



Student Handbook

2023/2024

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CONTACT SHEET

Campus Contacts

| | |
|-------------------------|---------------------------|
| Main College Number | (785) 227-3380 |
| Campus Facilities | (785) 227-3380, Ext. 8142 |
| On-Call Maintenance | (785) 906-0211 |
| Student Assist Services | (877) 369-2013 |

Community Contacts

| | |
|------------------------------|----------------|
| POLICE | 911 |
| FIRE | 911 |
| EMERGENCY MEDICAL SERVICE | 911 |
| LINDSBORG COMMUNITY HOSPITAL | (785) 227-3308 |
| RAPE CRISIS | (800) 874-1499 |
| CRISIS HOTLINE | (800) 362-0180 |
| POLICE (non-emergency) | (785) 227-2988 |
| SUICIDE PREVENTION HOTLINE | (800) 273-8255 |

Hall On-Call Numbers

| | |
|---------------------------|----------------|
| Alma Swensson Hall | (785) 212-0598 |
| New Hall/Perimeter Houses | (785) 906-0205 |
| Gregory Hall | (785) 906-0208 |
| Swede Suites | (785) 906-0209 |
| Warner Hall | (785) 906-0217 |

BETHANY COLLEGE STUDENT HANDBOOK

Introduction to Bethany College

The Student Handbook, published electronically by the Division of Student Affairs annually, is made available to each student of Bethany College. It is the primary source regarding the College's policies for students and the expectation for students to uphold Community Standards. The Handbook also includes the resources available to students through the Division of Student Affairs, including various services and opportunities for involvement on campus. Once during the year, students are asked to acknowledge that they have read and will abide by the spirit of the policies and procedures outlined in this Handbook.

This August 2023 publication replaces and supersedes all previous editions of the Bethany College Student Handbook. If there is a conflict between policies and regulations contained in alternative student publications, the policy contained in this version of the Student Handbook shall have precedence. All undergraduate, residential, and commuter students of Bethany College are responsible for knowing and observing the policies, procedures, and regulations contained in this Handbook, as well as additional policies or changes in policy officially distributed or posted online during the current academic year. The expectations herein apply to all current Bethany students; once enrolled, each student is responsible for upholding the Community Standards of the college both on and off campus, which includes school sponsored activities and sporting events

The content of this document is provided for the information of the student. It is accurate at the time of publication, but is subject to change as deemed appropriate to fulfill Bethany College's role or Mission or to accommodate circumstances beyond the College's control. Any such changes may be implemented without prior notice and, unless specified, are effective when made.

Accreditation

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

Other Sources of Official Information for Students

In addition to this Student Handbook, students are expected to familiarize themselves with the Academic Catalog, published by the Registrar's Office. The Catalog contains official college policies and procedures regarding the academic life of the Bethany College student, including degree and graduation requirements, admissions criteria, the academic calendar, and tuition information from the Business Office and the Office of Financial Aid.

Bethany College Mission Statement and Campus Principles

Mission Statement

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

Values

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

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

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

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

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

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

Excellence is the standard by which we will evaluate all that we do for our students and our community. Our continued pursuit of excellence in all that we do will assure that Bethany is an outstanding institution.

Vision

Bethany College will be celebrated in the Midwest and the Evangelical Lutheran Church in America (ELCA) for offering inspired learning and informed faith that result in student success and community transformation.

Promise

At Bethany College, we value individuals and believe in community. We know every human being is worthwhile, can make valuable contributions in the world, and is responsible for doing so. Working together is service to one another builds character, deepens relationships, improves our quality of life, and brings meaning to life. If you choose to join the Bethany community as a student, you can expect: Personal attention within a caring community; Active learning and meaningful practical experience--in and beyond the classroom; An educational experience that prepares you for a life and career of consequence; To be an active participant in your own education and in the life of the college; and To be a part of something bigger than yourself.

Statement of Commitment to Being a Community of Inclusiveness and Diversity

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

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

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

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

- is free of myths and stereotypes about gender, age, orientation, ability, religion, race, and cultural and ethnic background;
- confronts racism, sexism, and other forms of discrimination wherever and whenever they may appear in the life and values of the campus community;
- adopts policies and practices that acknowledge and protect the rights and dignity of all persons and which provide equitable access to resources;
- encourages and expects teaching and advising practices, professional behaviors, and uses of language that promote the elimination of inappropriate, prejudicial, and demeaning attitudes, assumptions, and stereotypes about sex roles and racial or cultural identity;
- encourages the use of inclusive languages about God in the college's worship life;
- in hiring persons to fill positions at the College, seeks actively to employ women and persons of all races and diverse cultural and ethnic backgrounds in all categories of employment;
- fosters an appreciation of diverse religious traditions and value systems; and
- works to continuously educate all administrators, faculty, staff and students about the issues, needs, and concerns of people from diverse backgrounds.

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

Approved by the Board of Directors,
October 17, 1988

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

Parental Communication with the Division of Student Affairs

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

The Division of Student Affairs assumes that students, as mature adults, are able to attend to their affairs without parental intervention. Normally, the Division of Student Affairs will not initiate contact with parents unless the student's status with the College is seriously threatened for health or disciplinary reasons, such as an emergency situation where there is acute harm or concern preventing the student from contacting a parent/guardian on their own. In this case the College will initiate contact with parents or guardians in person, over the phone, or in writing. The College will follow the Family Educational Rights and Privacy Act regulations.

