt of the written report

During a room/property search:

- The search must be conducted by at least two (2) Bethel College staff members.
- Depending on the nature of the request, a law-enforcement or other life-safety agent may be included in the search.
- A copy of the Search Order will be given to the occupant or occupants.
- If an occupant of the room/property is not present, a copy of the Search Order will be left in the room/property or delivered to the person(s) reportedly involved or responsible for the space.
- Any item(s) removed from the searched area should be documented and a detailed, itemized description of the item(s) should be provided to the occupant.

Following a room/property search:

- A written search report should be filed with the VPSL.
- A written search report should be provided to the occupant(s) involved or responsible for the space. If alleged violations of Bethel College community standards and/or policy are discovered, the student(s) enter the Student Conduct process.
- The written search report and any and all confiscated items may be referenced during the Bethel College Student Conduct process.

Termination of Residential Status

- The college may take possession of the room at any time if full-time enrollment is not maintained, for violation of any of the guidelines or procedures herein, for violation of Bethel College community standards or policies, for health or social reasons, or for any other reason deemed sufficient by Bethel College.
- The college is under no obligation to make refunds to students who are removed or reassigned from their housing assignment as a result of the student conduct process.
- Part-time students with federal/state aid do not qualify for any refunds.

5. Conduct Policies A–Z

Definitions

The following definitions apply to all Bethel College policies unless otherwise noted.

“Student” means an individual who is:

- registered to take or is taking one or more courses, classes or seminars, credit or noncredit, at Bethel College, online or on campus; or
- between terms of a continuing course of study at the college, such as summer break between spring and fall academic terms; or
- expelled or suspended from enrollment as a student at the college, during the pendency of any adjudication of the student disciplinary action.

“Visitor” means any person who is:

- On Bethel College property, but does not include an employee of Bethel College acting in the course and scope of their employment, or a student, when that student is on Bethel College property.

Alcohol & Other Substances

- The use, possession, purchase, transportation, distribution, sale, delivery or manufacture of alcoholic beverages by Bethel College students or guests while attending any Bethel College sponsored/supported event and/or on any property owned by Bethel College, including campus-owned houses and the semi-wilderness park and natural resource area adjacent to the college property on the east of campus, regardless of age, as a student or guest, is prohibited.
- Being under the influence of alcohol and/or intoxicated (as defined by federal, state and/or local law) while attending any Bethel College sponsored/supported event and/or on any property owned by Bethel College, including campus-owned houses and the semi-wilderness park and natural resource area adjacent to the college property on the east of campus, regardless of age, as a student or guest, is prohibited.
- Persons in the presence of alcohol, with or without objective signs of intoxication, are in violation of this policy.
- Open, full or empty alcohol containers including, but not limited to, beer cans, bottles and/or shot glasses may not be displayed and are prohibited.
- Devices and games used or intended for the rapid consumption of alcoholic beverages are prohibited.
- Students who consume alcohol at an off-campus location and/or an event not sponsored by Bethel College, and whose subsequent actions violate the sexual harassment policy may be charged with a Title IX violation.
- The use, possession, purchase, transportation, distribution, sale, delivery or manufacture of any: narcotic; drug; medicine prescribed to someone else; chemical compound; or other controlled substance by Bethel College students or guests while attending any Bethel College sponsored/supported event and/or on any property owned by Bethel College, including campus-owned houses and the semi-wilderness park and natural resource area adjacent to the college property on the east of campus, as a student or guest, is prohibited.

- **Being under the influence of any:** narcotic; drug; medicine prescribed to someone else; chemical compound; or other controlled substance and/or intoxicated (as defined by federal, state, and/or local law) while attending any Bethel College sponsored/supported event and/or on any property owned by Bethel College, including campus-owned houses and the semi-wilderness park and natural resource area adjacent to the college property on the east of campus, as a student or guest, is prohibited.
- The use, possession, purchase, transportation, distribution, sale, delivery, display or manufacture of paraphernalia related to any: narcotic; drug; medicine prescribed to someone else; chemical compound; or other controlled substance, as a student or guest, is prohibited.
- Marijuana is not allowed on campus grounds and is illegal in the state of Kansas. This includes the alteration or manipulation of an item for the purpose of using an illegal/illicit substance.
- Local law enforcement will be involved with situations involving illegal/illicit substances.
- Upon reasonable suspicion of drug use, and approval by the president or designee, the college may require the student to submit to a drug test conducted by a licensed professional. The student may be responsible for the cost of the drug test and subsequent processing. Students who consume illegal or illicit substance at an off-campus location and/or an event not sponsored by Bethel College, and whose subsequent actions violate the sexual harassment policy, may be charged with a Title IX violation.

Bicycles

Bicycles should be parked in racks located at various locations on campus. Bicycles should be secured using a lock when parked in the bike racks. All bicycles need to be removed from racks by Commencement or they will be removed by the college.

Bullying & Cyberbullying

Bullying & cyberbullying are prohibited. KSA 72-8256 defines bullying as “any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of: harming a student or staff member, whether physically or mentally; damaging a student’s or staff member’s property; placing a student or staff member in reasonable fear of harm to the student or staff member; or placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property.” KSA 72-8256 defines cyberbullying as “bullying by use of any electronic communication device

through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.”

Drones

Bethel College does not permit student recreational or commercial use of drones on or around the campus. Some exceptions may be made with advanced written approval from the vice president for student life or director of marketing and communications.

Harassment, Discrimination and Sexual Misconduct

Bethel College prohibits discrimination, harassment, sexual misconduct and retaliation. See Section 7, Title IX, Harassment & Nondiscrimination (page 43).

Hazing

Bethel College prohibits hazing, considering it a serious violation of college policy and potentially a criminal offense. Hazing is strictly prohibited in all forms, whether it involves physical, mental, or emotional harm, and whether it occurs on or off campus in connection with college activities.

Kansas law: Hazing is a class B nonperson misdemeanor under Kansas Statute 21-5418, and is defined as "recklessly 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."

Examples of hazing include physical activities, coerced consumption of substances, humiliation, and activities that negatively affect a person's well-being.

Reporting: Report hazing to the Vice President for Student Life or through the Student Life Concern Form. The college will investigate all reported hazing incidents thoroughly and impartially. Violations can lead to disciplinary action, including dismissal/expulsion.

Emergencies: If a hazing incident involves an imminent threat to someone's health or safety, call 911 and cooperate with emergency officials.

Amnesty: Students who report hazing in good faith may be granted amnesty, which means they will not be penalized for their participation in the hazing activity if it was reported.

Bethel College is committed to educating students, advisors, faculty, and staff about the dangers of hazing.

Noncompliance

- Bethel College students and guests are expected to comply with directives of college officials, staff, faculty, security officers, community assistants or other law enforcement/fire department personnel acting honorably in the performance of their duties.
- Bethel College students and guests are expected to comply with all Bethel College policies, and all federal, state and local laws, regardless of location (i.e., both on and off the Bethel College campus).
- A lack of conviction in any criminal proceeding may not serve as evidence within the Bethel College Student Conduct process.
- Bethel College Student Conduct process outcomes are based on policy, not law, and the rights one might have in criminal cases may not pertain on campus.

Parking & Motor Vehicles

Students are permitted to operate and maintain motor vehicles on campus provided the vehicle:

- is properly registered with Bethel College Student Life;

- meets the requirements of all applicable Kansas Vehicle Responsibility Laws;
- is operated responsibly and in compliance with all applicable laws;
- is kept off all college sidewalks and grounds;
- is parked in designated parking spaces or areas.

Repeated or flagrant violations of this policy may result in the student's privilege to operate or maintain a motor vehicle on campus being revoked.

Vehicles parked in unauthorized areas (including the Bethel College Mennonite Church, BCMC, fenced-in parking lot on the east side of the building) are subject to fines and/or may be towed away at the student's expense.

The streets adjacent to BCMC have designated four-hour parking spaces. BCMC asks that Bethel College students and guests not park in those spaces to make them available to parishioners. Parking in this area may result in an allegation of violating Bethel College's Noncompliance policy.

Posters & Flyers

No posters or flyers may be hung on windows. All posters and flyers must be in good taste and must properly reflect all student handbook policies and expectations. Posters and flyers may not exhibit sexually explicit pictures or photographs of any persons without clothing, statements, symbols, depictions or references to alcohol or drugs or foul language, nor any other offensive or vulgar material.

Pranks

Bethel College has a long tradition of creative, harmless pranks. Pranks that damage property, create extra work or cost for maintenance staff, or put anyone at risk are not tolerated. Any prank must:

- be creative and in good taste, without attacking the reputation or identity of a person or group, and without vulgar words or actions;
- not damage property;
- not take place during busy times such as opening weekend, Fall Fest or graduation weekends;
- minimize, rather than add to, cleanup work for maintenance staff (a note to maintenance with a cleanup plan is expected);
- follow all other college policies, including Restricted Areas & Unauthorized Entry.

Prank-free zones: the Administration Building, faculty office spaces, and Memorial Hall.

Students involved in pranks that are dangerous or require cleanup costs will be held accountable through the Student Conduct process, fines, and/or law enforcement.

Restricted Areas & Unauthorized Entry

- Students are prohibited from scaling or climbing walls, accessing roofs, throwing any object to or from, or dropping or allowing any object to fall from, any roof, ledge or balcony of any and all Bethel College facilities unless otherwise designated.
- Throwing any object to or from, or dropping or allowing any object to fall from any window, climbing in or out of windows to gain entrance to a room, or the unauthorized removal of window screens is

prohibited.

- Any weather-related damages that occur to a room as a result of a student not closing a window will be billed to the resident(s) responsible.
- Unauthorized entry into, presence in, or use of college facilities equipment or property that has not been reserved or accessed through appropriate college officials is prohibited. Unauthorized entry into dining facilities, offices, maintenance closets, etc., is prohibited. Students and guests are prohibited from entering college buildings during break time without authorization. Students are not to access known restricted areas including, but not limited to, emergency exit doors, fire escape doors, attic/roof access doors, ledges, fire escapes, attic spaces, rooftops, construction areas, etc.
- Unauthorized entry into any Bethel College space and/or facility is prohibited.

Theft of Items or Services

The following is prohibited:

- The actual theft of, or the attempt or intent to steal, services or property belonging to Bethel College, members of the Bethel College community or guests
- Possession of property stolen from or belonging to another person without the owner's permission
- Possession or use of any form of false identification, including the alteration, forgery or misrepresentation of any form of identification.
- Unauthorized use or attempted or actual use of a Bethel College student, faculty, or staff: identification; credit or debit card or personal check; cell phone; computer; automobile; bicycle; or other personal property or information belonging to another.

Bethel College is not liable for any theft, loss or damage of property belonging to the student or their guest/s, nor for any personal goods stored in the residence halls.

