

**BETHEL
COLLEGE
STUDENT
HANDBOOK
2017 - 2018**

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THE BETHEL COLLEGE MISSION

VISION STATEMENT *(adopted by the Bethel College Board of Directors, October 2011)*

At Bethel College we welcome with open hearts, stimulate personal and spiritual discovery, transform through the power of community and inspire the leaders of tomorrow.

MISSION STATEMENT *(adopted by the Bethel College Board of Directors, October 2014)*

Bethel College is an independent institution of higher education. The mission of the college is to prepare students, through active learning and rigorous instruction imbued with the spirit of liberal arts, to become critical thinkers and engaged global citizens.

VALUES STATEMENT *(adopted by the Bethel College Board of Directors, October 2014)*

The vision and mission of Bethel College are grounded in the values inherited from its historical relationship with the Christian faith tradition of the Mennonite Church and intrinsic to its institutional character. We believe these values to be fundamental to our work together, as we seek to carry out the mission of the institution.

- **Discipleship:** that prizes a high level of conviction and pursuit of authentic faith
- **Scholarship:** that prizes intellectual curiosity and critical inquiry
- **Service:** that prizes compassion and concern for the powerless
- **Integrity:** that prizes honesty and accountability
- **Community:** that prizes social connectivity and shared endeavor with others
- **Peace and Social Justice:** that prizes commitment to a peaceful and just society
- **Diversity:** that prizes all individuals for their unique combination of heritage, personality and talents

HUMAN RIGHTS POLICY

It is the policy of Bethel College not to discriminate unlawfully against any employee or applicant for employment because of race, color, religion, creed, age, gender, sexual orientation, parental or marital status, gender identity, gender expression, medical or genetic information, ethnic or national origins, citizenship status, veteran or military status, disability or other factors which cannot lawfully form the basis for an employment decision.

AFFIRMATIVE ACTION POLICY

Bethel College has a policy against discrimination on the basis of race, color, religion, creed, age, gender, sexual orientation, parental or marital status, gender identity, gender expression, medical or genetic information, ethnic or national origins, citizenship status, veteran or military status, or disability handicap and acknowledges that American society has traditionally excluded certain groups solely on the basis of the aforementioned criteria.

ACADEMIC PROGRAM

STRUCTURE AND PURPOSES

As a Bethel College Thresher, you will be welcomed with open hearts into a multi-faceted learning community that stimulates personal and spiritual discovery and inspires the leaders of tomorrow. At the heart of this enterprise lies the academic program. The daily teaching and learning of the Bethel community is the primary means of attaining our ultimate mission: to prepare you to be an intellectual, cultural and spiritual leader for church and society.

Our commitment to inspire personal and community growth is present in Bethel College's core academic program, our one-of-a-kind educational experience called the Common Ground curriculum. In this shared liberal arts experience, you have a wide range of individual choices balanced with the maintenance of a learning community. First-Year Seminar, Basic Issues of Faith and Life and Convocation bring all students together in common educational experiences. The Common Ground curriculum is also infused with courses in peace, justice and conflict studies, cross-cultural learning, and opportunities for undergraduate research and experiential learning. Bible and religion courses help to enhance your ethical perspectives, inspire service and integrate intellectual and spiritual values. Through your Common Ground courses you will also gain a broad understanding of the social and natural world and develop foundational capacities in basic academic skills.

At the heart of the academic program lies a powerful sense of purpose. In the words of John Cardinal Newman, writing in *The Idea of a University*: "If a liberal education be good, it must necessarily be useful, too." While the Common Ground curriculum certainly nurtures you for life beyond the classroom, focused study in a major field further stimulates your intellectual achievement and lays the groundwork for your vocational success. Some programs, like Bible and religion or peace, justice and conflict studies, reflect a theologically distinctive idea of educational purpose. Others, like education, nursing and social work, are consonant equally with the values of service and licensure for a specific profession. Many departmental or divisional programs are deliberately integrative and interdisciplinary as well, and the availability of an Individualized Major enables students with special interests and career aspirations to design an individualized course of study.

Finally, the academic program of Bethel College aims at high achievement, believing that the ultimate goal of leadership demands more of you than self-fulfillment or passive citizenship. Bethel expects that the qualities of creativity, discipline and intellectual stewardship infused throughout the academic experience will manifest themselves in academic achievement of a high order, both at Bethel College and in your career after you graduate.

A CAMPUS COMMUNITY

Taking advantage of its size, Bethel finds a wide range of ways to celebrate as an educational community of shared values. Such a community permits one to be known by name and to acquire a network of friends that will last a lifetime. Here students and faculty fraternize with persons in other disciplines and departments, have ownership in campus governance and activities and are accountable as members of the community for others and for themselves. To accomplish these ends the student is encouraged to establish self-identity, to explore and personalize relationships, to develop bridges of acceptance between athletes and non-athletes and between races and cultures. Residence hall life, student services, counseling and student development models are designed for the balanced nurture and growth of the whole person.

CAMPUS ACTIVITIES AND INVOLVEMENT OPPORTUNITIES

CAMPUS MINISTRIES

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. This is, after all, what attending a Christian liberal arts college is all about!

Indeed, one of the wonderful 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 depends in no small part on you! The only activities that have a pre-set place and time are weekly Chapels, Vocation Seminar (which is a 1-hour credit course), and Centering Prayer. All the others are open to your counsel and shaping.

- Weekly chapel—11-11:40 a.m., Wednesdays, Administration Building Chapel
- Vocation Seminar—5:30-7 p.m., every other Monday, Student Center
- Centering Prayer—Noon-1 p.m., Mondays, Agape Center
- Bible studies:
 - “Threshers for Christ”
 - “Tough Talks and Tasty Treats with Pastor Pete”
 - “The Parables of Jesus”
 - Men’s and Women’s Bible Studies
- Small groups
- Fellowship of Christian Athletes
- Informal worship
- Hymn sing

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 in Richert House is located at 2611 College Avenue (next to the Fine Arts Center). This home provides a possible venue for many of the activities listed above, and many others yet to be birthed. There is a fully functional kitchen in the house, which opens up a range of possibilities for fellowship meals, snacks for Bible studies, etc. Don’t neglect your spiritual self as you begin this adventure in higher education! Peter Goerzen, campus pastor, leads a team of student chaplains who will be available in the residence halls and will give leadership in ministry in a variety of ways. You may contact Peter at pgoerzen@bethelks.edu.

“Other foundation can no one lay than that is laid, which is Jesus Christ” (1 Corinthians 3:11, Bethel College motto)

DIVERSITY COUNCIL

The Diversity Council is the multicultural programming arm of the Student Government Association Executive Branch, led by the Secretary of Diversity Affairs. The council hosts events that stimulate the culture and experiences of various backgrounds on campus, from political, to religious, to racial differences. The council is responsible for programming during the various awareness months and heritage months, and advocating for a safe and inclusive campus.

FALL FESTIVAL

Since fall 1971, Bethel has held an annual Fall Festival on an extended weekend in early October (or late September). It is a “homecoming” for Bethel alumni and a time of fun for students and the community. Featuring entertainment, food that includes Mennonite ethnic treats, booths hosted by student clubs, arts and crafts, alumni reunions, lectures, children’s activities, sports and worship, it is one of the largest festival events held in the Newton area each year. Since fall 1987, the city of Newton and Bethel have cooperated to kick off Fall Fest on Thursday with Taste of Newton. More than 5,000 people come downtown and to campus to enjoy an array of activities Thursday through Sunday. No classes are held Friday afternoon. Most people come Saturday for the large, one-day fair on campus.

FORENSICS

Bethel has a strong individual events team which competes in tournaments all over the Midwest. If you have interest in competitive forensics, contact Director of Forensics Michael Taylor at ext. 275 or via e-mail, mtaylor@bethelks.edu.

INTERCOLLEGIATE ATHLETICS

Bethel College is a member of the National Association for Intercollegiate Athletics (NAIA) of the Kansas College Athletic Conference (KCAC). Other KCAC members are Bethany College, Friends University, Kansas Wesleyan University, McPherson College, Oklahoma Wesleyan University, Ottawa University, Southwestern College, Sterling College, Tabor College, University of St. Mary and York College.

Bethel men compete in football, basketball, tennis, cross country, track, golf, cheer, and soccer. Bethel women compete in volleyball, tennis, basketball, cross country, track, soccer, cheer, and softball.

INTRAMURAL SPORTS

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

LECTURE SERIES

Watch campus e-mail and take note of Convocation announcements regarding lecture series such as Menno Simons Lectures, Staley Distinguished Christian Scholar Lectures, Bible Lectures, Peace Lectures, Greer Distinguished Artist presentations, etc.