For more details on FERPA, please visit <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Equal Opportunity Office

Bethany College has a firm commitment to supporting the right of all individuals to be treated equitably, regardless of sex, gender identity, sexual orientation, race, ethnic origin, religion, age, veteran's status, or disability. To honor this commitment, Bethany established the position, Equal Opportunity Officer. This individual has the responsibility of working to prevent illegal discrimination within the College. If a student believes he or she has been subjected to an act of illegal discrimination, the Equal Opportunity Officer should be contacted. The Equal Opportunity Officer is available to provide assistance in identifying and correcting discriminatory policies and practices. The Director of Human Resources has been appointed to this position. The Director of Human Resources can be contacted in the Human Resource Office, room 19 in the basement of Presser Hall, or at extension 8117.

Grievances and Ethical Violations

Grievance and Complaint Procedures

Bethany College has adopted grievance procedures which facilitate prompt and equitable resolution of student and employee complaints that allege discrimination. In the event a student feels that she or he has received discriminatory treatment on the basis of sex, abilities, race, sexual orientation, age, religion, veteran's status, or national or ethnic origin, the student may obtain from the Human Resources Office, located in Presser Hall, a written copy of the grievance procedures and advice on how to use this process for addressing such discriminatory treatment. These procedures comply with the provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

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

Rules Surrounding the Filing of a Complaint

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

Complaints of Unethical Behavior

Bethany College is an organization with strong values and integrity. We believe that our employees are our most important asset. By creating open channels of communication, we can promote a positive campus environment and maximize productivity. The *On Campus Complaint Form* is located on eSwede; Bethany College encourages our community to submit a complain form if an issue arises. Information on how to submit the completed form can be found on the document.

The EthicsPoint system is designed for members of the campus community to anonymously report any violation of our stated Community Standards or other ethical concerns you have. The website is www.bethanylb.ethicspoint.com and the phone number is (844) 687-6581.

Bethany College Policy Prohibiting Sexual Harassment

Bethany College Prohibits Sexual Harassment.

Sexual harassment is also a violation of federal and state law. Specifically, sexual harassment is a form of illegal discrimination in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Kansas Act Against Discrimination. Sexual harassment, like other forms of prohibited harassment, will not be tolerated. For the full policy regarding sexual harassment, see the [BETHANY COLLEGE SEXUAL MISCONDUCT POLICY & COMPLAINT RESOLUTION PROCEDURES](#), which is located on eSwede.

COMMUNITY STANDARDS

The Community Standards of Bethany College refer to the responsibilities of all students. To uphold the Standards, students must not engage in any activities/behaviors/actions that conflict with the College's values and expectations. Violating the below listed Standards, as well as attempting to commit and aiding, abetting, or inciting others to commit behavior prohibited by the College, will be considered a breach of the responsibilities and expectations placed on all students of Bethany College. Any and all policy violations are cumulative.

1. Not participating in acts of dishonesty, which include but are not limited to the following:
 - a. Cheating, plagiarism, or other forms of dishonesty.
 - b. Furnishing false information to any College official, faculty member, or office.
 - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
2. Abiding by the Responsibility and Resolution Process by not engaging in the following:
 - a. Failure to obey the notice from the Resolution Facilitator to appear for a meeting or "conference" as part of the Responsibility and Resolution Process.
 - b. Falsification, distortion, or misrepresentation of information before the Resolution Committee and/or Facilitator.
 - c. Disruption or interference with the orderly conduct of a Student Responsibility Hearing.
 - d. Initiation of a Student Responsibility Hearing in bad faith.
 - e. Attempting to discourage an individual's proper participation in, or use of, the Responsibility and Resolution Process.
 - f. Failure to comply with and complete the responsibilities assigned by the Resolution Committee.
 - g. Influencing or attempting to influence another person to commit an abuse of the Responsibility and Resolution Process.
 - h. Acting to improperly influence the Resolution Committee. (Direct contact with a member of the Resolution Committee or contact through a third party may constitute a violation of this provision.)
3. Complying with the direction of College officials who are performing their duties. Students are required to comply with instructions or directions given by college officials, including, but not limited to, an instruction to present identification and an instruction to appear at Student Responsibility Hearings or other mandatory meetings.
4. Proving true and accurate information to College officials, the Resolution Facilitator and Committee, and peace officers in performance of their duties. Students must never falsify, forge, alter, or misuse documents or records, or knowingly use/possess forged, altered, or false documents or records.
5. Not engaging in acts of disruption or obstruction of teaching, research, administration, the Responsibility and Resolution Process, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises
6. Adhering to all Residence Life policies, which includes abstaining from the following behaviors:
 - a. Violating the noise policy.
 - b. Throwing items of any kind from or to windows, balconies, roofs, etc.
 - c. Tampering with, propping open, or misusing residence hall security doors (violations may result in a \$25 fine).
 - d. Disposing of personal trash in hallways, bathrooms, or other common areas.
 - e. Keeping a pet or unapproved animal in any of the Residence halls/apartments.