Tobacco Use & Smoking

- Smoking and the use of tobacco and related products is prohibited in all Bethel College buildings and vehicles.
- Smoking includes the use of any smoking device or equipment that includes, but is not limited to, cigarettes, cigars, electronic cigarettes (e-cigarettes), hookahs, marijuana, pipes and vaporizers.
- Students may only use tobacco in the designated areas and must use the designated receptacles for disposal.

Weapons

- No person is permitted to carry or possess a firearm, ammunition or weapon on Bethel College property in accordance with the Kansas Personal and Family Protection Act K.S.A. 75-7c01 et. seq., and other applicable laws. An exception is granted to law enforcement officers with proper credentials.
- The improper discharge of a chemical agent including, but not limited to, mace, pepper spray or other aerosols, is prohibited.
- Other items or implements used aggressively or for violent purposes are prohibited and should be reported.

Definitions

- **Firearm:** a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive, a gas or compressed air (e.g., stun guns, airsoft, paintball, BB guns, spear guns, pistols, lasers and Tasers).
- **Ammunition:** shotgun shells, bullets, BBs, pellets and other projectiles discharged from a firearm
- **Weapons:** hunting knives, retractable bladed knives, knives with a fixed blade over 2.5 inches used for any purpose other than cooking, daggers, machetes, bows and arrows, crossbows, spears, clubs, swords, slingshots and martial arts equipment (e.g., nunchucks, throwing stars)

Storage

- Bethel College is not required to provide storage facilities for firearms, ammunition or weapons.
- No vehicle owned, leased or otherwise under the control of Bethel College shall be used to store or carry firearms, ammunition or weapons.
- No vehicle parked on or immediately adjacent to Bethel College property shall be used to store or carry firearms, ammunition or weapons.

Reporting

All members of the Bethel College community with a reasonable basis for believing an individual is in possession of and/or carrying a firearm, ammunition or weapon in violation of this policy has a responsibility to report the suspected act in a timely manner, unless doing so would

subject the community member or others to physical harm. Reports should be made to any Bethel College Student Life staff member or to an administrator of Bethel College. This policy shall not prohibit prompt notification to appropriate law enforcement authorities when an immediate threat to personal safety exists.

Bethel College may refer suspected violations of law to appropriate law enforcement authorities, and provide access to investigative or other data as permitted by law.

Good Samaritan & Bystander Intervention

Bystander Intervention

The “bystander effect” is a reference to situations in which witnesses or people who are aware of dangerous or emergency situations do not offer assistance to someone in need. Research suggests that the more bystanders are present, the less likely it is that any of them will help. Bethel College encourages people who witness or are aware of dangerous or emergency situations to call for help.

These reports can be made anonymously, and the Good Samaritan Policy below may also apply.

Good Samaritan Policy

The intent of the Good Samaritan Policy is to empower students to report concern for others who are in danger of any kind, including but not limited to: alcohol or other substance abuse; bullying; physical violence; emotional abuse; sexual harassment; or sexual violence/assault.

It is consistent with the mission, ethics and values of Bethel College to encourage people to help their neighbors. As such, concern for consequences for violations of Bethel College community standards

and/or policies should not keep anyone from offering assistance to someone in need. Individuals are specifically urged to call for medical assistance for anyone they fear is dangerously intoxicated, without fear of reprisal for the situation in which the student gives assistance.

Students seeking medical treatment for alcohol or other drug-related overdose, or students assisting another student in obtaining such medical treatment, will not be subject to the Bethel College conduct process for the sole violation of using alcohol or drugs or for providing alcohol or drugs to the student they have assisted. Students treated for alcohol poisoning or other drug intoxication will be required to meet with the vice president for student life and/or other members of the Bethel College community. This policy refers to isolated incidents and does not excuse or protect those who repeatedly violate Community Standards and/or policies.

Bethel College recommends anyone who is seriously injured, the victim of abuse or violence, or concerned about a specific threat/risk of someone being victimized physically, emotionally, mentally or sexually, to contact local law enforcement by dialing 911.

Anonymous Reporting

To further emphasize the importance of reporting incidents and initiating response efforts, Bethel College has instituted a system of anonymous reporting, allowing individuals to submit a report and protect their identity. Anonymous reports can be made via handwritten or typed notes sent to Student Life, and via the online Student Life Concern Form https://www.bethelks.edu/form/student-life-concern. Information submitted via the online form will be sent to Student Life staff without identifying the sender unless the sender chooses to be identified.

You can also report suspicious activity, with your name or anonymously, through the Get Help feature in the LiveSafe app (see Emergency Alerts: LiveSafe, page X).

6. Student Conduct Process

If a report of alleged policy violation or breach of Bethel College community standards and/or policies occurs, the college responds via the Student Conduct process. This process uses educational, developmental and restorative methods to assist students through missteps in conduct in an effort to encourage choices that are in line with the mission of Bethel College and to help individuals reclaim their responsibility to the Bethel College community standards and policies.

It is important to note that throughout the Bethel College Student Conduct process, technical rules of evidence and procedures applicable to civil and criminal court cases do not apply. To find a student in violation of a Bethel College community standard and/or policy, including violations of the Equal Opportunity, Harassment, & Non-Discrimination Policy and Procedure; the standard is a preponderance of the evidence/information. Any and all relevant information may be considered.

All student conduct proceedings are closed, but Bethel College may audiotape any conduct proceeding. The student must obtain permission from the Vice President for Student Life to audiotape any conduct proceeding. Audiotapes made by the college may be listened to by the charged student, but not copied. The audiotape may be destroyed following the resolution of the violation.

Bethel College's Student Conduct process fosters personal growth through reflection, internal and external resolution of problems, and the pursuit of reconciliation where alienation has occurred. The following "Guiding Principles of Residence Life Restorative Processes" are considered throughout the Student Conduct process, and students are encouraged to consider these principles.

- Violations of Bethel College community standard and/or policy are offenses against relationships and can leave people who are victimized, offending persons, and other community members feeling unsafe, uncooperative, concerned, and disconnected.
- Restorative processes work to repair relationships as well as possible, and include attending to needs created by the offense and needs related to the cause of the offense.
- The primary person(s) victimized by a Bethel College community standard and/or policy violation is the one(s) most impacted by the offense, and other people might be victimized in a less direct manner.
- As soon as immediate safety concerns are resolved, restorative processes will focus on using the situation as a teachable moment for the offending person(s), to help the person(s) learn new ways of being in a community.
- **Restorative processes will be initiated as soon as possible.** Voluntary cooperation is requested with an offering of minimal coercion to encourage healing of relationships and new learning.
- Restorative processes will include offering a cooperative and supportive response to those most impacted by the violation and others who are impacted.
- Residence Life recognizes that not all offending person(s) will choose to be cooperative, and there is a need for an outside authority to make restorative and respectful decisions for someone who is not cooperative.
- Offending person(s) who are not cooperative will be encouraged to consider the impact of their actions on others, with an emphasis on community values, safety, ethics, and accountability and an invitation to become more cooperative with the community.
- Restorative processes require follow-up and accountability structures to use the strength of

relationships in the community to build toward a more trusting and respectful community.

- Restorative processes recognize the importance of prevention efforts and responses consistent with community values, including the religious and spiritual orientation of the community.

(adapted from “Restorative Justice primary focus on people, not procedures”; Ron Claassen, 1996)

The following outlines the Bethel College Student Conduct process for most alleged violations of Bethel College community standards and/or policies. The college may alter this process as deemed necessary by the President of Bethel College or designee. Cases involving an alleged violation of Sexual Misconduct and/or Protected Class Discrimination and Harassment may require alterations to the standard Student Conduct process in order to comply with Federal or State regulations or to maintain the safety of members of the Bethel College community.

Executive Prerogative (Interim Suspension)

A student may be temporarily suspended or relocated/removed from their residence hall assignment prior to the completion of the Student Conduct process if, in the judgment of the President, Vice President for Student Life or the Threat Assessment Team, the safety (physical, mental or emotional) of the student or a Bethel College community member could be endangered; or if the presence of the student would seriously disrupt the normal operations of the college. If this occurs, the appropriate Student Conduct process procedures will be initiated within five (5) college working days from the date of the immediate temporary suspension was issued. During the invocation of immediate temporary suspension, the student may no longer attend classes, use Bethel College services and/or resources, and may not be on campus unless taking part in the Student Conduct process until there has been a resolution of the

incident. The student will need to approve and coordinate any returns to campus with the Vice President for Student Life.

Procedure

Initiating the Student Conduct Process

The Student Conduct Notice shall include:

- A description of the alleged misconduct;
- The Bethel College community standard and/or policy that is alleged to have been violated;
- An explanation of the Student Conduct process; and
- The requirement and instructions on how to schedule a student conduct hearing with the VPSL or Conduct Officer (CO, a Student Life staff member). The student who is the subject must respond and set up a meeting with the VPSL or CO within 24 to 48 hours without exception.

If a “no contact” order is detailed in the Student Conduct Notice, it is the responsibility of the student to refrain from any contact with the individual(s) named, directly or through third parties, or via electronic means as specified in this notice. Failure to comply with this order may result in additional allegations of violating Bethel College community standards and/or policies.

The Student Conduct Hearing

A Student Conduct Hearing is scheduled if the allegation/information supports an alleged violation of a

Bethel College community standard and/or policy. The VPSL or assigned CO will administer the Conduct Hearing. Student Conduct Hearings involving violations determined to be of a more severe level and/or alleged repeat conduct will be heard by the VPSL. The student(s) will be informed of the type of Conduct Hearing and appropriate options in their letter.

The VPSL or assigned CO will meet with the student to explain the conduct process, address questions or concerns, and allow the student an opportunity to respond to the allegations. The student may present or question the facts alleged to have occurred and address any additional circumstances or information.

A student has the right to bring an adviser to the meeting; it is the student's obligation to select an adviser who is able to attend the meeting within the designated date and time. The VPSL or CO is not obligated to reschedule the meeting to accommodate advisers.

If a student fails to attend or make arrangements to reschedule a hearing within the prescribed timeline outlined in the Student Conduct Notice, this hearing will take place in absentia, and the student will be responsible for completing any resulting outcomes.

The Student Conduct Resolution

Following a review of the evidence and hearing from the student, the VPSL or CO will issue a Student Conduct Resolution summarizing the Hearing, and outlining whether the student is responsible or not responsible for violating Bethel College community standards and/or policies.

The VPSL or CO overseeing the Conduct Resolution will consider: the allegation(s); the student's response; previous violations or allegations; and other relevant evidence or information.

If the VPSL or CO determines the student is NOT responsible for a violation of Bethel College community standards and/or policies, the allegations are dismissed. The dismissal of charges is included with the original incident report/complaint and placed in the student's file for information purposes only.