MUSIC

Musical ensembles include Concert Choir, Men’s Ensemble, Women’s Chorus, Jazz Ensembles I and II, Jazz Combos, Philharmonia Orchestra, Wind Ensemble, and various small vocal and instrumental groups. Many non-majors participate along with music majors in concerts and recitals throughout the year. Plan to audition for a music group at the beginning of the year! Interested in private lessons? Call Ext. 316 for more information.

RADIO STATION

KBCU is a student-operated, community supported, non-commercial educational radio station serving the Newton / North Newton area. The primary function of KBCU is to educate students in the art, technology, and business of radio broadcasting. Opportunities for participation are available in areas such as on-air DJ, production, sports broadcasting, engineering, and station management. KBCU broadcasts locally at 88.1 MHz on the FM dial and world-wide on the Internet from <http://www.bethelks.edu/kbcu>. If you are interested in participating in KBCU talk to your advisor about the Radio Practicum course or contact Daniel Klassen KBCU General Manager.

STUDENT ACTIVITIES COUNCIL (SAC)

The Student Activities Council (SAC) is the award-winning programming arm of the Student Government Association Executive Branch, led by the Secretary of Student Activities. It is the campus programming board responsible for campus events and entertainment. SAC plans and produces activities for the entire campus, such as Welcome Week, Homecoming, Winter Week, Spring Fling, the Bubbert Awards and much more. SAC provides a variety of social and informative activities for students during the school year to promote community and Bethel College spirit. All students are welcome to join the SAC or attend a meeting. For information on meetings or how to become involved, contact Gabriel A. Fonseca at gfonseca@bethelks.edu.

STUDENT ALUMNI ASSOCIATION

Members of the Student Alumni Association (SAA) assist the Office of Alumni Relations and the Alumni Association with various alumni-related projects and events, while honing leadership and organizational skills – for example, booths at Taste of Newton and Fall Fest, President’s Office socials, Mudslam Volleyball and a senior party. There are also opportunities to assist with the fundraising phonathon. Students who have been at Bethel a year can be nominated by faculty, staff, alumni or the SAA executive committee. SAA is a great way to network with alumni and serve the college. If interested, contact Brad Kohlman, director of alumni relations at bkohlman@bethelks.edu.

STUDENT EMPLOYMENT

Finding campus employment is easy! Just follow these steps:

Look for a campus job and complete an application.

Campus jobs are listed at www.bethelks.edu/student-life/services/career-services/student-employment/campus-jobs/

After you find a position that interests you, apply directly from the website. When Career Services receives your application, we’ll send you a confirmation with instructions for what to do next. We’ll forward your application to the appropriate supervisor, who might decide to set up an interview with you. If hired, you will complete a student employee contract together with the supervisor. Career Services e-mails new job listings periodically throughout the school year, and keeps all student applications on file for the current school year. You can ask to have your application sent to any supervisor to review for their available openings, without having to fill out a new application.

Complete the required student employment paperwork.

You will need to make an appointment with Career Services to complete the W-4, K-4 and I-9 paperwork, which are required to get you on payroll, and must be completed before you start working and within three days of signing the student employment contract. You fill these forms out only once in your time at Bethel. In order to complete them, you will need to show proper forms of identification, which are outlined on the I-9 form (by law, these forms must be originals—no photocopies or other copies can be accepted). Make sure to bring your student employment contract with you to this appointment—additional paperwork will not be completed unless you have a signed contract.

Finally, pick up a timesheet and pay schedule at the Business Office.

During the initial appointment, Career Services staff will briefly run through with you how to complete a Bethel timesheet. Incorrectly filled out timesheets may delay your paycheck. For additional campus employment information, please see the Career Service Office.

STUDENT GOVERNMENT ASSOCIATION (SGA)

Elections for representatives to the Student Government Association take place in the spring for returning students, and in the early fall for incoming freshmen. The Student Government Association at Bethel College provides an excellent opportunity for student involvement. It is modeled after the U.S. government, in that it divides power among executive, legislative and judicial branches. The Student Government Association 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 four 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 during early September. All other offices are elected in April. 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. For information on meetings or how to become involved, contact Gabriel A.

Fonseca at gfonseca@bethelks.edu

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 Department of Student Activities and Engagement hosts the *Student Involvement and Community Expo* to familiarize new and returning students with the variety of student organizations offered. Student Government statutes require that all student organizations accept anyone interested in their subject area. For information on how to become involved, please contact Gabriel A. Fonseca at gfonseca@bethelks.edu.

STUDENT PUBLICATIONS

By Student Government Association statute, Bethel College students assume primary leadership roles in producing both a student newspaper, *The Collegian*, and the annual yearbook, *The Thresher*. Any student interested in a staff position on either the newspaper or the yearbook should contact the faculty advisers, student leadership or Gabriel A. Fonseca at gfonseca@bethelks.edu. There is also a chance to learn more and to state your interest at the annual *Student Involvement and Community Expo*. Previous experience in journalism is helpful, but not required.

THEATER

The Communication Arts Department facilitates at least two major productions each year, as well as student-directed one-acts on alternate years. Auditions are open to all students. At least one of the major productions each year is a musical or opera. Anyone interested in any area of stage production should contact the communication arts department at Ext. 272.

CAMPUS SERVICES AND RESOURCES

BETHEL COLLEGE LIBRARY

The Bethel College 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 offers 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:

- Monday-Thursday: 8 a.m.-midnight
- Friday: 8 a.m.-5 p.m.
- Saturday 1- 5 p.m.
- Sunday: 1 p.m.-midnight
- Open extended hours during finals week

When classes are not in session, the library is open from 8 a.m.-noon and 1-5 p.m.

Summer hours:

- Monday-Thursday: 9:30a - noon; 1:30-3:30pm
- Closed Friday-Sunday
- Closed in July

The library is closed for Christmas and New Year's: Dec. 24-Jan. 2 (if a weekday)

CAMPUS USE FEE

The board charge for residential students includes the meal plan and a campus use fee for facilities and services: computer labs, exercise center, mail/phone/internet service, and admission to sporting events, concerts, lectures, and plays. If a student is granted an exemption from the meal plan, his or her account will be charged \$780 per semester for the campus use portion of the board fee.

Full-time commuter students are charged a campus use fee of \$390 per semester. Part-time students taking 6-11 credit hours will be charged \$200 per semester. Commuter students enrolled in fewer than 6 hours will be charged \$80. This fee includes a student identification card, which is required for convocation, discounts at the cafeteria and admission to activities and events.

CAREER SERVICES

The Office of Career Services, located in the central offices of the Administration Building, includes: career development; teacher placement; student employment; and service learning placement. See bthl.acck.edu/ICS/Students/Student_Life_Resources/Career_Services.jnz

Students are offered personalized service along with the opportunity to prepare for post-graduation success. By using a wide variety of career-related resources, tools and web-based links, students can actively participate in the career development process. Assistance is available in self- assessment and career exploration, career plan development, resume or cover letter writing, conducting a job search, preparing for an interview, seeking internships or graduate schools, and preparing teaching credential files. Workshops, career fairs and employment opportunities, both on and off campus, are coordinated and/or advertised through this office. The Office of Career Services maintains the following hours:

- Monday - Wednesday: 8 a.m.-5 p.m.
- Thursday: 8 a.m.-3 p.m.
- Friday: Closed
- By appointment

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) personal academic coaching; 3) counseling regarding test-taking, note-taking, textbook reading and other skills students need in order to excel; 4) help with writing papers; and 5) 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.

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 \$30 handling fee being charged in addition to the amount of the check.

COFFEE SHOP

Mojo's Coffee Shop is located at the west end of Schultz Student Center. Mojo's serves specialty coffee drinks, smoothies, sandwiches and pastries, all made in-house by local bakers. Although privately owned, Mojo's maintains a strong partnership with Bethel College by employing Bethel students as baristas, hosting a variety of campus events, and bringing community members and artists to campus. Open Monday - Saturday, Mojo's offers students a comfortable and fun place to socialize, eat, and study.

COPYING

Copying services are available in Thresher Shop and the Bethel College Library at the cost of .10 per black-and-white page. Color copies, available at Thresher Shop, are \$.50 per page.

COUNSELING SERVICES

College life can be stressful. Students may find they need to talk to someone who will listen, let them think out loud, or provide advice or insight. The director of student wellness is able to provide short-term, focused, on-campus counseling sessions to students at no additional cost. Appointments can be scheduled by contacting the Student Life office at 316-284-5324. The Office of Student Life has also partnered with EMPAC (316-265-9922 or 800-234-0630) to provide additional off-campus services. *If you or someone you know is considering suicide and/or hurting themselves or others, please call 911.*

HEALTH SERVICES

Students have access to medical, dental and behavioral health services through Health Ministries Clinic, a Community Health Center in Newton.

Health Ministries Clinic

215 S. Pine St.

Newton, KS 67114

316-283-6103

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 Health Ministries Clinic. Please allow for a 24 hour notice. Call 316-281-6103 to schedule a ride or for more information.