- f. Playing any type of restricted game in the buildings which may result in damage to facilities or individuals (e.g. Frisbee, hockey, golf, darts, etc.); throwing snowballs; participating in water fights; or bicycling, skateboarding, or inline skating in the buildings or specified areas close to the buildings. (Additional activities may be deemed potentially damaging to facilities or individuals at the discretion of Bethany College employees.)
 - g. Maintaining open flames, burning incense or candles, using barbecues or grills, using prohibited appliances, hanging/displaying prohibited tapestries, or possessing any of these items, even if meant for display only (violations may result in a fine of up to \$50).
 - h. Failing to instruct guests as to College or residence hall rules and policies. Residents are responsible for and are held accountable for the conduct of their guests and all activities in their rooms (whether or not they are present).
 - i. Improper use of residence life property (including using windows for room entry or exit).
 - j. Violating the visitation policy.
 - k. Throwing food and/or items in the dining center; and/or carrying out food from the dining center, except where permitted.
 - l. Improper room changes and/or check out.
7. Adhering to Bethany College's Commitment to Inclusiveness and Diversity by never promoting or engaging in acts of racism or discrimination towards another member of the Bethany Community or the wider community that the College serves.
 8. Adhering to the Service, Emotional Support Animal, and Pet Policy.
 9. Never retaliating against or discouraging an individual from participating in a College process or releasing unauthorized confidential student or College information/records.
 10. Abiding by the direction of police, fire, and emergency response professionals. This includes, but is not limited to, avoiding the following behaviors:
 - a. Resisting arrest.
 - b. Failing to abide by the directions of a peace officer.
 - c. Obstructing or disrupting legal authorities.
 - d. Tampering with, impairing, disabling, or misusing fire protection systems such as smoke detectors, fire extinguishers or alarms.
 - e. Failing to evacuate during a fire alarm.
 - f. Arson/setting fires.
 11. Complying with all federal, state, and local law, as well as College regulation/policy; this includes but is not limited to:
 - a. The College's Administrative Policy regarding Sexual Harassment.
 - b. The College's policy regarding Discrimination.
 12. Properly using electronic or other devices, which excludes the creation of audio or video record of another person without that person's express consent and/or knowledge when such a recording is likely to cause injury or distress to the individual being recorded.
 13. Following the College's policies relating to the use of keys; this excludes any unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
 14. Entering and exiting College facilities and property belonging to another person only when authorized by the College or the owner.
 15. Abstaining from all acts of violence or threatened acts of violence against a person. This includes, but is not limited to, never engaging in threats, verbal or written abuse, assault, property damage, and violence or threat to a Bethany College community member or the family of a Bethany College community member.

16. Respecting the bodily integrity of all members of the Bethany community by refraining from actions that could be considered assault, physical abuse, or brawling.
17. Refraining from and discouraging the self-promotion of a company or person, oneself included, which may encourage or involve alcohol, tobacco, gambling, adult entertainment, illegal activity, or any other activity that does not align itself with the Bethany College Community Standards.
18. Avoiding all activities that may be defined as Sexual Misconduct, which includes non-consensual sexual intercourse, non-consensual sexual contact, and sexual exploitation or exposure.
 - a. Non-consensual sexual intercourse is any sexual intercourse (anal, oral or vaginal), including sexual intercourse with an object, however slight, by one person upon another without consent.
 - b. Non-consensual sexual contact is any sexual touching (including touching with an object) however slight, by one person on another without consent.
 - c. Sexual Exploitation is any instance when an individual takes nonconsensual, unjust, or abusive sexual advantage of another for their own pleasure, advantage, or benefit, or to pleasure, benefit, or advantage anyone other than the one being exploited.
 - d. Sexual exposure occurs when an individual engages in lewd exposure of the body done with the intent to arouse or satisfy the sexual desire of any person. [Refer to Sexual Misconduct information].
19. Never engaging in the indecent exposure of one's body.
20. Refraining from any activity that may be categorized as stalking, which is defined by Bethany College as repeated conduct that reasonably and subjectively causes another person to fear for their safety, or repeated conduct that causes a person to alter their activities in response to the repeated conduct. Such repeated conduct includes, but is not limited to, any of the following:
 - a. Following or approaching a person or a member of that person's family or household.
 - b. Contacting a person or a member of that person's family or household whether or not conversation ensues.
 - c. Placing a person or a member of that person's family or household under surveillance.
21. Adhering to the Bethany College Hazing policy, which prohibits all acts of hazing.
 - a. Hazing is any action or situation that recklessly or intentionally endangers the health, safety, or welfare of an individual for the purpose of initiation, participation, admission into or affiliation with a sports team and/or student organization at the College. Please see the Bethany College Hazing policy.
22. Refraining from any activity that may be categorized as abusive conduct, which is defined by Bethany College as unwelcome conduct by an individual(s) that is sufficiently severe or pervasive, such that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile, or offensive.
 - a. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. Simple teasing, offhand comments and isolated incidents (unless extremely serious) will not amount to abusive conduct.
23. Adhering to College policies and local laws by never possessing, using, providing, manufacturing, distributing, or selling non-prescription or illegal drugs or drug paraphernalia.
 - a. Within a Residence Life facility, this Standard also applies to students who knew, or reasonably should have known, that they were in the presence of illegal drugs or drug paraphernalia.
24. Adhering to College policies by never possessing, using, providing, manufacturing, distributing, or selling alcoholic beverages while on Bethany College property.
 - a. This Standard also applies to students who knew, or reasonably should have known, they were in the presence of alcoholic beverages, or possessed, displayed, or were in the presence of alcohol containers.