If the VPSL or CO determines the student is responsible for a violation of Bethel College community standards and/or policies, the VPSL or CO will discuss and determine appropriate sanctions.

The student will be asked to sign a document informing them of the decision and the resulting sanctions.

Sanctions

Sanctions are the primary outcomes from Student Conduct Resolutions when students are found responsible for violating Bethel College community standards and/or policies. When considering the sanctions to impose, several factors may be considered. These may include, but are not limited to: prior incidents or allegations; the nature of the alleged violation; the severity of the impact (i.e., damage, injury or harm) resulting from the violation; the payment of restitution to Bethel College or to other victims; and/or the individual's acceptance of responsibility. Repeated violations of the same Bethel College community standards and/or policies may result in an increase of the severity of the outcomes.

All sanctions are effective immediately, regardless of an appeal.

If found responsible, the range of sanctions includes, but is not limited to, the following outcomes:

- **Administrative hold:** A status which precludes the student from registering, from receiving transcripts, or from graduating until clearance has been received from the Vice President for Student Life
- **Disciplinary Dismissal:** Dismissal results in separation from the college for an unspecified time. This

action is subject to review by the president. If a person wishes to return to Bethel College following a dismissal, they are required to re-apply through the Admissions Committee and must be approved by the Vice President for Student Life. In some specific cases a review by the Threat Assessment Team may be necessary.

- **Disciplinary probation:** Probation is a designated time during which a student's conduct will be observed and reviewed. The student must demonstrate the ability to comply with Bethel College community standards and/or policies as well as requirements stipulated for the probationary period. Reports of misconduct during this period may result in additional sanctions, conditions, and/or restrictions.
- **Fines:** Dollar amounts charged to the student. This may be particularly appropriate if the misconduct requires extra work on the part of others. Minimum fine is $50.
- **Formal apology:** Written letter of apology to person(s) offended or harmed.
- **Notifications:** Notification of all student conduct action may be communicated to appropriate college personnel (e.g., academic adviser, athletic coach, performance area or activity sponsor, etc.). Violations of the Alcohol policy may result in notification to the parents and/or guardians of dependent students under the age of 21. Violations of the Illegal/Illicit Substances policy will result in notification to the parents and/or guardians of the dependent student regardless of age.
- **Referrals:** Evaluation, assessment and/or treatment options with an academic adviser, faculty/staff member, physician, mental health provider, or the Student Mental Health and Wellness Counselor. This also includes referrals for the assessment of alcohol, drug or other dependencies or addictions. The college has agreements with various community agencies for discounted services; however, the student may be financially responsible for assessments and ongoing treatment.
- **Relocation:** Required move to a different room or residence hall and/or a revocation of the ability to live on campus and/ or use the dining facility.
- **Research and/or Reflection Paper:** A paper in which the student researches a topic related to the violation through literature and interviews, and/or addresses the meaning of their behavior in relation to the Bethel College community standards and/or policies.
- **Restitution:** Making amends for harm (loss, damage, injury) caused by behavior via appropriate service; and/or monetary or material replacement; and/or monetary assessment owed to Bethel College.
- **Restrictions:** A student's access to the Bethel College property, resources and/or services may be restricted for a specified period of time or until certain conditions are met.
- **Suspension:** Suspension results in a temporary separation from the college and college activities. This action is subject to review by the President.
- **Warning:** The student is apprised of the infraction and the consequences of following or not following the standards in the future.

The Appeal Process

A request for an appeal must be submitted in writing to the VPSL, must specify in detail the exact grounds for the appeal, and must be submitted within 72 hours of the notification of decision and (if applicable) sanction.

The VPSL reviews the appeal to determine if it meets ONE of the following criteria:

- Information which might alter the original decision, and is new or was unavailable, has been attained.

- **Established procedures have been substantially violated.** This includes substantiated bias on the part of the CO.
- Disproportionate (excessive or inconsistent) sanction(s) for the violated policy.

If the evidence/information presented in the request for an appeal does NOT support an appeal, the outcome is re-affirmed and the case is closed.

If the evidence/information presented in the request for an appeal supports an appeal, one of the following occurs:

- The case is reassigned and follows the steps as outlined in the Student Conduct Process. The decision is either upheld or a new resolution is determined. The decision is final and the case is closed.
- A new hearing body (another person outside of the VPSL or CO, designated to serve the college in a similar manner, like the Threat Assessment Team) is convened and follows the steps as outlined in the Student Conduct Process. The decision of the new hearing body may not be appealed. The decision is final and the case is closed.
- The VPSL or designee determines the sanctions are disproportionate and may increase, decrease, or modify them. The decision is final and the case is closed.

Presidential Authority

Because ultimate responsibility for the welfare of the college resides in the President of the college acting on behalf of its Board of Directors, the president shall have the authority to act independent of the judicial structure to impose disciplinary action including suspension or dismissal, if such action, in the President's judgment, promotes the welfare of the college. The President takes final action on a recommendation for suspension or dismissal after the appeal procedures have been exhausted. A decision issued by the President is final and cannot be appealed.

Student Conduct Records

All Student Conduct records are maintained by the Student Life office, and are typically kept no longer than five (5) years after a student leaves the college via graduation, transfer, withdrawal or dismissal.

Civil Authorities

Any action which constitutes violations of public law may be referred to both the Bethel College Student Conduct process and appropriate law enforcement officials.

Threat Assessment

Bethel College is committed to providing a physically, mentally and emotionally safe learning and working environment for all students, faculty and staff. To that end, the college may exercise the Bethel College Threat Assessment Policy when:

- facing conduct, extraordinary discipline and/or safety issues which may present a clear and present danger, and/or

- Determining if a student has the tools or necessary resources to be a productive member of the campus community.

The results of the Threat Assessment process may or may not result in student conduct action.

7. Title IX, Harassment & Nondiscrimination

BETHEL COLLEGE EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION PROCEDURE POLICY FOR ALL FACULTY, STUDENTS, EMPLOYEES, AND THIRD PARTIES

(Hereinafter, “the Policy”)

1. Purpose

Bethel College is committed to providing an educational and employment environment that is free from discrimination based on protected characteristics, harassment, and retaliation for engaging in protected activity.

Bethel College values and upholds the equal dignity of all members of its community and strives to balance the rights of the Parties in the resolution process during what is often a difficult time for all involved.

To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness in all aspects of the education program or activity, Bethel College has developed policies and procedures that provide a prompt, fair, and impartial resolution of allegations of protected characteristic discrimination, harassment, or retaliation.

2. Scope

The Policy applies to all employees, students, and other individuals participating in or attempting to participate in Bethel College’s Education Program or Activities, including education and employment.

The Policy prohibits all forms of discrimination on the basis of the protected characteristic(s), and may be applied to incidents, to patterns, and/or to the institutional culture/climate, all of which may be addressed in accordance with the Policy.

3. Notice of Nondiscrimination

Bethel College seeks to comply with all federal, state, and local laws, regulations, and ordinances prohibiting discrimination in private post-secondary education institutions.

Bethel College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of:

- Age (40 years and over in the employment context)
- Citizenship status
- Color
- Creed
- Disability (physical or mental)

- Domestic violence victim status
- Ethnicity and ethnic characteristics
- Gender identity/expression
- Genetic information (including family medical history)
- Marital status
- National origin (including shared ancestry)
- Political belief or affiliation
- Pregnancy or related conditions
- Race
- Religion
- Residence
- Sex (including sex characteristics and sex stereotypes)
- Sexual orientation
- Veteran or military status (including disabled veteran, recently separated veteran, active-duty, wartime, or campaign badge veteran, and Armed Forces Service Medal veteran)
- or any other Protected Characteristic under applicable federal, state, or local law, including protections for those opposing discrimination or participating in any resolution process within the institution, with the Equal Employment Opportunity Commission, and/or other human/civil rights agency.

The Policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the Bethel College community whose acts deny, deprive, or limit the educational or employment, residential, and/or social access, benefits, and/or opportunities of any member of Bethel College community, guest, or visitor on the basis of that person's actual or perceived protected characteristic(s) listed above, is in violation of the Policy.

Bethel College will promptly and effectively address any such discrimination of which it has notice using the applicable resolution process in the procedures.

4. Title IX Team Contacts

Bethel College has appointed the Title IX Team, comprised of the following individual(s), to coordinate Bethel College's compliance with federal, state, and local civil rights laws and ordinances:

For Discrimination and Harassment allegations [not based on Sex or disability]:

Janet Fulmer Director of Human Resources and Compliance / Title IX Coordinator

Administration Building 300 E 27th St 316-284-5248 jfulmer@bethelks.edu

For sex Discrimination and sex-based Harassment allegations:

Janet Fulmer Director of Human Resources and Compliance / Title IX Coordinator

Administration Building 300 E 27th St 316-284-5248 jfulmer@bethelks.edu

Additional Title IX Team members are listed in appendix I.

For disability-based allegations:

Dan Quinlin Professor of Languages / Director of the Center for Academic Development (CAD)

Will Academic Center Rm 110 300 E 27th St 316-284-5333 dquinlin@bethelks.edu

Collectively, these individuals are responsible for providing comprehensive nondiscrimination education and training; coordinating Bethel College's timely, thorough, and fair response; investigation and resolution of all alleged prohibited conduct under the Policy; and monitoring the effectiveness of, and any barriers to, accessing the Policy and related procedures to ensure an education and employment environment free from discrimination, harassment, and retaliation.

Bethel College has determined that the following administrators are Officials with Authority (OWAs) to address and correct discrimination, harassment, retaliation, and/or other prohibited conduct. In addition to the Title IX Coordinator and other Title IX Team members (see Appendix I), these OWA's may also accept notice or Formal Complaints on behalf of Bethel College.

- President
- Vice President for Academic Affairs
- Vice President for Enrollment Management
- Vice President for Business and Finance
- Vice President for Institutional Advancement
- Vice President for Student Life / Dean of Students
- Director of Athletics

Bethel College recognizes that allegations under the Policy may include multiple forms of discrimination and harassment as well as violations of other Bethel College policies; may involve various combinations of students, employees, and other members of the Bethel College community; and may require the simultaneous attention of multiple Bethel College departments. Accordingly, all Bethel College departments will share information, combine efforts, and otherwise collaborate, to the maximum extent permitted by law and consistent with other applicable Bethel College policies, to provide uniform, consistent, efficient, and effective responses to alleged discrimination, harassment, or retaliation.