The following is an alphabetical listing of additional community health care alternatives:

Axtell Clinic

700 Medical Center Drive, Ste. 210

Newton, KS 67114

316-283-2800

Toll-free 800-232-8355

Fax 316-283-3575

Harvey County Health Department

215 S. Pine St., 2nd floor

PO Box 687

Newton, KS 67114

316-283-1637

Dr. Jennifer Koontz

(Physician for Bethel College Athletics)

Newton Orthopedics and Sports Medicine

800 Medical Center Dr., Suite 240

Newton, KS 67114

316-283-9977

Newton Medical Center, Emergency Department

600 Medical Center Drive

Newton, KS 67114

316-283-2700

Newton Medical Center, Convenient Care Clinic

118 E. 12th St.

Newton, KS 67114

316-281-9700

Via Christi

720 Medical Center Drive

Newton, KS 67114

Clinic hours: M – F, 8a – 5p

Appointments: 316-284-5000

Immediate care: M - F, 5p - 8p; Sat., 9a - 1p

316-284-5011

HOST FAMILY PROGRAM

Host families are community members who desire to know more about Bethel College multicultural students, international students and students whose homes are outside of Kansas. Bethel recognizes the importance of matching students with a family with whom they are comfortable. Host families are in regular contact with students, and sharing activities together is a popular way of learning about each other. Local host families provide a home away from home, entertain students for meals, give opportunities to periodically get away from campus on weekends, and welcome students' families when visiting at Bethel. Activities shared depend on the interests of both the host family and the student. Many students develop relationships with their host families that last for years after they graduate. Applications can be picked up in the Student Life Office or found at www.bethelks.edu/student-life/services/host-family-program/.

INFORMATION & MEDIA SERVICES (IMS)

The Information and Media Services (IMS) department provides and maintains technology resources across the Bethel College campus. Public use computing facilities are available in two labs on the lower level of the Will Academic Center, and also in the Mantz Library. All residence hall rooms are connected to the BC Residential Network (Resnet) through both wired (Ethernet) and wireless (802.11a/b/g/n aka WiFi) network connections. All students are provided with 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, and the IMS helpdesk can be contacted at extension 214 (316-284-5214) or via e-mail to support@bethelks.edu. More information is available at the Campus Computing portal on ThresherConnect.

INTERNATIONAL STUDENT PROGRAM

A student population that includes students from around the world brings talents and varied cultural experiences to the campus and helps the Bethel College community expand its worldview. Bethel is committed to creating a smooth transition to campus life for our international students. The Student Life office is the primary resource for international students.

KAUFFMAN MUSEUM

Kauffman Museum preserves and interprets the human and natural history of the central prairies – a mission integral to the Bethel experience since 1896 when students and friends of the college invited contributions of artifacts and specimens for teaching purposes. Charles J. Kauffman merged his collections with those of the college and in 1941 opened the campus museum to the public. Kauffman Museum provides both academic and social opportunities for Bethel students. The museum's collections and tallgrass prairie reconstructions offer laboratories for exploration via undergraduate research projects. Course curriculums and internships introduce students to methods of investigation and modes of inquiry utilizing material culture and natural history artifacts. The museum hosts a yearly back-to-school Root Beer Float Night, and offers special Christmas-season discounts for students in the museum store. Admission is always free for Bethel College students. Kauffman Museum is located across Main Street from Thresher Gym.

LOST AND FOUND

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

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. 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 picture ID. United Parcel Service delivers packages Monday through Friday at approximately noon. Shipments may be made through Thresher Shop. Notification of UPS, USPS and FedEx package deliveries will be made via e-mail.

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.

STUDENT ACTIVITIES AND ENGAGEMENT

Student Activities and Engagement is gearing up to help you develop your student experience this year. There are tons of ways to get involved on campus and we encourage you to do so. We're also dedicated to creating a supportive community for all students by providing programs and initiatives to make you feel welcome as a member of our campus community. Several student-led organizations work to develop social, artistic and educational programs that represent the various diverse groups and cultures on campus. For more information, contact Gabriel A. Fonseca, coordinator for student activities and engagement.

THRESHER SHOP

Thresher Shop is located in the Schultz Student Center. The shop carries office supplies, art supplies, gift items, cards, sundries 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. This site must be accessed through a link on the Bethel website.

TICKET OFFICE

Full-time students get into most on-campus events at no charge or reduced cost. Seats can be reserved by calling the ticket office at Ext. 205, or stopping by Thresher Shop during regular business hours.

WELLNESS CENTER

Bethel College has a fully equipped exercise center, designed to help students, faculty, staff and community members promote their personal health. Wellness Center hours will be posted at the beginning of the school year. The center is equipped with various cardio machines, free weights and Hammer strength weight equipment.

COMMUNITY STANDARDS AND POLICIES

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.

For information on Bethel College's Academic Policies and Procedures, please refer to the course catalog, available here: www.bethelks.edu/academics/registrars-office/catalog/

COMMUNITY STANDARDS

The Bethel College community will:

- be free of violence against others;
- 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

THE BYSTANDER EFFECT

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 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 college’s Good Samaritan Policy might 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 persons 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 hand-written or typed notes sent to Student Life, anonymous telephone calls made to 316-284-5337, and via the online Student Life Concern Form (bthl.acck.edu/ICS/Resources/Student_Life/Report_Concern.jnz). Information submitted via the online Student Life Concern Form will be sent to Student Life staff without identifying the sender unless the sender chooses to be identified.

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:

1. facing conduct, extraordinary discipline and/or safety issues which may present a clear and present danger, and/or
2. 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. The full Threat Assessment Policy can be found at www.bethelks.edu/_userfiles/1/files/Direct_Threat_Assessment_Policy.pdf.

BETHEL COLLEGE POLICY LISTING

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;
- a student, when that student is on Bethel College property.

1. ACTIONS AGAINST MEMBERS OF THE COMMUNITY (ASSAULT, HARASSMENT, HAZING, & BULLYING)

- 1.1. Severe, persistent or pervasive actions or conduct via gesture, written, verbal, or physical act or threat that is experienced as intimidating or abusive AND/OR can be reasonably perceived as being motivated by discrimination based on characteristics such as race, age, appearance, religion, ancestry, national origin, gender, sexual orientation, sexual identity and expression, disability (mental, physical, or sensory), or by any other distinguishing characteristic that threatens or endangers the (mental or physical) health, safety, and/or security of self or others including, but not limited to: physical assault; physical abuse; verbal abuse; threats; intimidation; harassment; coercion; hazing; bullying/cyber-bullying. This prohibition includes on campus and off campus action or conduct.
- 1.2. 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.”
- 1.3. 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:
 - 1.3.1. harming a student or staff member, whether physically or mentally;
 - 1.3.2. damaging a student's or staff member's property;
 - 1.3.3. placing a student or staff member in reasonable fear of harm to the student or staff member; or
 - 1.3.4. placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
 - 1.3.5. 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.”

2. ALCOHOL & ILLEGAL/ILLCIT SUBSTANCES

2.1. Alcohol

- 2.1.1. 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 is prohibited.

- 2.1.2. 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.
- 2.1.3. Persons in the presence of alcohol, with or without objective signs of intoxication, may be in violation of this policy.
- 2.1.4. 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.
- 2.1.5. Devices and games used or intended for the rapid consumption of alcoholic beverages are prohibited.
- 2.1.6. 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.

2.2. **Illegal/Illicit Substances**

- 2.2.1. 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 is prohibited.
- 2.2.2. 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.
- 2.2.3. 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 is prohibited.
 - 2.2.3.1. This includes the alteration or manipulation of an item for the purpose of using an illegal/illicit substance.
- 2.2.4. Local law enforcement will be involved with situations involving illegal/illicit substances drugs.
- 2.2.5. 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.
- 2.2.6. 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.

3. BICYCLE POLICY

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

4. BODY PIERCING AND TATTOOING

Performing body piercing and/or permanent tattooing is not permitted on campus. This policy applies even if the person performing the piercing or tattooing is licensed and/or performs this service off-campus for paying customers. Temporary tattooing is permitted.