25. Adhering to the Bethany Tobacco Policy and Kansas law by not possessing, using, providing, manufacturing, distributing, or selling tobacco or tobacco paraphernalia (e.g. cigarettes, cigars, vapes, etc.) while on Bethany College property.
26. Adhering to College policies by never possessing firearms, explosives, fireworks, incendiary devices, ammunition, dangerous chemicals, or other weapons on campus while on Bethany College property.
 - a. Possession of a harmless instrument designed to look like a firearm, explosive, or dangerous weapon should also be considered prohibited by this Standard. This includes, but is not limited to, BB guns, pellet guns, water guns, gel blasters, martial arts equipment, and knives with a blade over 2" in length. The mere possession of firearms, explosives, fireworks, incendiary devices, ammunition, other weapons, or instruments designed to look like any real weapon should be considered a violation of this Standard.
 - b. Use of any above-mentioned item, as well as any additional item, in a manner that harms, threatens or causes fear to others should also be considered in violation to this Standard.
27. Respecting computer resources by abstaining from the theft or other abuse of computer resources, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password.
 - d. Use of computing resources to interfere with the work of another student, faculty member or College Official.
 - e. Use of computing resources to send obscene or abusive messages.
 - f. Use of computing resources to interfere with normal operation of the College computing system.
 - g. Use of computing resources in violation of copyright laws.
28. Respecting the property of others, which includes, but is not limited to, never participating in theft, never possessing property known to be stolen, and never taking property of another without consent, even with the intent to return the property.
29. Never participating in activities that will result in damage to property belonging to the College or another individual.
30. Responsibly utilizing social media, which includes never using it to intimidate, harass, or threaten another individual. Examples of social media include, but are not limited to, the following: Facebook, Instagram, texting, Twitter, etc.
31. Maintaining peace on College premises; this includes, but is not limited to, avoiding behavior such as:
 - a. Conduct that is disorderly, lewd, or indecent.
 - b. Aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community.
32. Respecting the operations of the College and the rights of its community members by never participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area is also considered a violation of this Standard.
33. Maintaining the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
34. Respecting classroom settings, research, administration, the Responsibility and Resolution Process, and other College activities, including its public service functions on or off campus and other authorized non-College activities while on College premises

DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs' mission is to foster the development of the whole person—mind, body, and spirit—according to the rubric expressed in the mission and values of the College, namely: Integrity, Hospitality, Community, Servant Leadership, Sustainability, and Excellence. This mission will be fulfilled by providing care, direction, activity, and education in all areas of students' lives outside the classroom. In the areas of influence covered by the Division of Student Affairs, the staff seeks specifically to provide students with a rich, dynamic environment in which the intellectual, social, spiritual, and moral spheres of life reinforce one another.

The Division of Student Affairs has responsibility for student services including such programs as: student leadership training, the Responsibility and Resolution Process, co-curricular activities, Swede Government Association (or SGA), orientation, Resident Director (RD)/Resident Assistant (RA) training and supervision. The division staff includes: Executive Director of Student Affairs, Director of Residence Life, Student Activities Board Advisor, Student Activities Coordinators, Office Manager, and Resident Directors. The central office serves as an informational resource for student concerns and questions, as well as the hub for student IDs. Questions concerning Student Affairs may be directed to the Student Affairs Office, located in the lower level of the Pihlblad Student Union.

The Mission of the Department of Residence Life

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

The Vision of the Department of Residence Life

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

The Department's Guiding Values:

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

Meet the Staff

Tessa Peters, Executive Director of Student Affairs

Kerri Henne, Director of Residence Life

Samantha Quezada, Resident Director and Student Activities Coordinator

Avery Dauer, Resident Director and Student Activities Coordinator

Chantey Nichols, Resident Director and SAB Advisor

Michael DeVries, Resident Director and Assistant Basketball Coach

Resident Directors (RDs)

Resident Directors (RDs) are professional live-in staff members of the Office of Residence Life. Resident Directors lead a staff of Resident Assistants and oversee the residents in the residence halls. Resident Directors provide leadership through conduct, attitude, and professionalism. Resident Directors rotate on an on-call schedule, function as an active and cooperative member of the Division of Student Affairs, and support the mission and goals of the division by maintaining active involvement in all co-curricular activities. Resident Directors provide and ensure a safe living environment for all students and coordinate programming events for the residence halls. Resident Directors respond to emergent situations and manage roommate conflicts in addition to reporting and managing violations of the Community Standards.

Resident Assistants (RAs)

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

Housing and Residency

Office of Residence Life

The purpose of the Bethany College Office of Residence Life is to facilitate the development of residents within living and learning communities. The Office of Residence Life is committed to providing quality programs and services that promote personal growth, foster the understanding of human diversity, and encourage academic success. The

professional and paraprofessional staff offer a residential living/learning experience that not only supports but enriches the student's experience and success academically as well as personally.