5. External Contact Information

Concerns about Bethel College's application of the Policy and compliance with certain federal civil rights laws may be addressed to:

Office for Civil Rights (OCR) U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-1100 Customer Service Hotline: (800) 421-3481 Facsimile: (202) 453-6012 TDD: (877) 521-2172 Email: OCR@ed.gov Web: http://www.ed.gov/ocr

Office for Civil Rights (OCR) Kansas City Office One Petticoat Lane, 1010 Walnut Street, Suite 320 Kansas City, MO, 64106 Email: OCR.KansasCity@ed.gov

Fair Housing and Equal Opportunity (FHEO) U.S. Department of Housing and Urban Development Region 7 - Great Plains 400 State Avenue, Room 200 Kansas City, KS, 66101 Email: complaints_office_07@hud.gov

Office for Civil Rights (OCR) 400 Maryland Avenue, SW Washington, DC, 20202-1100

For allegations of employee-on-employee misconduct, contact the Equal Employment Opportunity Commission (EEOC).

EEOC Regional Office Gateway Tower II, 400 State Avenue, Suite 905 Kansas City, KS, 66101

6. Mandated Reporting and Confidential Resources

All Bethel College faculty and employees [including Student Community Assistants (CA's)], other than those deemed confidential employees, are Mandated Reporters and are expected to promptly report all known details of actual or suspected discrimination, harassment, retaliation, and/or other prohibited conduct to appropriate officials immediately, although there are some limited exceptions. Supportive measures may be offered as the result of such disclosures without formal Bethel College action.

Complainants may want to carefully consider whether they share personally identifiable details with Mandated Reporters, as those details must be shared with the Title IX Coordinator.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report alleged crimes and/or Policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant or required by law), who will act when an incident is reported to them.

The following sections describe the available reporting options for a Complainant or third party (including parents/guardians when appropriate):

A. Confidential Resources

To enable Complainants to access support and resources without filing a Formal Complaint, Bethel College has designated specific employees as confidential resources. Those designated by Bethel College as confidential resources are not required to report actual or suspected discrimination, harassment, retaliation, or other prohibited conduct in a way that identifies the Parties. They will, however, provide the Complainant with the Title IX Coordinator's contact information and offer options and resources without

any obligation to inform an outside agency or Bethel College official unless a Complainant has requested the information be shared.

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with the following:

- On-campus licensed professional counselors and staff
- On-campus Victim Advocates
- On-campus members of the clergy/chaplains working within the scope of their licensure or ordination

Institutional counselors and/or the Employee Assistance Program are available to help free of charge and may be consulted on an emergency basis during normal business hours.

Failure of a Mandated Reporter, as described above, to report an incident of discrimination, harassment, retaliation, or other prohibited conduct of which they become aware is a violation of Bethel College policy and can be subject to disciplinary action for failure to comply/failure to report. This also includes situations when a Respondent is a mandated reporter. Such individuals are obligated to report their own misconduct, and failure to do so is a chargeable offense under the Policy.

A Mandated Reporter who is themselves a target of discrimination, harassment, retaliation, or other prohibited conduct under the Policy is not required to report their own experience, though they are

encouraged to do so.

In addition, Complainants may speak with individuals unaffiliated with Bethel College without concern that Policy will require them to disclose information to the institution without permission. Such individuals include:

- Licensed professional counselors and other medical providers
- Local rape crisis counselors
- Domestic Violence resources
- Local or state assistance agencies
- Clergy/Chaplains
- Attorneys

B. Anonymous Notice to Mandated Reporters

At the request of a Complainant, a Mandated Reporter may give the Title IX Coordinator notice without identifying the Complainant. The Mandated Reporter cannot remain anonymous themselves.

7. Disability-Based Complaints

Complaints related to disability status and/or provision of accommodations are addressed using the procedures in the Bethel College Equal Opportunity, Harassment, and Nondiscrimination and Procedure policy. However, allegations of discrimination or harassment on the basis of an actual or perceived disability, including instances in which the provision of reasonable accommodations has a discriminatory effect, will be resolved under the procedures.

For details relating to disability accommodations in Bethel College's resolution process, see https://bethelks.edu/academics/services/center-for-academic-development/ada-services.

8. Jurisdiction

The Policy applies to Bethel College's Education Program and Activities, to conduct that takes place on property owned or controlled by Bethel College, at Bethel College-sponsored events, and in any building owned or controlled by a Bethel College-recognized student organization. [1]

The Policy may also apply to the effects of off-campus misconduct that limit or deny a person's access to Bethel College's Education Program or Activities. Bethel College may also extend jurisdiction to off-campus and/or to online conduct when the conduct affects a substantial Bethel College interest.

A substantial Bethel College interest includes:

1) Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any federal, state, or local law. 2) Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student, employee, or other individual. 3) Any situation that significantly impinges upon the rights, property, or achievements of others, significantly breaches the peace, and/or causes social disorder. 4) Any situation that substantially interferes with Bethel College's educational interests or mission.

For disciplinary action to be issued for Title IX Sexual Harassment under the Policy, the Respondent must be a Bethel College student or employee at the time of the Formal Complaint. For allegations

other than Title IX Sexual Harassment, Bethel College may issue disciplinary action under the Policy if the Respondent was a Bethel College student, or employee at the time of the alleged misconduct. If the Respondent is unknown or is not a member of the Bethel College community, the Title IX Coordinator will offer to assist the Complainant in identifying appropriate institutional and local resources and support options and will implement appropriate supportive measures and/or remedial actions (e.g., trespassing a person from

campus). Bethel College can also assist in contacting local or institutional law enforcement if the individual would like to file a police report about criminal conduct.

All vendors serving Bethel College through third-party contracts are subject to the policies and procedures of their employers and/or to these Policies and procedures to which their employer has agreed to be bound by their contracts.

When a party is participating in a dual enrollment program, Bethel College will coordinate with the party's home institution to determine jurisdiction and coordinate providing supportive measures and responding to the Notice under the appropriate policy and procedures based on the allegations and identities of the Parties.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in contacting the appropriate individual at that institution, as it may be possible to pursue action under that institution's policies.

Similarly, the Title IX Coordinator may be able to assist and support a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to Bethel College where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give the Complainant recourse. If there are effects of that external conduct that impact a student or employee's education or employment environment, those effects can often be addressed remedially by the Title IX Coordinator if brought to their attention.

9. Supportive Measures

Bethel College will offer and implement appropriate and reasonable supportive measures to the Parties upon notice of alleged discrimination, harassment, retaliation, and/or other prohibited conduct. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and as reasonably available. They are offered, without fee or charge to the Parties, to restore or preserve access to Bethel College's Education Program or Activity, including measures designed to protect the safety of all Parties and/or Bethel College's educational environment and/or to deter discrimination, harassment, retaliation, and/or other prohibited conduct.

The Title IX Coordinator promptly makes supportive measures available to the Parties upon receiving Notice or a Formal Complaint. At the time that supportive measures are offered, if a Formal Complaint has not been filed, Bethel College will inform the Complainant, in writing, that they may file a Formal Complaint with Bethel College either at that time or in the future. The Title IX Coordinator will work with a party to ensure that their wishes are considered with respect to any planned and implemented supportive measures. Bethel College will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair Bethel College's ability to provide those supportive measures. Bethel College will act to ensure as minimal an academic/occupational impact on the Parties as possible. Bethel College will implement measures in a way that does not unreasonably burden another party.

These actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Course and registration adjustments, such as retroactive withdrawals
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Policy modification and/or training
- Implementation of long-term contact limitations between the Parties
- Implementation of adjustments to academic deadlines, course schedules, etc.
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders or other restrictions may be referred to appropriate student or employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing resolution process under the Policy.

10. Online Harassment and Misconduct

Bethel College policies are written and interpreted broadly to include online manifestations of any of the prohibited behaviors below, when those behaviors occur in or have an effect on Bethel College's Education Program or Activities or when they involve the use of Bethel College networks, technology, or equipment.

Although Bethel College may not control websites, social media, and other venues through which harassing communications are made, when such communications are reported to Bethel College, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites; sharing inappropriate content via social media; unwelcome sexual or sex-based messaging; distributing, or threatening to distribute, nude or semi-nude photos or recordings; breaches of privacy; or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of Bethel College community.

11. Inclusion Related to Gender Identity/Expression

Bethel College strives to ensure that all individuals are safe, included, and respected in their education and employment environments, regardless of their gender identity or expression.

Bethel College does not tolerate discrimination and harassment on the basis of gender identity or expression. If a member of the Bethel College community believes they have been subjected to discrimination or harassment under the Policy, they should follow the appropriate reporting process described herein.

In upholding the principles of equity and inclusion, Bethel College supports the full integration and healthy development of those who are gender diverse and seeks to eliminate any stigma related to gender identity and expression.

Bethel College is committed to fostering a climate where all identities are valued, contributing to a more vibrant and diverse community. As our society's understanding of gender evolves, so do Bethel College's processes and policies.

Concepts like misgendering and deadnaming may not be familiar to all but understanding them is essential to Bethel College's goal of being as welcoming and inclusive a community as possible.

Misgendering or mispronouning is the intentional or unintentional use of pronouns or identifiers that are different from those used by an individual. Unintentional misgendering is usually resolved with an apology if someone clarifies their pronouns for you. Intentional misgendering is inconsistent with the type of community we hold ourselves out to be. We each have a right to determine our own gender identity and expression, but we don't get to choose or negate someone else's.

Deadnaming, along with misgendering, can be very traumatic to a person who is transgender, transitioning, nonbinary, or gender diverse. Deadnaming means using someone's birth-assigned (cisgender) name, rather than the name they have chosen.

To a person who is transgender, transitioning, nonbinary, or gender diverse, their cisgender identity may be something that is in their past — dead, buried, and behind them. To then revive their deadname could trigger stressors, traumas, and experiences of the past that the individual has moved past, or is moving past, and can interfere with their health and well-being.

Unintentional deadnaming can be addressed by an apology and an effort to use the person's name. Intentional deadnaming could be a form of bullying, outing, or otherwise harassing an individual, and thus should be avoided. The Policy should be interpreted consistent with the goals of maximizing the inclusion of students and employees, including:

- Maintaining the privacy of all individuals consistent with law
- Ensuring all students equal access to educational programming, activities, and facilities, including restrooms and locker rooms
- Ensuring all employees equal access to employment opportunities and work, service, or health-related facilities
- Providing professional development for employees and education for students on topics related to gender inclusion
- Encouraging all students and employees to respect the pronoun usage and identities of all Bethel College community members

Bethel College uses a number of interventions to address concerns that are raised related to gender-based discrimination or harassment, including problem-solving, intervention, confrontation, investigation, and policy enforcement. When conflicts arise between the rights of members of the community to be free from gender-identity discrimination and those exercising their right to religious freedom, Bethel College will try to balance rights and interests to find mutually agreeable outcomes or compromises. When that is not possible, Bethel College will offer remedial solutions or enforce its Policies while also respecting the rights of all members of its community.