5. CAMPUS COMPUTING RESOURCES ACCEPTABLE USE POLICY (“AUP”)

- 5.1.1. 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 resources is subject to this AUP. Persons wishing an account on Bethel's network servers must fit into one of the following user account groups:
 - 5.1.2. Student accounts: must be enrolled at Bethel College
 - 5.1.3. Faculty/staff accounts: must be an employee of Bethel College
 - 5.1.4. Guest accounts: must have a relationship with Bethel College and have a need for an account (i.e., a volunteer, emeritus faculty, visiting scholar, etc. Friends and family in and of themselves do not qualify.).
- 5.2. Each person applying for an account on Bethel's network servers must be a user in good standing, not having violated the Acceptable Use Policy or other rules of conduct. Each applicant must also agree to the terms of the Acceptable Use Policy each academic year. All users agree to abide by the following:
 - 5.2.1. The user will not allow any other person to use his/her account or use another person's account.
 - 5.2.2. The user will not use his/her account for any unlawful purpose, including attempting to access any systems or files to which the user has not been granted access.
 - 5.2.3. The user will not use his/her account for commercial purposes that lead to personal financial gain.
 - 5.2.4. The user will not use his/her account to harass any individual or institution.
 - 5.2.5. The user will register his/her computer with the Information and Media Services department when requested.
 - 5.2.6. The user will use shared resources (bandwidth, printing, remote access, email lists, etc.) in responsible ways.
 - 5.2.7. The user will 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.
- 5.3. Student users employed by campus departments will follow the faculty/staff acceptable use policy while using a Bethel-owned computer.
- 5.4. Student users are given a quota of 1 GB of storage space on the primary campus file server. 30 GB of storage space is available through Google Apps for Education.
- 5.5. Users in the public labs will abide by the following Lab Use Priorities:
 - 5.5.1. Work (other than word processing, e-mail and Web browsing) related to courses at Bethel, i.e. assignments requiring Mathematica, Systat, LabView, etc.
 - 5.5.2. Other work related to class assignments
 - 5.5.3. Personal tasks
- 5.6. Users should be aware that any use of the Bethel computer network is subject to monitoring by IMS. However, monitoring is generally reserved for diagnosis of network problems and evaluation of network performance.
- 5.7. Users who violate the acceptable use policy will lose access to the campus computer network. The first offense will result in a warning from IMS staff and temporary suspension of the user's account while the warning is processed. The second offense will result in an immediate one week suspension of the user's account (regardless of user class deadlines). If a user commits a third offense, he/she will no longer be allowed to have an account on the campus computer network. These penalties are cumulative over the life of the account.

- 5.7.1. Users do not get three offenses of each type or three offenses per year before losing network privileges.
- 5.8. Activation/termination of student accounts: Student accounts will remain active as long as the student remains enrolled and file sizes stay under the stated limits. Accounts for non-returning students and graduating seniors will be terminated six weeks after the conclusion of the semester. IMS reserves the right to terminate accounts immediately for students who are asked to leave Bethel for any reason.
- 5.9. Bethel College prohibits the illegal use of copyrighted materials. Under the terms of the Digital Millennium Copyright Act (DMCA), the College is committed to respond to lawful requests for information. Bethel College will not protect or defend a user against criminal investigations or lawsuits resulting from intentional copyright infringement.
- 5.10. Bethel College reserves the right to revoke any account or restrict access on its campus computing and/or network resources at any time for any reason.

6. COHABITATION

- 6.1. 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.
- 6.2. Students of all sexual orientations are expected to comply with the guest and cohabitation policies in the spirit in which they were written.

7. COMPLIANT CONDUCT

- 7.1. Bethel College students and guests are expected to comply with directives of College officials, staff, faculty, security officers or other law enforcement/fire department personnel acting honorably in the performance of their duties.
- 7.2. 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)
- 7.3. A lack of conviction in any criminal proceeding may not serve as evidence within the Bethel College Student Conduct process.
- 7.4. 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.

8. FIRE

- 8.1. Regardless of intent, 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 the responsibility of the student(s) responsible.
- 8.2. Attempting to ignite and/or the action of igniting Bethel College and/or personal property on fire either by intent or through reckless behavior.
- 8.3. 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
- 8.3.1. Incidents of cable splicing will be passed to Cox Communications, and may be subject to criminal prosecution.
- 8.4. Electricity: All extension cords must have the following components:
 - 8.4.1. Grounded with three wires
 - 8.4.2. Terminate in single receptacle
 - 8.4.3. Sized adequately to handle load
 - 8.4.4. Multi-tap adapters, "cube taps," zip type extension cords and similar devices are prohibited.
 - 8.4.5. Light strings (e.g., Christmas lights) cannot be hung in hallways;

- 8.5. Failure to Evacuate: It is each resident's responsibility to immediately evacuate to designated assembly areas when the fire alarm sounds.
- 8.6. False Fire Alarms: False alarms (pulling fire alarm stations without cause, tampering with smoke detectors, etc.) are prohibited.
- 8.7. 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.
- 8.8. 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.
- 8.9. No vehicles or machines with flammable or corrosive materials can be brought into or stored in or around the residential facilities.
- 8.10. Halogen Lamps: Halogen lamps are prohibited.
- 8.11. 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.
- 8.12. Smoke Detectors/Sprinkler Heads: Hanging items on, damaging, dismantling, deactivating, covering, or otherwise altering smoke detectors and/or sprinkler heads is prohibited.

9. GUESTS

- 9.1. All guests must comply with Bethel College policy and Community Standards.
- 9.2. The resident/student is responsible for the conduct of his or her guest, and will be held responsible for any violations of policy and/or Community Standards committed by the guest.
- 9.3. Guests must be registered with the Coordinator of Residence Life prior to staying overnight. Emergency contact information for guests should be provided at the time they are registered with the Coordinator of Residence Life. Guests must be with their hosts when in the residence hall.
- 9.4. 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. Written permission must be granted by the roommate for the use of his or her bed.

10. KEYS

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

11. MOTOR VEHICLES

- 11.1. 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. Students are permitted to operate and maintain motor vehicles on campus provided the vehicle is:
 - 11.1.1. properly registered with Bethel College Student Life;
 - 11.1.2. meets the requirements of all applicable Kansas Vehicle Responsibility Laws;
 - 11.1.3. operated responsibly and in compliance with all applicable laws;
 - 11.1.4. kept off all college sidewalks and grounds;
 - 11.1.5. parked in designated parking spaces or areas.
- 11.2. Vehicles parked in unauthorized areas are subject to fines and/or may be towed away at the student's expense.
- 11.3. The streets adjacent to Bethel College Mennonite Church (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. Violations for parking in this area may result in an allegation of violation of Bethel College's Compliant Conduct policy (#7).

12. PETS

- 12.1. Pets are not allowed in the residence halls with the exception of fish in aquariums smaller than ten (10) gallons.
- 12.2. All guests are required to abide by this policy.
- 12.3. Service animals are allowed provided appropriate documentation is provided. See Bethel College's Service Animal Policy for details.

13. PROPER CARE AND USE OF FACILITIES

- 13.1. 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.
- 13.2. Painting of any surfaces in the rooms or lounges, including walls and furniture is prohibited.
- 13.3. In Voth Hall and Warkentin Court, bathrooms (including showers, shower curtains, floors, sinks, counters, and toilets) must be cleaned regularly.
- 13.4. In Haury Hall, residents need to take individual responsibility to maintain the cleanliness of the bathrooms and showers.
- 13.5. Activities such as rollerblading, skateboarding, water fights, bike riding, shooting paint guns, throwing Frisbees, playing outdoor games, throwing, bouncing, or kicking balls, golf, basketball, etc., inside Bethel College facilities is prohibited. Students will be responsible for damage to Bethel College facilities that may occur while engaging in these kinds of activities.
 - 13.5.1. Exceptions may be made during specific programming activities sponsored by Bethel College.
- 13.6. Unauthorized entry into any Bethel College space and/or facility is prohibited.
- 13.7. 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.
- 13.8. 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.

14. QUIET HOURS

- 14.1. Students are expected to comply, at any time, when asked by faculty, staff or other students to cease making noise that is disruptive to sleep or study.
- 14.2. Quiet Hours in the residence hall are as follows:
- 14.3. Monday through Friday, midnight – 9:00a
- 14.4. Saturday and Sunday, 2:00a – 9:00a
 - 14.4.1. Finals week is a 24-hour quiet period starting at 10:00p on the Sunday prior to finals.

15. RESIDENCY REQUIREMENT

- 15.1. All full-time students are required to live in college residence halls and participate in a college meal plan. Any student not in compliance with the residential requirement is responsible for the normal cost of room and board fees.
- 15.2. Automatic exemptions are granted for: 1) students who are married; 2) students living with their families; 3) single parents with a child at home; 4) students age 23 or older; 5) fifth-year students.
 - 15.2.1. To request an exemption from the residency requirement, students must complete a Request for Residency Exemption for review by the Exemption Committee.

16. ROOFS, LEDGES, WINDOWS

- 16.1. Students are prohibited from scaling or climbing walls, accessing roofs, throwing to or from, dropping, or allowing any object to fall from any roof, ledge or balcony of any and all Bethel College facilities unless otherwise designated.
- 16.2. Throwing to or from, 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.
- 16.3. 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.

17. SEXUAL HARASSMENT, SEXUAL MISCONDUCT AND GENDER-BASED VIOLENCE

“Bethel” comes from an Old Testament place whose name means “house of God” in Hebrew. You are part of a community that acknowledges the presence of God and asks that you show kindness and compassion toward those whom God has created. At Bethel College, we are committed to fostering a community culture in which every member feels welcome and valued.