Residence Hall Policies

Housing Policy

All full-time Bethany College students are required to live in College-owned housing. Please check with the Office of Residence Life for full details of the policy. The Director of Residence Life has the authority to grant exceptions when on-campus housing is full, not available, or for very exceptional reasons. Room refunds will not be issued if a student changes housing status, from on to off campus housing, after the first class day of each semester. Students who live off-campus without receiving permission will be charged the minimum fees for room and board. If a student is denied permission to live off-campus by the Off Campus Housing Committee, they may appeal to the Executive Director of Student Affairs within day seven (7) business days of the denial. However, appeal letters to live off-campus will not be accepted after August 1st of each year for the fall semester and January 1st of each year for the spring semester.

If a student does not reside on campus during the fall, but plans to reside on campus during the spring, they may check into the halls at the beginning of the spring semester. In order to secure a place in the halls, a student must first fill out an on-campus housing application and reach out to the Director of Residence Life.

Full-Time Status - Dropping Below 12 Credit Hours

Students must be full-time status to live in the residence halls. If a student drops below 12 credit hours during a semester, they will be contacted by the Office of Student Affairs with a set of questions, which will be used to determine whether or not the student will be allowed to remain in the halls.

Housing Contract

The Housing Contract, distributed by the Office of Residence Life, serves as the legally binding agreement between the College and the residential student. Each student is responsible for adhering to all terms outlined in the contract. The Housing Contract is for the entire academic year. The only way for enrolled students to be released from the Housing Contract is to apply to live off campus and be approved by the Off Campus Housing Committee.

The Office of Residence Life reserves the right to make room assignments, to change any placements when necessary, and, in serious cases, to require that a student withdraw completely from the residence hall and/or the College when such is deemed necessary by the College for the health and well-being of the student, other students, and/or the College.

Off Campus Housing

All students who wish to live off-campus must complete the off campus housing application each academic year. This applies even if a student has always been a local resident. The deadlines for fall and spring semester applications will be communicated by the Residence Life Office when housing applications are released. The following are justifications for living off campus:

1. Age 24 or older (by Sep. 1 if they are applying for the fall semester and by Feb. 1 if they are applying for the spring semester)
2. Plan to live with a parent or legal guardian within Saline or McPherson Counties (form required—find it on eSwede under Student Affairs)
3. Have full or partial custody of a dependent child (as defined by federal regulations)
4. Are currently married (paperwork required)
5. Are a veteran with at least 1 year of active duty service (paperwork required)
6. Have a health concern that makes living in any on-campus housing impossible (paperwork required)

The Off Campus Housing Committee will review all applications and determine whether or not each applicant is approved or denied to live off campus.

Opening & Closing of Facilities

Hall opening and closing dates and times will be published well in advance. Please refer to the 2023/2024 Important Dates listed under the Student Affairs tab on eSwede for more information. Please make travel plans according to the dates and times published. Buildings will be locked and key cores will be changed during break periods and are not accessible during those times. Room and board contract fees DO NOT include break periods. Special housing over breaks MAY be provided under extreme circumstances. Students granted permission to stay should expect to pay a nominal fee of \$15.00 per night. If permission is not granted prior to the beginning of the vacation period, residents will be assessed a nightly fee of no less than \$30.00 along with a \$75.00 improper checkout fee.

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

Personal belongings (including, but not limited to, rugs, curtains, pictures, etc.) may not be left in a resident's room upon check-out. The College will not be responsible for any items left in the residence halls after check-out; the items remaining will become property of Bethany College, and the College will dispose of the items in a manner deemed appropriate. The cost of removing items will be charged at \$100.00/hour to the student. This charge is in addition to an improper checkout charge. It is important for students to understand that it is not the responsibility of the Office of Residence Life to return items to students if they have left them in the halls after check-out.

Keys and FOBS

Each resident student is assigned the appropriate room and outside door keys when checked into the housing units. The keys are only to be used by that student and not transferred to anyone else. The College owns all keys for College buildings and prohibits unauthorized duplication. Possession of unauthorized copies of keys for College buildings will result in disciplinary action. If a student is locked out of their hall/room, they may contact a Residence Life staff member to gain entry into their room. If the student is locked out more than two (2) times each semester, the student will be charged \$10 per lockout for each additional time a member of the Residence Life staff is needed to unlock their door.

All keys must be returned upon check-out (voluntary or involuntary). If keys are not returned at the time of checkout, or are lost, the student will be charged \$100.00 (for each key and FOB). The fine may not be refunded even if the student returns keys after checkout, hall closings, or fines have been applied.

Student Identification (ID) Cards

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

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

Room Change Policy

Students found to be occupying a room to which the resident is not officially assigned will be in violation of the Community Standards. Room changes will occur during the second and third weeks of classes of the fall semester and the first week of classes of the spring semester; these weeks will be considered Room Change Weeks. At this time anyone can apply for room changes for any reason. If granted, all moves will need to be completed within seventy-two (72) hours of approval. No room changes will occur outside of the slated Room Change Weeks unless administratively deemed necessary. Room changes prior to May Term may be required in order to consolidate residents into specified Summer Housing halls.

Room Reservations

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

New students are assigned rooms upon successful submission of the Bethany College Enrollment fee and submission of the Housing Application form.