12. Prohibited Conduct

Students and employees are entitled to an education and employment environment that is free of discrimination, harassment, and retaliation. The Policy is not meant to inhibit or prohibit educational

content or discussions inside or outside of the classroom that include germane, but controversial or sensitive, subject matters protected by academic freedom.

The sections below describe the specific forms of legally prohibited discrimination, harassment, and retaliation that are also prohibited under Bethel College policy. When speech or conduct is protected by academic freedom, it will not be considered a violation of Bethel College policy, though supportive measures will be offered to those impacted

All offense definitions encompass actual and/or attempted offenses.

Any of the following offenses can be charged as or combined as pattern offenses, in which case the Notice of Investigation and Allegation (NOIA) will clearly indicate that both individual incidents and a pattern of conduct are being investigated. A pattern may exist and be charged when there is a potential substantial similarity between incidents where the proof of one could make it more likely that the other(s) occurred, and vice versa. Patterns may exist based on target selection, behavior similarity, or other factors. Where a pattern is found, it can be the basis to enhance sanctions accordingly. Violation of any other Bethel College policies may constitute discrimination or harassment when motivated by actual or perceived protected characteristic(s), and the result is a limitation or denial of education or employment access, benefits, or opportunities.

A. Discrimination

Discrimination is different treatment with respect to a person's employment or participation in an education program or activity based, in whole or in part, upon the person's actual or perceived protected characteristic(s). Discrimination also includes allegations of a failure to provide reasonable accommodations as required by law or policy, such as for disability, religion, or creed.

Discrimination can take two primary forms:

1) **Disparate Treatment Discrimination:**

- Any intentional differential treatment of a person or persons that is based on a person's actual or perceived protected characteristic and that:
- Excludes a person from participation in;
- Denies the person benefits of; or
- Otherwise adversely affects a term or condition of a person's participation in a Bethel College program or activity.

2)

Disparate Impact Discrimination:

- Disparate impact occurs when policies or practices that appear to be neutral unintentionally result in a disproportionate impact on a protected group or person that:
- Excludes a person from participation in;
- Denies the person benefits of; or
- Otherwise adversely affects a term or condition of a person's participation in a Bethel College program or activity.

B. Discriminatory Harassment

- Unwelcome conduct on the basis of actual or perceived protected characteristic(s),

- based on the totality of the circumstances,
- that is subjectively and objectively offensive, and
- is so severe or pervasive,
- that it limits or denies a person's ability to participate in or benefit from Bethel College's program or activity

C. Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Kansas regard Sexual Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Bethel College has adopted the following definitions of sexual harassment in order to address the unique environment of an academic community. Two definitions are required by federal law. While they overlap, they are not identical, and they each apply as noted.

1) **Title VII/FHA Sexual Harassment** applies to situations where an employee is subjected to workplace sexual harassment or where a situation involves a residential Complainant in Bethel College-provided housing.

- Unwelcome verbal, written, graphic, and/or physical conduct;
- that is severe or pervasive and objectively offensive;
- on the basis of sex, that
- unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities.

Title IX Sexual Harassment, as an umbrella category, includes the offenses of Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking. This definition applies to all Formal Complaints that fall within Title IX jurisdiction as determined by the Title IX Coordinator. Sexual Harassment includes:

Conduct on the basis of sex, or that is sexual in nature, that satisfies one or more of the following:

1) **Quid Pro Quo:**

- An employee of Bethel College,
- conditions [2] the provision of an aid, benefit, or service of Bethel College,
- on an individual's participation in unwelcome sexual conduct.

2) **Sexual Harassment (Hostile Environment):**

- Unwelcome conduct,
- determined by a reasonable person,
- to be so severe, and
- pervasive, and,
- objectively offensive,
- that it effectively denies a Complainant equal access to Bethel College's program or activity. [3]

3) **Sexual Assault**: a. **Rape:**

- Penetration, no matter how slight,
- of the vagina or anus of a person, with any body part or object, OR o
- Oral penetration
- of a sex organ of the Complainant, or
- by the Respondent's sex organ,
- by a sex-related object
- without the consent of the Complainant,
- including instances where the Complainant is incapable of giving consent because of their age or because of a temporary or permanent mental or physical incapacity.

b. **Fondling:** [4]

- The intentional touching of the clothed or unclothed genitals, buttocks, groin, breast, or other body parts of the Complainant by the Respondent,
- without the consent of the Complainant,
- for the purpose of sexual degradation, sexual gratification, or sexual humiliation Or, the Respondent caused or directed the Complainant's o intentional touching of the Respondent's clothed or unclothed genitals, buttocks, groin, breast, or other body parts, [5]

[3] Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is younger than the age of consent), though a decision-maker may consider compelling evidence that rebuts an assertion of unwelcomeness. Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a Reasonable Person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced. [4] Contact with private body parts is considered to be done for the purpose of sexual gratification unless: (1) the contact can be proven inadvertent; (2) the contact is for a legitimate medical (or other privileged) purpose and

- without the consent of the Complainant,
- for the purpose of sexual degradation, sexual gratification, or sexual humiliation
- including instances where the Complainant is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication.

c. **Incest**:

- Sexual intercourse,
- between persons who are related to each other,
- within the degrees wherein marriage is prohibited by Kansas law.

d. **Statutory Rape**:

- Sexual intercourse,
- with a person who is under the statutory age of consent of 16 years old.

4) **Dating Violence:**

- Violence, [6]
- on the basis of sex,

- committed by a Respondent,
- who is in or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the o Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—

a Respondent who is pre-sexual, based on maturity/age (thus their intent is not sexual); (4) the contact involves a Respondent who cannot developmentally understand sexual contact or that their contact is sexual; or (5) the contact is something like butt-slapping on a team and is both minimal and unlikely to have sexual motivation or purpose, as shown by the context of the act(s). [6] For purposes of the Policy, violence includes situations where the Respondent intentionally or recklessly causes the Complainant serious physical, emotional, or psychological harm. (1) Intent is evidenced when a Reasonable Person would be more likely to act with the purpose of causing serious harm rather than for any other reason.

- Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse
- Dating Violence does not include acts covered under the definition of Domestic Violence

5) **Domestic Violence:** [7]

- Violence, [8]
- on the basis of sex,
- committed by a Respondent who is a current or former spouse or intimate partner of the Complainant,
- by a person with whom the Complainant shares a child in common, or
- by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
- by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Kansas, or
- by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Kansas.

6) **Stalking:**

- A Respondent engaging in a course of conduct,
- on the basis of sex,
- directed at the Complainant, that
  - would cause a reasonable person to fear for the person's safety, or the safety of others; or
  - suffer substantial emotional distress.

For the purposes of this definition—

- Course of conduct means two or more acts, including, but not limited to acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property
- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling

D. Sexual Misconduct

1) **Sexual Exploitation:**

- Any person taking non-consensual or abusive sexual advantage of another, that does not constitute Sexual Harassment as defined above,
- for their own benefit or for the benefit of anyone other than the person being exploited.

Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
- Electronically distributing (e.g., Airdropping, Snapchatting) nude or sexual photos or videos of another person without their consent
- Invasion of sexual privacy (e.g., doxxing)
- Knowingly making an unwelcome disclosure of (or threatening to disclose) an individual's sexual orientation, gender identity, or gender expression
- Taking pictures, video, or audio recording of another person in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity; or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity; or disseminating sexual pictures without the photographed person's consent), including the making or posting of non-consensual pornography
- Prostituting another person
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI), without informing the other person of the virus, disease, or infection
- Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
- Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections (e.g., spoofing)
- Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
- Knowingly soliciting a minor for sexual activity
- Engaging in sex trafficking
- Knowingly creating, possessing, or disseminating child sexual abuse images or recordings
- Creating or disseminating synthetic media, including images, videos, or audio representations of individuals doing or saying sexually related things that never happened, or placing identifiable real people in fictitious pornographic or nude situations without their consent (i.e., Deepfakes)

E. Other Prohibited Conduct (when motivated by the Complainant's protected characteristic(s)/status)

1) **Bullying:**

- Repeated and/or severe aggressive behavior
- that is likely to intimidate or intentionally hurt, control, or physically or mentally diminish the Complainant,

2) **Endangerment:**

- Threatening or causing physical harm;
- extreme verbal, emotional, or psychological abuse; or
- other conduct which threatens or endangers the health or safety of any person or damages their property.

3) **Hazing:**

- Any act or action
- which does or is likely to endanger the mental or physical health or safety of any person
- as it relates to a person's initiation, admission into, or affiliation with any Bethel College group or organization.

For the purposes of this definition:

- It is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the student group or student organization, for an allegation of Hazing to be upheld
- It shall not constitute an excuse or defense to a Hazing allegation that the participants took part voluntarily, gave consent to the conduct, voluntarily assumed the risks or hardship of the activity, or that no injury was suffered or sustained
- The actions of alumni, active, new, and/or prospective members of a student group or student organization may be considered Hazing

4) **Retaliation**

- Bethel College or any member of the Bethel College community,
- taking or attempting to take materially adverse action,
- by intimidating, threatening, coercing, harassing, or discriminating against any individual,
- for the purpose of interfering with any right or privilege secured by law or Policy, or
- because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Policy and associated procedures.

It is not retaliation for Bethel College to pursue disciplinary action against those who make materially false statements in bad faith in the course of a resolution process under the Policy. However, the determination of responsibility, by itself, is not sufficient to conclude that any party has made a materially false statement in bad faith.

5) **Failure to Comply/Process Interference**

- Intentional failure to comply with the reasonable directives of the Title IX Coordinator in the performance of their official duties, including with the terms of a no contact order
- Intentional failure to comply with emergency removal or interim suspension terms

- Intentional failure to comply with sanctions
- Intentional failure to adhere to the terms of an Informal Resolution agreement
- Intentional failure to comply with mandated reporting duties as defined in the Policy
- Intentional interference with a resolution process, including, but not limited to:
  - Destroying or concealing evidence
  - Seeking or encouraging false testimony or providing false testimony or evidence
  - Intimidating or bribing a witness or party

F. Sanction Ranges

The following sanction ranges apply to prohibited conduct under the Policy. Sanctions can be assigned outside of the specified ranges based on aggravating or mitigating circumstances, or the Respondent's cumulative disciplinary record.