The principle aim of the criminal justice system is to adjudicate a defendant’s guilt and serve justice. A college’s responsibility is broader: it is charged with providing a safe environment for all students and employees. Bethel College will not tolerate any form of sexual harassment, sexual misconduct or gender-based violence by faculty, staff, students or campus visitors. Sexual misconduct, including sexual harassment and sexual violence is not simply inappropriate behavior proscribed by Bethel College policy, it is also prohibited by law. Additional information regarding community standards and sexual misconduct policies can be found by opening the Title IX link on the Bethel College website and at www.eeoc.gov.

Bethel College sets expectations of conduct and imposes responses for students, faculty, staff, and campus visitors who fail to meet those standards. Specifically, students who engage in sexual misconduct on or off campus and whose actions create a hostile environment for another student are in violation of this policy and may be charged with a Title IX violation. Bethel College Student Life sponsors and organizes sexual violence and rape pre-vention programs on campus. This programming includes: defining sexual misconduct; promoting awareness of rape, acquaintance rape, and other sex offenses; sharing resources and contact information for supportive services; and gender equality.

- 17.1. In compliance with the Kansas Act Against Discrimination, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and other federal and state laws, Bethel College prohibits any member of the faculty, staff, administration or student body or any visitors (including patrons, independent contractors or vendors) from harassing or discriminating against any other member of the Bethel College community because of their gender, sexual orientation, parental or marital status, gender identity or, gender expression. All employees are expected to respect the rights of their co-workers and students. Employees who engage in unlawful discrimination, harassment, sexual misconduct or gender-based violence will be subject to disciplinary action, up to and including immediate termination of employment.
- 17.2. Sexual harassment, sexual misconduct, and gender-based violence, as defined below, violates Bethel College policy and Federal Civil Law. The College enforces this policy through an internal process and the support, assistance and encouragement of criminal investigation and prosecution of alleged offenders through the appropriate local, state, and federal external judicial forums. This policy provides education to members of the college community regarding sexual harassment, sexual

misconduct, and gender-based violence, outlines responses against students who violate this policy, and explains the restorative efforts available to community members who are victims, or accused.

17.3. Bethel College reserves the right to take whatever measures it deems necessary in response to an allegation of this policy in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a student conduct hearing, and reporting the matter to the local police. Not all alleged violations will be deemed to be equally serious offenses, and Bethel College reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense.

17.4. The College will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

17.5. **Intentionally Dishonest Reports of Sexual Misconduct**

Reports/complaints determined to be intentionally dishonest and malicious will be considered violations of Bethel College's Community Standards and ACTIONS AGAINST MEMBERS OF THE COMMUNITY policy and may result in sanctions via the Student Conduct process.

17.6. **Definitions**

17.6.1. **Consent:** Consent is clear permission ("Yes"). Consent to one form of sexual activity should not, and cannot, be taken as consent to any other sexual activity. Consent cannot be inferred. Individuals who consent to sexual activity must be able to fully understand their actions. A person incapacitated by alcohol or drugs, asleep, physically impaired or unable to communicate in clear and understandable words or actions is incapable of giving consent or mutual agreement.

17.6.2. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other gender-based verbal or physical conduct of a sexual nature that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits a Bethel College community member of educational access, benefits or opportunities and/or creates an intimidating, hostile or offensive environment. There are two types of sexual harassment: quid pro quo and hostile work environment.

17.6.2.1. **QUID PRO QUO.** Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where submission to or rejection of such conduct results in adverse action. Quid pro quo harassment also exists when a threat of adverse action or a promise of benefit is explicitly conditioned on submission to or rejection of such requests.

17.6.2.2. **HOSTILE ENVIRONMENT.** Sexual harassment is unwelcome conduct that is based on sex, gender, gender identity, or gender expression (including pregnancy). Harassment becomes unlawful where enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

17.6.2.3. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

17.6.2.4. Sexual harassment includes, but is not limited to:

17.6.2.4.1. Unwelcome sexual advances or comments, requests for sexual favors, and other nonconsensual verbal or physical harassment of a sexual nature;

17.6.2.4.2. Offensive comments, stereotypes, or rumors about a person's sex, sexual identity, gender, or sexual activity;

17.6.2.4.3. Frequent or severe teasing or offhand comments that create a hostile or offensive environment;

- 17.6.2.4.4. Suggestions that responses to sexual conduct or requests will affect decisions regarding matters such as employment, academic standing, grades, financial aid, reference letters, or receipt of benefits or services from the college
- 17.6.3. **Retaliatory harassment:** any adverse action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct.
- 17.6.4. **Nonconsensual sexual contact** (or attempts to commit same): Any intentional sexual touching (including disrobing or exposure) however slight with any object by an individual upon another individual without effective consent. This includes, but is not limited to, situations in which the victim is unable to consent because he or she is physically helpless, is mentally incapacitated due to drug or alcohol consumption, or is unconscious, regardless of whether or not the consumption of drugs or alcohol was with the victim's consent. Nonconsensual sexual contact includes, but is not limited to:
- 17.6.4.1. Nonconsensual sexual acts with someone who is unconscious or physically unable to defend themselves.
- 17.6.4.2. Nonconsensual sexual acts with someone who is incapable of giving consent due to mental cognitive abilities or mental health, or because of the effect of alcohol, drugs or other substances when the condition was known by the offending person or was reasonably apparent to the offending person.
- 17.6.4.3. Disrobing self or disrobing or causing another to disrobe in a nonconsensual sexual context or in a sexual way to arouse or satisfy the sexual desires of the offending person or another person.
- 17.6.4.4. Causing someone who is not consensual to hear, see, or become aware of sexual activity to arouse or satisfy sexual desires of the offending person or to arouse fear in the victim.
- 17.6.4.5. Use of force or fear to cause someone to participate in any nonconsensual sexual act.
- 17.6.5. **Nonconsensual sexual intercourse** (or attempts to commit same): Any sexual intercourse (anal, oral, or vaginal), however slight with/by any object, by a man or woman upon a man or a woman, without effective consent.
- 17.6.5.1. Intercourse includes any penetration of an orifice by an object and/or oral copulation (mouth to genital contact or genital to mouth contact).
- 17.6.6. **Sexual Exploitation** (or attempts to commit same): When a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
- 17.6.6.1. Invasion of sexual privacy;
- 17.6.6.2. Prostituting another student;
- 17.6.6.3. Non-consensual video or audio-taping of sexual activity;
- 17.6.6.4. Going beyond the boundaries of consent
- 17.6.6.5. Letting others watch consensual sex without the consenting partner's knowledge
- 17.6.6.6. Engaging in voyeurism;
- 17.6.6.7. Knowingly transmitting an STI or HIV to another student;
- 17.6.6.8. Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals
- 17.6.6.9. Sexually-based stalking and/or bullying/cyberbullying may also be forms of sexual exploitation
- 17.6.6.10. See ACTIONS AGAINST MEMBERS OF THE COMMUNITY (ASSAULT, HARASSMENT, HAZING, & BULLYING) for definitions of bullying and cyberbullying.

18. THEFT OF ITEMS OR SERVICES

- 18.1. The actual theft, attempt, or intent to steal services or property belonging to Bethel College, members of the Bethel College community, or guests is prohibited.
- 18.2. Possession of property stolen or belonging to another person without the owner's permission.
- 18.3. Possession or use of any form of false identification. Including the alteration, forgery or misrepresentation of any form of identification.
- 18.4. Unauthorized use, attempted or actual, of: a Bethel College student, faculty, or staff identification; credit card, debit card, or personal check; cell phone; computer; automobile; bicycle; or other unauthorized use of personal property or information belonging to another.
- 18.5. Bethel College is not liable for any theft, loss, or damage of property belonging to the student or their guest, nor for any personal goods stored in the residence halls.

19. 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.

20. TOBACCO USE AND SMOKING

- 20.1. Smoking and the use of tobacco and related products is prohibited in all Bethel College buildings and vehicles.
- 20.2. 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.
- 20.3. Students may only use tobacco in the designated areas and must utilize the designated receptacles for disposal.