Quiet Hours and Noise Disruptions

Sunday through Thursday, quiet hours begin at 9:00pm and end at 9:00am the following morning. Friday and Saturday, they begin at midnight and continue until 10:00am the following morning. Although many violations of the noise policy are unintentional, it is never appropriate to leave a room with the stereo, television, or radio on. Avoid holding conversations in hallways. Alarm clocks, televisions, and stereos must be turned off when a resident is leaving for the weekend or vacation. Stereo speakers may not be placed in windows with the speakers directed outward.

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

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

If a student incurs more than two (2) noise violations during a semester, the student will be charged \$15 per following noise violation. If the student incurs five (5) noise violations during a semester, the student will be referred to the Resolution and Responsibility Committee.

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

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

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

Renters Insurance

The College is not responsible for the loss, theft, or damage to property belonging to the residents. All residents are strongly encouraged to carry their own renters insurance; the Division of Student Affairs is available to assist students in the process of obtaining insurance. In the event that an item is lost or stolen, the College suggests that students file a report with the Lindsborg Police Department.

May Term Housing

No student may live in College housing or eat on the meal plan during May Term unless registered and attending a May Term course. Enrollment for May Term courses will take place alongside spring semester enrollment.

Housing will be provided for all students enrolled for May Term who reside on campus for the spring semester of each academic year at an additional fee. Meals may be provided, at an additional fee, if May Term enrollment justifies the use of Dining Services.

Study Abroad/Domestic Studies: If a student engages in a study abroad opportunity during the spring semester, and would like to reside on campus during May Term, they may do so.

Entry into Student Rooms

Every student's personal property is respected. However, the Office of Residence Life reserves the right to authorize entry into a room when there is reasonable cause to believe that:

- An immediate threat to the health or safety of occupants exists;
- A need to protect and inspect property (college or personal) exists;
- It is necessary for the staff of the Office of Residence Life to close and secure a hall or to repair, replace, or inspect college property; or
- It is necessary to aid in our basic responsibility regarding discipline and maintenance of an educational atmosphere.

If at any time you have questions regarding the meaning or application of room entry or feel you have been subject to unfair and/or improper administration of this policy, we encourage you to discuss the situation with the staff member closest to the situation.

Health and Safety Inspections

Monthly Health and Safety Inspections along with inspections at the beginning of each break (Thanksgiving, Christmas, and Spring Break) will be conducted in each residence hall. Staff from the Office of Residence Life will enter each room to check for potential safety concerns and damage. Residence hall rooms and bathrooms will be inspected for cleanliness at these times.

The purpose of these inspections will be to assist students in understanding that proper cleaning and maintenance of residence hall rooms (particularly showers and bathrooms) is a personal responsibility that helps to prevent unnecessary deterioration of campus facilities. Staff from the Office of Residence Life will instruct residents on how to properly clean and maintain one's room during or after the inspection. In the event that items in plain sight indicate possible violations to College regulations, the Office of Residence Life staff member will take appropriate action.

Room Cleaning

Residents are expected to maintain assigned living areas in a clean and orderly condition. Keep trash to a minimum and dispose of it as prescribed by the hall. Residents are not permitted to keep empty cans, bottles, etc., in their rooms as they attract insects. Recycle as much as possible. Residents are responsible for cleaning their bathroom, as well as the kitchen area, if their unit has such facilities.

Use of Public Spaces

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

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

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

Damage to Residential Facilities

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

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

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

Campus Facilities

All repair requests are to be reported by the student to our online work order system. Students can report repair requests for their room by going to eSwede and then clicking on "Bethany Maintenance Request" in the Quick Link menu. Each student must create an account, which is attached to their Bethany email address. The submittal password for all requests is "bethany". Students must fill in all required information and be as specific as possible when describing the problem. For example, if a student's toilet is not working, Facilities staff needs more information than "Toilet is broken." More specific information, such as, "Toilet won't flush" or "Toilet is clogged" is required. Giving specific information will help the maintenance technician determine what tools to bring and how to more quickly address the problem. For emergency situations during normal working hours, students can call Campus Facilities at 785-227-3380, Ext. 8142.

Community Meetings

Residents are expected and required to participate in living area meetings conducted by the Office of Residence Life staff members. These meetings are primarily called to discuss, promote, and inform residents about events or community issues and concerns. Because of the importance of these meetings, failure to attend a "required" meeting may result in disciplinary action or a charge added to the student's account. Students must report scheduling conflicts with their RD in advance of the meeting and schedule an alternate meeting. If students miss a meeting without contacting their RD in advance, the student will be fined \$15 per missed meeting.

Open House and Overnight Guest Policy

Visitation Hours:

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

In all residence halls, visitation is a matter of choice. Students have the inherent right to sleep and study in their own room. The right of the roommate to have a reasonable degree of privacy must be respected whenever one roommate plans to have a guest in the room. It is important for roommates to discuss the presence of all guests, and to arrive at an agreement that is acceptable to each party. Guests must be escorted by the host at all times. Host students are responsible for the actions of their guests.