- **Discrimination:** reprimand/warning through expulsion or termination
- **Discriminatory Harassment:** reprimand/warning through expulsion or termination
- **Title VII/FHA Sexual Harassment:** reprimand/warning through expulsion or termination
- **Quid Pro Quo Harassment:** reprimand/warning through expulsion or termination
- **Sexual Harassment (Hostile Environment):** reprimand/warning through expulsion or termination
- **Rape:** suspension through expulsion or termination
- **Fondling:** reprimand/warning through suspension (termination for employees).
- **Incest:** reprimand/warning through restrictions/probation
- **Statutory Rape:** reprimand/warning through suspension (termination for employees)
- **Stalking:** restrictions/probation through expulsion or termination.
- **Dating/Domestic Violence:** restrictions/probation through expulsion or termination
- **Sexual Exploitation:** reprimand/warning through expulsion or termination.
- **Bullying:** reprimand/warning through expulsion or termination
- **Endangerment:** reprimand/warning through expulsion or termination
- **Hazing:** reprimand/warning through expulsion or termination
- **Retaliation:** reprimand/warning through expulsion or termination
- **Failure to Comply/Process Interference:** reprimand/warning through expulsion or termination

G. Consent, Force, and Incapacitation

As used in the Policy, the following definitions and understandings apply:

1) Consent:

- knowing, and
- voluntary, and
- clear permission
- by word or action
- [9] to engage in sexual activity.

Individuals may perceive and experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual activity. Consent is evaluated from the perspective of what a reasonable person would conclude are mutually understandable words or actions. Reasonable reciprocation can be implied consent. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonably immediate time.

Silence or the absence of resistance alone should not be interpreted as consent. Although resistance is not required or necessary, it is a clear demonstration of non- consent.

Consent to some sexual contact (such as kissing or fondling) cannot be assumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. If an individual expresses conditions on their willingness to consent (e.g., use of a condom) or limitations on the scope of their consent, those conditions and limitations must be respected. If a sexual partner shares the clear expectation for the use of a condom, or to avoid internal ejaculation, and those expectations are not honored, the failure to use a condom, removing a condom, or internal ejaculation can be considered acts of sexual assault.

Proof of consent or non-consent is not a burden placed on any party involved in a Formal Complaint. Instead, the burden remains on Bethel College to determine whether its Policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged misconduct occurred and any similar and previous patterns that may be evidenced.

Going beyond the boundaries of consent is prohibited. Thus, unless a sexual partner has consented to slapping, hitting, hair pulling, strangulation, or other physical roughness during otherwise consensual sexual activity, those acts may constitute Dating Violence or Sexual Assault.

2) Force:

Force is the use of physical violence and/or physical imposition to gain sexual access. Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced.

Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., “Have sex with me or I’ll hit you,” which elicits the response, “Okay, don’t hit me. I’ll do what you want.”).

Coercion is unreasonable pressure for sexual activity. Coercive conduct, if sufficiently severe, can render a person’s consent ineffective, because it is not voluntary. When someone makes clear that they do not want to engage in sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Coercion is evaluated based on the frequency, intensity, isolation, and duration of the pressure involved.

3) Incapacitation:

Incapacitation is a state where a person is incapable of giving consent. An incapacitated person cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why, and how" of their sexual interaction).

A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including as a result of alcohol or other drug consumption.

This Policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating substances.

Incapacitation is determined through consideration of all relevant indicators of a person's state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

If the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated, the Respondent is not in violation of the Policy. "Should have known" is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

H. Unethical Relationships Policy (See Appendix G)

13. Standard of Evidence

Bethel College uses the preponderance of the evidence standard of evidence when determining whether a Policy violation occurred. This means that Bethel College will decide whether it is more likely than not, based upon the available information at the time of the decision, that the Respondent violated the Policy.

14. Notice/Complaints of Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct

A report provides Bethel College Notice of an allegation or concern about discrimination, harassment, retaliation, and/or other prohibited conduct and provides an opportunity for the Title IX Coordinator to provide information, resources, and supportive measures. A Formal Complaint informs Bethel College that the Complainant would like to initiate an investigation or other appropriate resolution procedures. A Complainant or individual may initially make a report and may decide at a later time to make a Formal Complaint. Reports or Formal Complaints of discrimination, harassment, retaliation, and/or other prohibited conduct may be made using any of the following options:

1) File a report or Formal Complaint with, or give verbal Notice to, the Title IX Coordinator or to any member of the Title IX Team. Such a report or Formal Complaint may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail, to the office of the Title IX Coordinator or any other Title IX Team member listed in the Policy.

2) Report online at https://forms.bethelks.edu/form/report-harassment-discrimination. Anonymous reports are accepted but the report may give rise to a need to try to determine the Parties' identities. Anonymous reports typically limit Bethel College's ability to investigate, respond, and provide remedies, depending upon what information is shared. Measures intended to protect the community or redress or mitigate harm may be enacted. It also may not be possible to provide supportive measures to Complainants who

are the subject of anonymous reports.

As used in the Policy, the term “Formal Complaint” means a document or electronic submission (such as by electronic mail or through an online portal provided by Bethel College for this purpose) that contains the Complainant’s physical or digital signature or otherwise indicates that the Complainant is the person filing the complaint, and requests that Bethel College investigate the allegations. If Notice is submitted in a format that does not meet this standard, the Title IX Coordinator will contact the Complainant to determine whether the Complainant is requesting that Bethel College initiate an investigation or other appropriate resolution [11] procedures.

Reporting carries no obligation to file a Formal Complaint, and in most situations, Bethel College is able to respect a Complainant’s request to not initiate an investigation or other appropriate resolution procedures. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a compelling threat to health and/or safety, where Bethel College may need to initiate an investigation or other appropriate resolution procedures. If a Complainant does not wish to file a Formal Complaint, Bethel College will maintain the privacy of information to the extent possible. The Complainant should not fear a loss of privacy by submitting a report that allows Bethel College to discuss and/or provide supportive measures, in most circumstances.

15. Time Limits on Reporting

There is no time limitation on providing Notice/Formal Complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to Bethel College’s jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible.

Acting on Notice/Formal Complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of Policy) is at the Title IX Coordinator’s discretion; they may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

16. False Allegations and Evidence

Deliberately false and/or malicious accusations under the Policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a Policy violation determination. False allegations may be a form of harassment or retaliation or may fall within other Bethel College policies.

Witnesses and Parties who knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation, hearing, or Informal Resolution can be subject to discipline under appropriate Bethel College policies.

17. Confidentiality/Privacy

Bethel College makes every effort to preserve the Parties’ privacy. Bethel College will not share the identity of any individual who has made a report of discrimination, harassment, retaliation, or other prohibited conduct; any Complainant; any individual who has been reported to be the perpetrator of discrimination, harassment, retaliation, or other prohibited conduct; any Respondent; or any witness, except as permitted by, or to fulfill the purposes, of applicable laws and regulations (e.g., Title IX), the

Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, or as required by law; including any investigation or resolution [12,13] proceeding arising under these policies and procedures.

Further, Parties and Advisors are expected to maintain the confidentiality of all information created by or shared with them by Bethel College during any investigation and/or resolution process. Parties are entitled to share their own accounts and experiences but are encouraged to consider the sensitivity of the matter if they do so and should consult with their Advisors on any potential implications of doing so.

Additional information regarding confidentiality and privacy can be found in Appendix F.

18. Emergency Removal/Interim Actions/Leaves

Bethel College can act to remove a student Respondent accused of Title IX Sexual Harassment from its Education Program or Activities, partially or entirely, on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator and the Behavioral Intervention Team using its standard objective violence risk assessment procedures. Students accused of other forms of discrimination, harassment, or other prohibited conduct (not Sex-based) are subject to interim suspension, which can be imposed for safety reasons.

Employees are subject to existing procedures for interim actions and leaves.

19. Federal Timely Warning Obligations

Bethel College must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of Bethel College community.

Bethel College will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions considering the potential danger.

20. Amnesty

The Bethel College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report alleged misconduct to Bethel College officials or participate in resolution processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of Bethel College community that Complainants choose to report misconduct to Bethel College officials, that witnesses come forward to share what they know, and that all Parties be forthcoming during the process.

To encourage reporting and participation in the process, Bethel College offers Parties and witnesses amnesty from minor policy violations, such as underage alcohol consumption or the use of illicit drugs, related to the incident. Granting amnesty is a discretionary decision made by Bethel College, and amnesty does not apply to more serious allegations, such as physical abuse of another or illicit drug distribution.

A. Students

Bethel College also maintains an amnesty policy for students in addition to witnesses who offer help to others in need.

B. Employees

Sometimes, employees are hesitant to report discrimination, harassment, retaliation, or other prohibited conduct they have experienced for fear that they may get in trouble themselves. Bethel College may, at its discretion, offer employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident.

21. Preservation of Evidence

The preservation of evidence is critical to potential criminal prosecution and to obtaining restraining/protective orders and is particularly time sensitive. Bethel College will inform the Complainant of the importance of preserving evidence by taking actions such as the following:

Sexual Assault

- Seek forensic medical assistance at the nearest hospital, ideally within 120 hours of the incident (sooner is better)
- Avoid urinating, showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if you do
- If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth
- If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or secure evidence container (if provided by law enforcement)
- Seeking medical treatment can be essential even if it is not for the purpose of collecting forensic evidence

Stalking/Dating Violence/Domestic Violence/Sex-Based Harassment

- Evidence in the form of text and voice messages will be lost in most cases if a party or witness changes their phone number
    - Make a secondary recording of any voice messages and/or save the audio files to a cloud server
    - Take screenshots and/or a video recording of any text messages or other electronic messages (e.g., Instagram, Snapchat, Facebook)
- Save copies of e-mail and social media correspondence, including notifications related to account access alerts
- Take time-stamped photographs of any physical evidence including notes, gifts, etc. in place when possible
- Save copies of any messages, to include those showing any request for no further contact
- Obtain copies of call logs showing the specific phone number being used rather than a saved contact name if possible
- If changing devices, make sure to transfer any files needed to the new device

During the initial meeting between the Complainant and the Title IX Coordinator, the importance of taking

these actions will be discussed, if timely.

22. Federal Statistical Reporting Obligations

Certain institutional officials (those deemed Campus Security Authorities) have a duty to report the following for federal statistical reporting purposes (Clery Act):

1) All “primary crimes,” which include criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson 2) Hate crimes, which include any bias-motivated primary crime as well as any bias- motivated larceny or theft, simple assault, intimidation, or destruction/damage/ vandalism of property 3) Violence Against Women Act (VAWA-based crimes), which include Sexual Assault, Domestic Violence, Dating Violence, and Stalking

4) Arrests and referrals for disciplinary action for weapons law violations, liquor law violations, and drug law violations

All personally identifiable information is kept private, but statistical information regarding the type of incident and its general location (on or off campus or in the surrounding area, but no addresses are given) must be shared with the Vice President for Student Life / Dean of Students for publication in the Annual Security Report and daily campus crime log. Campus Security Authorities include Advisors to student organizations, Athletic Director, public safety/security, Coaches, Human Resources, local police, Residence Life staff, and any other official with significant responsibility for student and campus activities.