21. WEAPONS

- 21.1. 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 law. An exception is granted to law enforcement officers with proper credentials
- 21.2. The improper discharge of a chemical agent including, but not limited to, mace, pepper spray, or other aerosols is prohibited.
- 21.3. Other items or implements used aggressively or for violent purposes are prohibited and should be reported.
- 21.4. **Definitions**
 - 21.4.1. **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, pistol, lasers and Tasers).
 - 21.4.2. **Ammunition:** shotgun shells, bullets, BBs, pellets and other projectiles discharged from a firearm.
 - 21.4.3. **Weapon:** hunting knives, retractable bladed knives, knives with a fixed blade over 2.5 inches used for any purpose other than cooking, daggers, machetes, bows & arrows, spears, clubs, swords, slingshots, and martial arts equipment (e.g., nunchucks, throwing stars)
- 21.5. **Storage**
 - 21.5.1. Bethel College is not required to provide storage facilities for students' or visitors' firearms, ammunition or weapons.
 - 21.5.2. No vehicle owned, leased, or otherwise under the control of Bethel College shall be used to store or carry firearms, ammunition or weapons.
 - 21.5.3. No vehicle parked on or immediately adjacent to Bethel College property shall be used to store or carry firearms, ammunition or weapons.

- 21.6. 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.
- 21.7. 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.

THE 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, 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 hearing body 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.
 - can be used as opportunities for clarifying expectations, increasing respect, and restorative outcomes (restitution, grace, education, etc.).
- 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

1. EXECUTIVE PREROGATIVE

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.

2. PROCEDURE

2.1. Initiating the Student Conduct Process

- 2.1.1. An incident report is received by Bethel College Student Life from any source, including, but not limited to an individual, a residence hall official, a faculty member, or a law enforcement agency.
- 2.1.2. Upon receipt of a complaint or report, the Vice-President for Student Life (VPSL) or designee reviews the allegation to determine if the allegations/information supports an alleged violation of a Bethel College community standard and/or policy .
 - 2.1.2.1. If the allegation/information DOES NOT SUPPORT an alleged violation of a Bethel College community standard and/or policy, the report is placed in the student's file as information only. No further steps are taken, and the case is closed.
 - 2.1.2.2. If the allegation/information SUPPORTS an alleged violation of a Bethel College community standard and/or policy, the report moves to processing and a Conduct Officer is assigned.
- 2.1.3. Notice is sent to the student who is the subject of the report or complaint.
 - 2.1.3.1. The notice is sent to the student’s official Bethel College e-mail address
 - 2.1.3.2. Notice to the student will be considered furnished on the date e-mailed.
 - 2.1.3.3. The VPSL or designee reserves the right to provide notice via telephone if it is deemed necessary to expedite a fair resolution.

- 2.1.3.4. The Student Conduct Notice shall include:
 - 2.1.3.4.1. A description of the alleged misconduct;
 - 2.1.3.4.2. The Bethel College community standard and/or policy that is alleged to have been violated;
 - 2.1.3.4.3. An explanation of the Student Conduct process; and
 - 2.1.3.4.4. The requirement and instructions on how to schedule a student conduct hearing with the Conduct Officer (CO) within three (3) business days or a pre-set student conduct hearing with the Bethel College Judicial Council or require a meeting take place within 24 to 48 hours without exception.
 - 2.1.3.4.4.1. 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.

2.2. The Student Conduct Hearing

- 2.2.1. A Student Conduct Hearing is scheduled if the allegation/information SUPPORTS an alleged violation of a Bethel College community standard and/or policy . Most hearings will be held before the Bethel College Judicial Council (the Judicial Council), but some cases may be heard by a Conduct Officer (CO) at the discretion of the Vice President for Student Life or designee.
- 2.2.2. The Judicial Council or 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.
 - 2.2.2.1. 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 time frame. The Judicial Council or CO is not obligated to reschedule the meeting to accommodate advisers.
 - 2.2.2.2. 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.

2.3. The Student Conduct Resolution

- 2.3.1. Following a review of the evidence and hearing from the student, the Judicial Council 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.
 - 2.3.1.1. The Judicial Council’s or CO’s student Conduct Resolution will consider:
 - 2.3.1.1.1. the allegation(s);
 - 2.3.1.1.2. the student’s response;
 - 2.3.1.1.3. previous violations or allegations; and
 - 2.3.1.1.4. other relevant evidence or information.
- 2.3.2. If the Judicial Council 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.
- 2.3.3. If the Judicial Council or CO determines the student is responsible for a violation of Bethel College community standards and/or policies, the Judicial Council or CO will discuss and determine appropriate sanctions.
- 2.3.4. The student will be asked to sign a document informing them of the decision and the resulting sanctions.

- 2.3.4.1. The student waives their right to an appeal by accepting this option, unless the outcome is a sanction of suspension or expulsion.

2.4. **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.

2.4.1. All sanctions are effective immediately, regardless of an appeal.

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

2.4.2.1. **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

2.4.2.2. **Disciplinary Dismissal:** Dismissal results in separation from the college for an unspecified time. This action is subject to review by the president.

2.4.2.2.1. 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.

2.4.2.2.2. In some specific cases a review by the Threat Assessment Team may be necessary.

2.4.2.3. **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.

2.4.2.3.1. Reports of misconduct during this period may result in additional sanctions, conditions, and/or restrictions.

2.4.2.4. **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.

2.4.2.5. **Formal apology:** Written letter of apology to person(s) offended or harmed.

2.4.2.6. **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.).

2.4.2.6.1. Violations of the Alcohol policy will result in notification to the parents and/or guardians of the dependent students under the age of 21.

2.4.2.6.2. Violations of the Illegal/Illicit Substances policy will result in notification to the parents and/or guardians of the dependent student regardless of age.

2.4.2.7. **Referrals:** Evaluation, assessment and/or treatment options with an academic adviser, faculty/staff member, physician, mental health provider, or Director of Student Wellness. This also includes referrals for the assessment of alcohol, drug or other dependencies or addictions.

2.4.2.7.1. The college has agreements with various community agencies for discounted services. However, the student may/will be financially responsible for assessments and ongoing treatment.

- 2.4.2.8. **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.
- 2.4.2.9. **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 his or her behavior in relation to the Bethel College community standards and/or policies.
- 2.4.2.10. **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.
- 2.4.2.11. **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.
- 2.4.2.12. **Suspension:** Suspension results in a temporary separation from the college and college activities. This action is subject to review by the President.
- 2.4.2.13. **Warning:** The student is apprised of the infraction and the consequences of following or not following the standards in the future.

2.5. The Appeal Process

- 2.5.1. A request for an appeal must...
 - 2.5.1.1. be submitted in writing to the vice president for student life.
 - 2.5.1.2. specify in detail the exact grounds for the appeal.
 - 2.5.1.3. be submitted within 72 hours of the notification of decision and (if applicable) sanction.
- 2.5.2. The Vice President for Student Life reviews the appeal to determine if it meets ONE of the following criteria:
 - 2.5.2.1. Information, which might alter the original decision AND IS NEW OR WAS UNAVAILABLE, has been attained.
 - 2.5.2.2. Established procedures have been SUBSTANTIALLY violated. This includes substantiated bias on the part of the Conduct Officer and/or Bethel College Judicial Council.
 - 2.5.2.3. Disproportionate (excessive or inconsistent) sanction(s) for the violated policy.
- 2.5.3. If the evidence/information presented in the request for an appeal does NOT support an appeal, the outcome is re-affirmed and case is closed.
- 2.5.4. If the evidence/information presented in the request for an appeal supports an appeal, one of the following occurs:
 - 2.5.4.1. The case is reassigned to the original hearing body and follows the steps as outlined in the Student Conduct Process.
 - 2.5.4.2. The decision is either upheld or a new resolution is determined.
 - 2.5.4.2.1. The decision is final and case is closed.
 - 2.5.4.3. A new hearing body is convened and follows the steps as outlined in the Student Conduct Process.
 - 2.5.4.3.1. The decision of the new hearing body may not be appealed.
 - 2.5.4.3.2. The decision is final and case is closed.
 - 2.5.4.4. VPSL or designee determines the sanctions are disproportionate and may increase, decrease, or modify.
 - 2.5.4.4.1. The decision is final and case is closed.

3. 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.

4. 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.

5. 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.

6. ROOM ENTRY 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.

6.1. 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.

6.2. 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.

6.3. Room/Property Check

6.3.1. 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.

6.3.2. 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.

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

6.3.4. Authorized personnel will announce who they are before entering a student’s living space.

6.3.5. 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.

6.3.6. A room or property “search” may follow.

6.3.7. Any person(s) documented for violating a 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.

6.4. Room/Property Search

6.4.1. 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.

6.4.2. Before a room/property search can be conducted, a Search Order must be issued by the Vice President for Student Life (or fdesignee).