A guest is a person who is not an assigned resident of the room. A resident's right to sleep, to study, and to privacy takes precedence over the privilege of having guests in a residence hall room. Guests must be able to produce a picture ID upon the request of any college official. Residents may not have more than two overnight guests at a time, and guests may not stay more than three (3) consecutive days at a time and no more than a total of five days during a semester. Residents of single rooms are subject to the same policies and procedures.

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

Visitation/Minors

- Childcare/babysitting, paid or unpaid (this includes childcare/babysitting of children belonging to enrolled students) is not permitted on campus premises
- Visitors under the age of 18 years old are not permitted unless they are family members of a resident or have special permission from the Office of Residence Life (minors must be registered with the Office of Residence Life; any underaged individuals in the halls who are not members of Bethany College or hosted visitors are to be reported to Residence Life staff members)
- Students or non-students who occupy or visit residence halls without appropriate authorization are not allowed on campus property. (Trespassers will be referred to the Office of Student Affairs and/or the Student Responsibility and Resolution Process and may be turned over to law enforcement officials; they will be banned from Bethany College.)

Fire Drills

Fire drills are held periodically according to procedures established for each housing unit. Every alarm must be considered an actual fire, and the entire building must be evacuated. Everyone in the building at the time of an alarm must leave the building and are not permitted to return unless directed by a staff member from the Office of Residence Life or a college official.

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

Health Records and Information

The student's health record is kept on file. The information contained in the record is kept confidential and can be valuable in better understanding the student.

- *Immunization Records:* A copy of a student's immunization record should be provided to the Student Affairs Office.
- *COVID Immunization Records:* A complete COVID Immunization Form with either proof of vaccination for COVID-19 or confirmation of a lack of vaccination must be submitted to the Student Affairs Office prior to residing in the residence halls or starting classes at Bethany College.
- *TB Questionnaire:* A Tuberculosis Questionnaire must be filled out and submitted to the Student Affairs Office prior to residing in the residence halls or starting classes at Bethany College.
- *Meningitis Waiver:* Proof of vaccination for meningitis or a Meningitis Waiver must be submitted to the Student Affairs Office prior to residing in the residence halls or starting classes at Bethany College.
 - Beginning July 1, 2007, Kansas Law requires all new incoming students and readmitted students residing in student housing to be vaccinated for meningitis.

Personal Injury and Illness

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

What Not to Do/Have in Your Residence Hall

Bethany College reserves the right to remove items that are judged to be in violation of the Community Standards, objectionable, and/or a safety concern.

Prohibited Items Across Bethany College

- Alcoholic beverages, bottles, cans, bottle caps, boxes, containers, posters, etc.
- Tobacco products (e.g. vape pens, e-cigarettes, cigarettes, chewing tobacco, etc.); any student caught smoking is subject to a \$100 fine, as well as additional sanctions
- Drugs, including marijuana, prescription drugs that are not kept in the original bottle or in the possession of someone other than the prescribed recipient, and all other illegal substances
- Knives longer than 2 inches (and only used for food preparation)
- Explosives, fireworks, gasoline, and other flammable materials that might create a hazard -- such items are prohibited across the entirety of Bethany campus; violation of this policy may result in legal repercussions, as well as punishment through the Bethany College Responsibility and Resolution Process
- Firearms (e.g. guns of any kind, real or fake), ammunition, and dangerous weapons (e.g. BB guns, paint-pellet guns, starter pistols, blow-dart guns, gel blasters, slingshots, martial arts devices, bowie knives, daggers or

similar knives (blades over 2" in length), switchblades, or otherwise harmless item used to cause fear in another person) or materials

- Such items are prohibited across the entirety of Bethany campus, in all college owned buildings, in parking lots, and in vehicles parked on Bethany property; even those legally permitted to carry firearms by Kansas law are not permitted to bring them onto the college premises

Prohibited Items within Residential Facilities

- Large amounts of trash, empty cans, bottles, etc. (as they attract insects) -- residents are responsible for keeping their rooms (including their bedroom, bathroom, and/or kitchen) clean
- Lights/lamps that utilize halogen bulbs
- Candles, incense, or other incinerating items
- Tapestries/posters that hang from ceilings/bunk beds or covering windows (e.g. Christmas lights or hammocks/chairs that are suspended from the ceiling)
- Hot pots, hot plates, Immersion coils, and candle warmers
- Electric blankets, space heaters, personal air conditioners
- Power strips that do not have automatic shut off or fire surge protection
- Free weights
- Amplified instruments/amps
- Stereo speakers over two (2) feet (either standing or laying down)
- Live Christmas trees
- Gas/Charcoal grills, and chemicals of any kind
- Bicycles (as having them in the halls is a fire hazard); these items should be stored in bike racks outside of the residence halls—this applies to all students, even those in the Swede Suites and Perimeter Houses (bikes are not allowed on balconies or in locations that may block exits)
 - The college is not responsible for the care, protection, theft, or loss of such items
- Motorbikes—these items should be parked in a parking lot; they should never be taken inside any campus buildings or residence halls
- Cooking appliances with exposed heating elements or that use oil (cooking elements with self-contained heating units, such as coffee makers, hot air popcorn poppers, microwave ovens, George Foreman grills, Air Fryers, etc., are allowed in the halls)
 - All appliance units are subject to inspection by the College and failure to comply with the college policies will result in removal of the unit
- Toaster ovens, Toasters, stove-top coffee pots
 - This does not apply to residents of the Swede Suites or Perimeter Houses
- Full-sized or apartment-sized refrigerators, freezers, or similar items (refrigerators may not exceed 6.0 cubic feet in size)
 - All appliance units are subject to inspection by the College and failure to comply with the college policies will result in removal of the unit