23. Independence and Conflict of Interest

The Title IX Coordinator manages the Title IX Team and acts with independence and authority, free from bias and conflicts of interest. The Title IX Coordinator oversees all Resolutions under the Policy and associated procedures. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific Formal Complaint, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias, conflict of interest, misconduct, or discrimination by the Title IX Coordinator, contact the President of Bethel College. Concerns of bias, misconduct, discrimination, or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

24. Policy Revision

The Policy and associated procedures succeed all previous policies addressing discrimination, harassment, sexual misconduct, and/or retaliation, for incidents occurring on or after August 14, 2020. The Title IX Coordinator regularly reviews and updates the Policy and procedures. Incidents occurring before August 14, 2020, will be addressed using the policy that was in place at the time of the incident, but the procedures used will be those in place at the time of the Formal Complaint. Bethel College reserves the right to make changes to this document as necessary, and those changes are effective once they are posted online.

If laws or regulations change or court decisions alter policy or procedural requirements in a way that impacts this document, this document will be construed to comply with the most recent laws, regulations, or court holdings.

This document does not create legally enforceable protections beyond the protections of the background federal and state laws that frame such policies and codes, generally.

A change required by a court or government order could occur during an active investigation or resolution process. If that happens, Bethel College reserves the right to adjust the Policy and Procedures accordingly and notify the Parties of any necessary mid-process changes. This could include entirely replacing the Policy or associated procedures, which could necessitate restarting an investigation or resolution process. Bethel College will make every effort to minimize the impact on the Parties as much as possible if changes are unavoidable.

The Policy is effective January 1, 2026.

Notes

[Numbering to be checked against the original policy PDF before publication.]

1. Education Program and Activity includes Bethel College employees' work environment.

2. Implicitly or explicitly.

— thus is conduct for which consent should have been sought and obtained by the provider; (3) the contact involves a Respondent who is pre-sexual, based on maturity/age (thus their intent is not sexual); (4) the contact involves a Respondent who cannot developmentally understand sexual contact or that their contact is sexual; or (5) the contact is something like butt-slapping on a team and is both minimal and unlikely to have sexual motivation or purpose, as shown by the context of the act(s). Contact with private body parts is considered to be done for the purpose of sexual gratification unless: (1) the contact can be proven inadvertent; (2) the contact is for a legitimate medical (or other privileged) purpose and thus is conduct for which consent should have been sought and obtained by the provider; (3) the contact involves

— (2) Recklessness is evidenced by a disregard of obvious risk to the safety of the Complainant. (3) Legitimate use of violence for self-defense is not chargeable under the Policy because the purpose is safety, not harm. It may also be used as a defense if is not clear at the time of charging whether the use of violence was for self-defense or not. Self-defense is only to be considered if it is prompted by physical violence or the threat thereof. (4) Consensual use of violence, such as in kink relationships, would also not meet this definition, in most circumstances. (5) Threats to seriously harm the Complainant or people they care about may be chargeable under this definition if doing so causes serious emotional or psychological harm.

7. To categorize an incident as Domestic Violence under the Policy, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship. As defined in the footnote for Dating Violence.

9. The state definition of consent is applicable to criminal prosecutions for sex offenses in Kansas but may differ from the definition used by Bethel College to address Policy violations.

10. Consent in relationships must also be considered in context. When Parties consent to BDSM (bondage, discipline, sadism, masochism) or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying "no" may be part of the kink and thus consensual.

11. As required by federal law, Bethel College may not initiate a grievance process for allegations of Title IX Sexual Harassment without a Formal Complaint. For all other allegations of prohibited conduct under the Policy, a Formal Complaint is not required, and Bethel College may initiate its grievance process upon Notice of the alleged misconduct. Notice can be substituted in place of references to a Formal Complaint for allegations other than Title IX Sexual Harassment throughout the Policy.

12. 20 U.S.C. 1232g. 34 C.F.R. § 99.

14. 42 U.S.C. sections 13701 through 14040.

Based on the ATIXA 2021 One Policy, Two Procedures (1P2P) Model. ©2025 ATIXA. Used with permission. (v6.2)

8. Academic, Financial & Records Policies

Satisfactory Academic Progress for Financial Aid

Bethel College students must maintain Satisfactory Academic Progress (SAP) standards to remain eligible for financial aid. For purposes of this determination, the following definitions and policies apply. Individual scholarships may have additional requirements for renewal.

Satisfactory Academic Progress Standards

GPA and PACE are evaluated for all students (full-time and part-time) who receive Title IV Federal Financial aid or Bethel College Institutional financial aid after the end of each semester (Fall/Spring). Students are notified by mail and email if they failed SAP standards. Duration is evaluated at the end of each semester. Students are also evaluated each semester to see if they can become SAP eligible based on GPA and/or PACE and are notified by mail and email if they become eligible. Students who are on SAP probation are reviewed at the end of each semester to ensure probation requirements are met.

Students who lose financial aid eligibility due to not meeting SAP requirements may regain eligibility by:

- earning the necessary GPA or credit hours to meet the minimum requirements while not receiving federal and institutional financial aid or
- submitting a SAP appeal** (see below) which is then reviewed by the Office of Financial Aid.

Minimum course completion rates and GPA:

Students are required to pass or satisfactorily complete (not withdraw from) a minimum of 67% of the courses taken (PACE), with a grade point average (GPA) above the published academic suspension level. The current GPA levels are 1.4 for freshmen and 1.6 for sophomores. Federal regulations require students who have attempted 48 credit hours to maintain a minimum of a 2.0 cumulative GPA. Transfer credits that are accepted from another institution, and are included on a student's Bethel transcript, will count as both attempted and completed hours.

Maximum time frame to complete an undergraduate degree:

The time frame, (the Dept of Ed calls it "PACE") for completion of an undergraduate program cannot exceed 150% of the published program length. The minimum number of credit hours required to graduate from Bethel is 120. Therefore, students who have attempted fewer than 180 hours of college credit, either here or elsewhere, are eligible to apply for financial aid.

Transfer credit hours that are transcripted by Bethel are included in the calculation of a student's maximum time frame to complete their degree. However, withdrawals (WP or WF), incompletes, failures, courses at non-accredited institutions, or non-college level remedial courses that are not reflected on official BC transcripts, will not be counted toward the determination of the 180 hours attempted.

Evaluation timing and intervals:

Evaluation of this standard is made every semester. The completion rate is based on classes taken during the previous semester, as well as credit hours attempted and GPA. The evaluation of course

completion will relate only to courses taken at Bethel, however hours attempted and cumulative GPA will include all hours attempted or transferred to Bethel as shown on the official Bethel transcript.

Impact of Course Repeats, Withdrawals and Incomplete Courses:

Email the financial aid office: finaid@bethelks.edu if you have questions about course repeats (duplications), withdrawals and incomplete courses.

Course Repeats: Students receiving an F in a course may repeat that course and receive financial aid for it until the course is passed. Students receiving a passing grade (D- or better) and retaking the course may only receive financial aid for that course one additional time. Repeated courses will be counted towards both the pace, GPA, and duration of eligibility components of SAP

Course Drops after the add/drop period (W's): A withdrawn course will count as attempted hours but will not count as completed hours in the SAP pace calculation.

Incompletes: An Incomplete will count as attempted hours but will not count as completed hours (therefore affecting pace). An incomplete may negatively affect a student's pace and aid eligibility. Once the work is completed a grade, passing or failing, is assigned and that grade will be incorporated into the next SAP review.

**SAP Appeal

Students may appeal either warning or suspension status in writing by explaining to the Financial Aid Director why they failed to meet satisfactory academic progress as defined herein. Reasons may include but are not limited to: illness, death in the family, other unusual circumstances, or by listing course work completed successfully in summer term or interterm following the initial determination of warning status. The student will also need to articulate what steps they plan to take in order to meet SAP by the time of the next evaluation.

Students on suspension due to the 180-hour limit may appeal if their course work attempted while at Bethel has not exceeded the 150% of the minimum hours needed to complete their degree objective. The Financial Aid Director will respond to the appeal in writing by mail or email. A student may appeal the decision of the Financial Aid Director by writing to the Admissions and Financial Aid Committee.

If the appeal is approved, students will be placed on Financial Aid Probation for one semester. Students on Probation are eligible for aid, but must make SAP to receive aid beyond one semester. At the end of the semester an evaluation will be made to determine if the student has met the SAP as reflected in GPA and PACE. If SAP is met then the student is back on normal status. If the SAP is not met, the aid is suspended.

SAP Appeal Deadlines: For the fall and spring semesters, SAP appeals must be submitted to the Director of Financial aid no later than two weeks before the start of the fall term (the date will be listed). For a Spring semester appeal, due to the limited number of days between the semester, the specific date will be listed on the suspension notification that is mailed and emailed to the student.

In all circumstances, students will have their financial aid reinstated and will be removed from financial aid warning, suspension or probationary status when all satisfactory academic progress measurements are once again restored

Financial Aid Warning

Students failing to meet the 67% completion rate, or the 1.4 GPA level as a freshman, 1.6 GPA level as a sophomore, 2.0 GPA rate as a junior or senior are placed on Financial Aid Warning for the following term. They will be notified in writing. A student on Financial Aid Warning is eligible to receive aid for the next term. If the student fails to meet the PACE and GPA levels needed, the student will be placed on Financial Aid Suspension status for the next term. If the student successfully completes at least 67% of the courses taken and increases their GPA above the 1.4, 1.6, or 2.0 thresholds, then the student would be back in good standing and would continue to be eligible for financial aid for the next term.

Financial Aid Suspension

Students who are on Financial Aid Warning who fail to complete the PACE needed and/or the GPA needed for reinstatement will be placed on Financial Aid Suspension. Also, students who have attempted more than 186 hours of college credit will be placed on Financial Aid Suspension. Students on suspension are not eligible for financial aid. If subsequent coursework of at least 6 hours enables them to meet the required SAP, their financial aid eligibility will be reinstated.

Academic Plan

If a student has done so poorly that it would be impossible to meet SAP in one semester, the student may ask for and be allowed to work up an Academic Plan (PLAN). The PLAN must be completed with the student's academic advisor and signed by the advisor, the student and the director of financial aid. The PLAN must indicate the PACE and GPA that is the target goal for the semester and to get the student back to SAP. At the end of the semester, the financial aid office will determine if the PLAN was followed and SAP was met. If successful, normal status will return. If not successful, aid will be suspended.