6.4.3. The Search Order

6.4.3.1. Issued in response to a documented report of a violation of Bethel College community standards and/or policy. This statement reporting a violation will be:

6.4.3.1.1. Signed by the person alleging that a violation has occurred or is occurring; or

- 6.4.3.1.2. Signed by a college staff member (including Community Assistants) who has received a report from a dependable source that a violation has or is occurring.
- 6.4.3.1.3. The Search Order must:
 - 6.4.3.1.3.1. indicate the room, or other area(s) to be searched;
 - 6.4.3.1.3.2. indicate the Bethel College community standards and/or policy allegedly violated;
 - 6.4.3.1.3.3. include the date of issuance and be signed by the Vice-President for Student Life (or designee);
 - 6.4.3.1.3.4. be issued within five (5) college business days of receipt of the written report
- 6.4.3.2. During a room/property search:
 - 6.4.3.2.1. The search must be conducted by at least two (2) Bethel College staff members.
 - 6.4.3.2.2. Depending on the nature of the request, a law-enforcement or other life-safety agent may be included in the search.
 - 6.4.3.2.3. A copy of the Search Order will be given to the occupant or occupants.
 - 6.4.3.2.3.1. 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.
 - 6.4.3.2.4. 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.
- 6.4.3.3. Following a room/property search:
 - 6.4.3.3.1. A written search report should be filed with the VPSL.
 - 6.4.3.3.2. A written search report should be provided to the occupant(s) involved or responsible for the space.
 - 6.4.3.3.3. If alleged violations of Bethel College community standards and/or policy are discovered the student(s) enter the Student Conduct process.
 - 6.4.3.3.4. The written search report and any and all confiscated items may be referenced during the Bethel College Student Conduct process.

TITLE IX

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The United States Department of Education (ED) maintains an Office for Civil Rights, with 12 enforcement offices throughout the nation and a headquarters office in Washington, D.C., to enforce Title IX.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex, including sexual harassment and sexual violence, in any educational programs and activities of educational institutions that receive federal funding. Bethel College students and employees are covered by Title IX.

TITLE IX COMPLIANCE OFFICER. All educational institutions receiving Federal financial assistance must designate at least one employee to coordinate their efforts to comply with and carry out their responsibilities under Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education programs and activities. The Bethel College Title IX Compliance Officer has primary responsibility for coordinating the College's efforts to comply with and carry out its responsibilities under Title IX.

TITLE IX COMMITTEE. Led by the Title IX Compliance Officer, the Title IX Committee ensures consistent application of the policy to all individuals and allows the College to respond promptly and equitably to eliminate misconduct, prevent its recurrence and address its effects. The Title IX team coordinates the review, investigation and resolution of the formal Title IX complaints and ensures all appropriate interim measures are implemented.

If you believe you may be subject to sexual harassment, sexual misconduct, gender-based violence, or any form of sexual discrimination, the following administrators are available to respond to general concerns or questions or to address specific complaints.

- Allison McFarland, Title IX Coordinator (316) 284-5353, amcfarland@bethelks.edu
- Aaron Austin (316) 284-5324, aaustin@bethelks.edu
- Joanna Bjerum (316) 284-5326, jbjerum@bethelks.edu
- Gregg Dick (316) 284-5277, greggd@bethelks.edu
- Robert Milliman (316) 284-5239, rmilliman@bethelks.edu

REPORTING AND RESPONSE TO SEXUAL MISCONDUCT

Please refer to the Sexual Misconduct Complaint Resolution Procedures manual located here:

<https://www.bethelks.edu/userfiles/1/files/Title-IX-Complaint-Resolution-Procedures.pdf>

Members of the Bethel College community are encouraged to submit reports of sexual misconduct, even if supporting information is not available; a lack of evidence should not be a deterrent from making a report. All allegations of sexual misconduct are taken seriously, and Bethel College will work with involved parties in a supportive and responsible manner. If someone experiences or is aware of sexual misconduct, they should report it as soon as possible. Reporting the incident to the Title IX Coordinator or Title IX Administrator from the list provided, is recommended, but students should feel free to report to any Bethel College staff member. Reports can also be submitted via e-mail, anonymous letter, the online Student Life Concern Form (bthl.acck.edu/ICS/Resources/Student_Life/Report_Concern.jnz), or by calling the Student Life office at (316) 284-5324.

Students will be informed of crisis resources and services, including:

- The Kansas Crisis Hotline, 1-888-END ABUSE (1-888-363-2287) is a toll-free, 24-hour statewide crisis hotline developed to link victims of domestic violence and sexual assault to crisis programs across Kansas.
- KCSDV is a network of statewide domestic violence and sexual assault advocacy programs whose primary goals are safety, accountability, and justice. SafeHope (formerly the Harvey County DV/SA Task Force) can be reached via telephone at 1-800-487-0510 or 316-283-0350.

The following provides a basic outline of the response protocol from Bethel College.

- The responding Bethel College employee (BCE) will assure the immediate physical safety of the alleged victim.
- If the alleged victim's physical safety is in jeopardy, the BCE will call 911 and if possible, remain with the alleged victim in a safe location until help can arrive.
 - If the alleged victim has sustained injuries, regardless of severity, the BCE will call 911 to request medical assistance. If able to effectively respond, the alleged victim may refuse transport via ambulance.
- BCE will attempt to determine when the misconduct took place, and if necessary will offer medical options.
- If the sexual misconduct has just occurred and involves a physical assault (especially if committed by an unknown assailant), AND the alleged victim is willing to contact the North Newton Police Department (NNPD), the officer will respond directly to the victim's location. At this point, NNPD will decide what steps need to be taken based on the victim's history of the assault.
- Regardless of the time frame, victims of sexual assault should seek medical attention to address concerns about sexually transmitted infections, and if applicable, pregnancy. This does not mean the alleged victim must speak to the police or that if they report a crime, the case will be prosecuted.
- The alleged victim is not required to seek medical attention. However, even if the alleged victim does not want to report the crime or consider prosecution, documenting injuries and collecting evidence is important in case the alleged victim changes their mind later. Forensic examinations, completed at hospitals, can aid in the success of a later investigation and possible prosecution. The hospital does NOT test evidence. Hospital personnel document and collect. Hospital labs may do very limited and presumptive testing but it should never be used to form a conclusion.
- The person making a report and/or the alleged victim will be advised regarding the college's efforts to contain information for the alleged victim's privacy.

- Complete confidentiality cannot be maintained, but information will only be shared with those who need to know. Bethel College and the involved staff members will keep confidentiality to the best of their ability and duties.
- The college has legal and ethical obligations to disclose information regarding certain alleged events to protect the safety of Bethel College and the neighboring community. Non-personally identifying information may/will be disclosed to meet annual federal campus crime statistic reporting requirements. When this occurs, a report of basic details of an incident, including the general location, date, time of day, and disposition will be made available to the public. No names are given, and facts that could lead to the identity of the victim are not disclosed.
- All involved parties will be advised about support and resources available via Bethel College and the neighboring community. These may include medical care, counseling, spiritual counseling, and law enforcement services.
- The Bethel College Title IX Compliance Officer will be notified about any incident or allegations as soon as possible.
- The person making a report and/or the alleged victim will be offered changes in academic, employment, and living situations, as available and appropriate. These changes may be required. Additionally, the allegation may require the relocation of the alleged perpetrator.
- The Bethel College Title IX Committee, convened by the Title IX Compliance Officer will conduct a prompt and thorough campus investigation and a subsequent hearing (if appropriate) will be conducted.
 - Information about this process and more can be found on Bethel College's Title IX page (<https://www.bethelks.edu/why-bethel/about-the-college/bethel-college-profile/consumer-info/title-ix/>)
- If Bethel College and involved law enforcement officers/agents are not able to substantiate a report made against a member of the Bethel College community, the accused perpetrator and the person making a report and/or the alleged victim will be informed of this outcome.
- A campus hearing is not a criminal trial. The rights one might have in criminal cases may not pertain on campus. While Bethel College's policy on sexual misconduct may be similar to the state statute for sex offenses, they are not identical. For more information regarding this process, contact the Title IX Coordinator.
- The person making a report, the alleged victim, and the alleged perpetrator will be advised of the investigation.
- After the completion of the appropriate Bethel College Title IX investigative process, an appropriate response, potentially including sanctions, will be issued. This response will be in line with the mission, vision, values, and beliefs of Bethel College and may consider previous violations, severity, and legal substantiation. The person making a report and/or, the alleged victim, and the alleged perpetrator will be advised of the investigation and (as appropriate) the findings, results, and outcomes.
- Acts of retaliation, such as threats or intimidation by the alleged perpetrator against the alleged victim, or by the alleged victim or anyone acting on their behalf against the alleged perpetrator, will be considered violations of Bethel College community standards and policy and may result in sanctions via the Student Conduct process.
- The issues surrounding sexual misconduct, specifically sexual assault, are complex. For this reason, it is strongly recommended survivors and their supporters (family, friends, etc.) talk to specially trained professionals and/or advocates who can provide support, and available information and/or options for a criminal investigation.

RESIDENCE LIFE GUIDELINES & PROCEDURES

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.

1. ASSIGNMENT OF HOUSING

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

- 1.1. Bethel College reserves the right to make housing assignments and alter student assignments at any time.
- 1.2. 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.