Business Office

Refunds

- Refunds will be made according to a prorated schedule to students officially withdrawing from all classes. For a copy of the prorated schedule, inquire at the Business Office.
- Refunds require an official withdrawal certificate with the date of withdrawal issued by the vice president for student life and approved by other designated offices.
- Responsibility is upon the student to make official withdrawal from classes in the registrar's office. Dropping all classes does not constitute official withdrawal. This policy applies also during the first week of classes before academic registration is finalized.
- The college is under no obligation to make refunds to students who are suspended, expelled or leave school without following proper withdrawal procedures.
- If a student is confronted with unusual circumstances, a request for an exception should be addressed to the vice president for business affairs.

Unpaid Accounts

- Students who have not made satisfactory progress on their account payments may be required to withdraw from classes and vacate campus. This will be determined prior to fall break for the fall semester and prior to spring break for the spring semester.

- All student accounts must be paid in full or the student must have completed satisfactory arrangements with the Business Office before official transcripts are released.
- Students will not be permitted to register if their accounts for the preceding academic year have not been paid in full, except by approval of the vice president for business affairs.
- Official transcripts for any purpose will not be released.
- Diplomas will not be issued.
- If an account is turned in for collection, the added collection costs will be the responsibility of the debtor

Check Cashing

As a student at Bethel, you may cash personal checks, second-party checks, money orders and traveler's checks at the Business Office window. There is a $100 limit per day. You may be asked to show your student ID card before the item is cashed. A returned check may result in a handling fee being charged in addition to the amount of the check.

Fees

For current tuition, room, board and fees, see the Schedule of Fees at bethelks.edu/wp-content/uploads/2026/03/2026-2027-Schedule-of-fees-2.5.26.pdf

Withdrawing from Bethel

A student who is planning a total withdrawal from all classes needs to complete a formal withdrawal procedure form. Forms are available from the Director of Student Success and Retention in AD205.

Student Records (FERPA)

Dependency Provision

The college reserves the right, as allowed under the Family Educational Rights and Privacy Act of 1974 (as amended), to disclose educational records or components thereof without written consent to parents of dependent students. All students will be assumed to be "dependent" unless the student notifies the Registrar's Office in writing within 30 calendar days after the commencement of each term that they consider themselves to be "independent." A certified copy of the parents' most recent Federal Income Tax Form establishing the student's dependent status shall be required before any educational records or components thereof will be released to the parent of a student who has properly notified Bethel College of his or her "independent" status. Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Registrar's Office.

Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law requiring an educational institution to maintain the confidentiality of student educational records. Bethel College accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose, any information from a student's educational records without prior written consent of the student except to personnel within the institution who have a legitimate educational interest, to persons or organizations providing student financial aid, to accrediting agencies

carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health and safety of students or others. All these exceptions are permitted under the act. Within the Bethel College community, only those members, individually and collectively acting in the students' educational interest, are allowed access to student educational records.

These members include personnel in:

- Vice President for Academic Affairs
- Admissions Office
- Registrar's Office
- Student Life Office
- Business Office
- KICA
- Financial Aid Office
- Library
- Career Planning and Placement Office
- And other administrative and academic personnel within the limitation of the need to know

Social Security and student status data may be provided to other state agencies for use in the detection of fraudulent or illegal claims against state monies. At its discretion, Bethel College may provide "directory information" to anyone in accordance with the provisions of the act.

Directory Information

Bethel College hereby designates the following student information as public or "directory information":

- Name
- Local address(es)
- Telephone number(s)
- E-mail address(es)
- Date of birth
- Place of birth
- Photographs
- Parent(s) and/or next of kin name(s) and address(es)
- Classifications
- Major field(s) of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Enrollment status (full-time/part-time)
- Degree(s) and award(s) received
- Previous educational agency(ies) or institution(s) attended

Currently enrolled students may withhold disclosure of all or some of this information to non-institutional

persons or organizations. To withhold disclosure, written notification must be received in the Registrar's Office by the end of the fifth day of classes. Forms requesting the withholding of "directory information" are available in the Registrar's Office. This will also keep you out of Bethel's pictorial campus directory published each fall. In the absence of written notification otherwise, the college assumes you approve disclosure of this information. The directory is primarily an internal document for use by students, staff, faculty and administration, used to facilitate communication and advising. The student directory is distributed at the discretion of Bethel College. The college does not give or sell lists of students to private companies. Request for non-disclosure will remain in effect until rescinded in writing.

Open Record Policy

Students have the right, upon written request, to inspect and review information in their educational records maintained by the college. The college has 45 days to respond to individual requests, though in most situations this should not be necessary. Students must present

appropriate identification before being permitted to review records. Students wishing to challenge the accuracy of the records are entitled to a hearing. This should be requested in writing from the vice president of academic affairs. Exceptions to the policies involving student records and public directory information are noted in Public Law 93-380 (copies are available in the Registrar's Office).

Privacy Rights of Deceased Students

FERPA rights of an individual expire with that individual's death. However, it is Bethel College's policy to not release educational records of deceased individuals, unless required to do so by law by a court order or subpoena or authorized to do so by upon written request, to a spouse, a parent, the executor of the estate, the eldest surviving child, the eldest surviving sibling, and surviving descendent. Bethel College may request identification information of the deceased and proof of death. Only the college Registrar or Associate Registrar may release the academic records of deceased students.

9. Safety & Emergencies

Emergency Alerts: LiveSafe

LiveSafe is Bethel College's emergency communication system. During an active emergency, you will receive an email and a text message from LiveSafe with information and instructions.

You're signed up automatically

Your contact information is added to LiveSafe automatically every school year. You don't need to sign up or download anything to receive emergency alerts.

When LiveSafe is used

LiveSafe is used only to communicate during an active emergency. Advance notices, such as a forecast of possible severe weather, are emailed to your Bethel student email account by the Office of Marketing & Communications.

Checking in and sharing your location

Depending on the type of emergency, a LiveSafe email or text may include a short poll asking you to respond and let us know whether you are safe. It may also ask permission to share your location at that time.

Sharing your location is a one-time location ping so we know where to find you if you need help. It does not give Bethel College access to your location whenever we want. We will not be able to follow or track your location in the future because you gave permission in that one instance. Please allow us to see your location when asked.

The LiveSafe App (Optional)

You don't need the LiveSafe app to receive emergency notifications, but the app has other helpful safety tools if you choose to download it:

- **Get Help:** Report suspicious activity with a photo, video or audio file and a written message. You can submit a report with your name or anonymously.
- **Emergency Options:** Call 911, call the on-call team, or message the on-call team.
- **Panic Alarm:** Alerts the on-call team and shares your location without you having to type or say anything.
- **Safe Walk:** Choose a starting point and destination and add a friend. LiveSafe estimates how long your walk should take, notifies your friend when you leave and when you arrive, and alerts them if you don't arrive within that time.

Download LiveSafe:

- **Apple App Store:** https://apps.apple.com/us/app/livesafe/id653666211
- **Google Play:** https://play.google.com/store/apps/details?id=com.livesafe.activities

Severe Weather

Severe weather can create a tornado. There are two commonly accepted terms for tracking tornado-type weather. These terms are as follows:

- **Tornado Watch:** weather conditions indicate the possibility of one or more tornadoes forming in the area. Continue normal activity, but monitor weather alerts.
- **Tornado Warning:** a tornado has been sighted or detected and may be approaching. Seek shelter immediately!

North Newton has an outdoor warning system, consisting of a voice message followed by a 5-minute siren. This system is tested every Monday at noon.

When a Warning Is Sounded

Take shelter immediately, preferably inside steel-framed or reinforced concrete buildings. It is best to seek shelter in the center of the building under a support beam or in a small room such as a bathroom or closet. Stay away from areas with windows.

- In classrooms, office buildings and residence halls, stand in an interior hallway on a lower floor, preferably in a basement.
- In shopping centers, theaters or gymnasiums, move to a hallway away from wide, free-spanned roofs or large glass windows.
- In homes or rooms, 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.

Safe Areas on Campus During a Tornado Warning

Building	Safe area
Administration Building	**Ground floor interior walls, restrooms or janitor closet**
Franz Center	Room 4, welding area north wall
Goering Hall	Basement hallway
Haury Hall	Basement hallways and basement lounge away from windows
Kauffman Museum	East end (kitchen, restrooms, hallway)
KIPCOR	Basement
Krehbiel Science Center (KSC)	Lower level/basement hallway
Leisy House	Basement
Luyken Fine Arts Center (FAC)	Music wing, restrooms and 141
Mantz Library/MLA	Lower level restrooms and hallways
Memorial Hall	Basement hallways
Schultz Student Center	Restrooms and hallway
Thresher Gym	West end restrooms or Memorial Hall basement
Thresher Stadium	Restrooms
Voth Hall	Interior hallways away from windows
Warkentin Court	North and south basement laundry/rec room areas
Will Academic Center (WAC)	Lower level hallway, original building
College houses	Basement

Fire Procedures

In case of a fire:

8. Pull the fire alarm.
9. If in a residence hall and you can do so safely, contact a Community Assistant or a professional residential staff member.
10. Leave the building immediately at the sound of the alarm, proceeding to the nearest exit.
11. Keep moving rapidly, but do not push or crowd.
12. Move a safe distance from the building.
13. Wait until informed by Bethel College staff to re-enter the building.

Personal Safety

All members of the community are encouraged to observe the following:

- Be aware of your surroundings.
- At night: Always walk in well-lit areas, preferably with a companion. If that's not possible, carry a flashlight, and let someone know where you are, where you are going and when you should arrive.
- Use Safe Walk in the LiveSafe app to let a friend know when you leave and when you arrive. They'll be alerted if you don't reach your destination in the expected time.
- Lock your door when you leave your room.
- Guard your keys; do not loan them to others.
- If anyone makes comments to you that make you feel uncomfortable or threatened in any way, say so and/or walk away. If they continue this behavior after you have asked them to stop, report it to any member of the Student Life staff.
- Inform someone (your CA, a professor, a staff member) immediately of any acts that threaten the safety or security of the campus/residence hall, or of the presence of persons who should not be in the building.
- **Know the location of emergency telephones on campus.** These can be found at the blue-light Emergency Stations and the Goering Hall red metal box and are set up to dial 911.

There are THREE Emergency Stations, each marked by a tower with a blue light and with a red emergency button that dials 911, located on campus: on the walking path near the southeast corner of the Will Academic Center (WAC) where three paths going towards Voth Hall, Warkentin Court and Haury Hall meet; on the east side of the Luyken Fine Arts Center (FAC) parking lot between Schultz Student Center and FAC; on the north side of Mantz Library, at the end of the walkover bridge leading to the tennis courts and Goering Hall. The Emergency Stations provide added safety and support on campus.

Emergency Numbers & Additional Information

See Get Help Now at the front of this handbook or visit: bethelks.edu/policy/safety-protocols/