2. CABLE TELEVISION

Cable television service is offered in public outlets on campus. Those outlets include lounges in Haury Hall, Voth Hall and Warkentin Court and the 22 individual "mod" lounges.

- 2.1. Independent cable modem outlets will not be allowed in individual rooms, and subscriptions to cable or internet providers are not available.

3. CHECK-IN & CHECK-OUT

Each student, upon moving into their assigned room, shall complete an online room inspection form, which should be an accurate and complete record of the contents and conditions of the living space.

- 3.1. When vacating the assigned room, the student must check out with the Coordinator of Residence Life or appointed Residence Life staff member, or follow approved Bethel College Residence Life protocols.
 - 3.1.1. The room inventory form and inspection by a staff member will serve as the basis for any assessed damage fees/charges.
 - 3.1.2. 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.
 - 3.1.3. Fees will be assessed if a student fails to follow the proper check-out guidelines, regardless of the condition of the living space.

4. 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.

- 4.1. 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.
- 4.2. Anyone bringing personal furniture should be fully aware of the history of the item to ensure the furniture does not 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.
 - 4.2.1. 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.
- 4.3. The college will not permit the use of any outside lofts. Any lofted beds must be lofted by the Bethel College Maintenance Department.

5. INTERTERM

Interterm room and board is offered at no additional cost to students who live on campus the semester prior to interterm. A student who begins study at Bethel College during interterm will be charged room and board, and will have interterm charges credited to their account if they live on campus for the spring semester.

- 5.1. A student who chooses not to enroll for Interterm will not receive a refund for room and board.
- 5.2. In order to live in campus housing or participate in the campus meal plan, the student must be enrolled and maintain a minimum of two hours during Interterm.

6. 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.

- 6.1. Failure to comply with stated closing dates will result in \$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.

7. PERSONAL PROPERTY LOSS

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.

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

8. REFRIGERATORS

- 8.1. Full-size refrigerators and freezers are not allowed in rooms.
- 8.2. 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.
- 8.3. All refrigerators and freezers must be unplugged over the Thanksgiving, Christmas, and Spring Break hall closures.

9. ROOM / ROOMMATE CHANGES

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

10. ROOM OCCUPANCY & CONSOLIDATION

- 10.1. Residents without a roommate will be expected to find an on-campus roommate.
- 10.2. Failure to find a roommate may result in:
 - 10.2.1. a mandatory reassignment, or
 - 10.2.2. a roommate assigned to the room, or
 - 10.2.3. remaining in the space at the single-room rate charge
 - 10.2.3.1. A single room (one person occupying a double-occupancy space) is approximately 50% more than the double rate.
 - 10.2.3.2. A single room (one person occupying a double-occupancy space) is dependent upon availability.

11. BETHEL COLLEGE COMMUNITY STANDARDS & POLICIES

All students are responsible for knowing, understanding, maintaining, and following all Bethel College community standards and policies.

12.STORAGE OF PERSONAL PROPERTY

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 non-refundable deposit will secure the space needed.

- 12.1. No students are guaranteed a space to store items
- 12.2. Space is limited in cases of large furniture items such as couches, carpet, chairs, futon, etc.
- 12.3. All items must be:
 - 12.3.1. contained in boxes, suitcases, etc.,
 - 12.3.2. clearly labeled
 - 12.3.3. placed in defined spaces of the storage area
- 12.4. 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.
- 12.5. Bethel College is not responsible for damage or theft of stored items.
- 12.6. See #7 and #7.1

13.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.

- 13.1. 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.
- 13.2. Part-time students with federal/state aid do not qualify for any refunds.

FINANCIAL AID POLICIES

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.

1. MAXIMUM TIME FRAME TO COMPLETE AN UNDERGRADUATE DEGREE

The time frame, (the Department of Education refers to it as “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 124. Therefore, students who have attempted fewer than 186 hours of college credit, either here or elsewhere, are eligible to apply for financial aid. Withdrawals (WP or WF), incompletes, failures, courses at non-accredited institutions, or non-college level remedial courses not reflected on official BC transcripts, will not be counted toward the determination of the 186 hours attempted.

2. 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 levels are 1.4 for freshmen and 1.6 for sophomores.

2.1. Federal regulations require students who have attempted 48 credit hours to maintain a minimum of a 2.0 cumulative GPA.

3. 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.

3.1. Interterm can be part of the Fall semester.

3.2. Summer can be part of Spring semester.

4. 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.

5. 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 eligibilities will be reinstated.

6. APPEAL PROCEDURE

Students may appeal either warning or suspension status by writing to the financial aid director listing reasons why they did not achieve 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 coursework completed successfully in summer term or interterm following the initial determination of warning status. Students on suspension due to the 186-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. A student may appeal the decision of the financial aid director by writing to the Admissions and Financial Aid Committee.

6.1. 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.

7. 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.

PRIVACY/DISCLOSURE OF STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law which provides that the institution will maintain the confidentiality of student education records.

1. Bethel College accords all the rights under the law to students of the college. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the prior written consent of the student(s) except to 1) parents of dependent students, 2) personnel within the institution who have a legitimate education interest, 3) persons or organizations providing students' financial aid, 4) accrediting agencies carrying out their accreditation function, 5) persons in compliance with a judicial order, 6) persons in an emergency in order to protect the health and safety of students or other persons. All these exceptions are permitted under the Act.
2. Within the Bethel College community, only those members, individually or collectively, acting in the student's educational interest are allowed access to student education records. These members include personnel in the Office of Admissions, Office of the Registrar, Business Office, ACCK Computer Center, Financial Aid Office, library, career planning and placement, college officials and other administrative and academic personnel within the limitation of their need to know. Social security number and student status data may be provided to other state agencies for use in 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.

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

BUSINESS SERVICES INFORMATION

1. REFUNDS

- 1.1. 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.
- 1.2. 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.
- 1.3. 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.
- 1.4. The college is under no obligation to make refunds to students who are suspended, expelled, or leave school without following proper withdrawal procedures.
- 1.5. If a student is confronted with unusual circumstances, a request for an exception should be addressed to the vice president of business affairs.

2. UNPAID ACCOUNTS

- 2.1. 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.
- 2.2. 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 of Business Affairs.
- 2.3. Official transcripts for any purpose will not be released.
- 2.4. Diplomas will not be issued.
- 2.5. If an account is turned in for collection, the added collection costs will be the responsibility of the debtor.

WITHDRAWAL FROM SCHOOL

A student who is affecting a total withdrawal from all classes needs to complete a formal withdrawal procedure. Forms are available from the Office of Student Life, the Business Office, and the Office of Financial Aid.

COMMUNITY SAFETY

STORM PROCEDURES

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 listen to the radio and watch for tornadoes!
- Tornado Warning – a tornado has been sighted or detected and may be approaching. Seek shelter immediately!

North Newton has an outdoor warning system. This warning consists of a voice message followed by a 5-minute siren. This system is tested quarterly.

WHEN A WARNING IS SOUNDED

1. 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.
2. In classrooms, office buildings, and residence halls, stand in an interior hallway on a lower floor, preferably in a basement.
3. In shopping centers, theaters, or gymnasiums, move to a hallway away from wide, free-spanned roofs or large glass windows.
4. 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 TORNADO WARNING

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

If you work or live in one of the college houses, seek refuge in the basement.

FIRE PROCEDURES

In case of a fire:

1. Pull the fire alarm.
2. If in a residence hall, and you can do so safely, contact a Community Assistant or the Coordinator of Residence Life.
3. Leave building immediately at the sound of the alarm, proceeding to the nearest exit.
4. Keep moving rapidly, but do not push or crowd.
5. Hold the exit door open if you are the first to reach it, and can do so safely.
6. Move a safe distance from the building.
7. Wait until informed by Bethel College staff to re-enter the building.

CAMPUS 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.
- 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 anyone continues 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, 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 are in red metal boxes and are set up to dial 911.
 - Warkentin Court on the east side of Mod 1A next to parking lot
 - Haury Hall on the west wall just north of the front sidewalk
 - Schultz Student Center to the left of the front entrance
 - Goering Hall on the west exterior wall
 - Fine Arts Center at the west entrance from the parking lot.

EMERGENCY NUMBERS

- Police, ambulance and/or fire from campus phone: 9-911 / from pay/credit-card phone: 911
- Campus building security
- Ext. 254
- Les Goerzen, 316-284-4054 or 620-367-8493
- Student Life
- Ext. 324 or 316-284-5324
- Newton Medical Center: 316-283-2700
- Prairie View Mental Health Center: 316-283-2400

ACKNOWLEDGEMENTS

Portions of this document were adapted from information from the following agencies and/or institutions:

- Arizona State University
- Bethany College
- Hesston College
- Kansas State University
- National Center for Higher Education Risk Management
- SafeHope
- Texas Tech University
- University of California-San Diego
- University of Colorado
- U.S. Department of Education, Office for Civil Rights