Decorations

- Painting of any structures or items belonging to the residence hall
- Elevated flooring or Foam-backed carpeting and rugs

- Construction or decoration that obstructs a 90-degree swing of the room entrance door
- Construction or decoration that obstructs the air circulation of the heating/cooling unit
- Inappropriate signage (e.g. that promote alcohol, drugs, pornography, or dislike/have of another individual or group)

Furniture

- Furniture obstructing the full view of the room from the entrance door
- Furniture arranged in a manner that prevents access to any window/door
- College owned furniture outside of its assigned room (i.e. the college provided furniture cannot be stored elsewhere to make room for the resident's personal belongings, moved into the common areas/hallways, as that is a fire hazard, or moved to another resident's room)
 - It is the resident's responsibility to ensure all residence hall room furniture is present and accounted for
 - The resident will be charged if any original residence hall furniture is missing or if their room is not emptied at the time of checkout
- Common area furniture inside residents' rooms (all common area furniture must stay in the common areas)
- Waterbeds, as the halls are not built to withstand their weight or provide drainage options
- Beds bunked in an unsafe manner

On Campus Residence Amenities

Computer Connections/IT Services

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

Laundry

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

Recycling

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

Decorating Your Personal Space

Residents are encouraged to decorate their rooms to express their individuality and personalize their living space with plants, pictures, curtains, and the like. When decorating, remember that you are responsible for the room and all damages that may occur because of the decorations. All decorations should reflect the College mission.

Mail Department

The Mail Department is the central location for incoming and outgoing mail. It is located in the lower level of The Pihlblad Memorial Union and is open Monday through Friday from 9:00am - 2:00pm. All outgoing mail should include a return address that contains the student's name.

Students may request a mailbox with the Mail Department to receive incoming mail. Students will be given a key or combination to their designated mailbox.

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

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

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

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

Student Mailing Address

Mail must be sent to the following address.

Student Name
Bethany College Box ____
355 E. Swensson St.
Lindsborg, KS 67456

If a student resides off-campus, they may elect to have a mailbox (based on availability). Additionally, please note that it is unwise to send cash through the mail, as there is no way to track it.

Food Services

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

The meal plans included are 19, 14 and 7 meal plans. The “Any 19 meals” plan allows a student to eat 19 meals per week and resets every week after dinner on Sunday Evening. The “Any 14 meals” plan allows a student to eat 14 meals per week, and resets every week after dinner on Sunday evening. The “Any 7 meals” plan allows for 7 meals per week and resets every week after dinner on Sunday evening. Any exceptions to this policy must be approved by the Director of Food Services.

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

Monday - Friday

| | |
|------------|------------------------|
| Breakfast: | 7:15 a.m. - 9:15 a.m. |
| Lunch: | 11:15 a.m. - 1:15 p.m. |
| Dinner: | 5:30 p.m. - 7:00 p.m. |

Weekends

| | |
|------------------|-------------------------|
| Saturday Brunch: | 11:30 a.m. - 12:30 p.m. |
| Saturday Dinner: | 5 p.m. - 6 p.m. |
| Sunday Dinner: | noon - 1:00 p.m. |
| Sunday Supper: | 5:30 p.m. - 6:30 p.m. |

Late Night Dining

Monday - Thursday 9 p.m. – 10:00 p.m.

- Bethany College Identification Card: All students boarding at Bethany College will be required to use their Bethany ID card for entrance into the Dining Hall. A student may not use another student’s ID card to gain access to the Dining Hall.
- Sack Lunches: Students who participate in a meal plan who must miss meals due to a scheduling issue may request a sack lunch from Food Service personnel. Sack lunch forms are available on the Food Service website or from the cashier.
- Special Meal Arrangements: Special dietary needs can be arranged with the General Manager of Food Service. All dietary requests must be detailed and have a medical doctor’s recommendation and approval. Arrangements can be made for conflicts of class or work schedules with meal hours. Contact the General Manager of Food Service for assistance.
- Food Allowance Policy: Food or table service may not be taken from the Dining Hall. Anyone attempting to do so, without permission, will be charged accordingly and may be referred for disciplinary action.

SERVICE ANIMALS, EMOTIONAL SUPPORT ANIMALS, & PETS

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

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

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

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

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

Definitions

Disability: a physical or mental condition or impairment which substantially limits one or more major life activities. These limitations may include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, working, and learning.

Service Animal: a dog or miniature horse that has been individually trained to do work and perform tasks for the benefit of an individual with a documented disability. Service Animals are working animals, not pets. The work or task a Service Animal has been trained to provide must be directly related to the person's disability. Examples of such work or tasks include, but are not limited to, assisting a person with a visual impairment with navigation or other tasks, alerting a person with a hearing impairment to the presence of people or sound, providing physical support and stability assistance to a person with a mobility impairment, providing minimal protection or rescue work, pulling a wheelchair, assisting a person during a seizure, or retrieving items.

Emotional Support Animal: a domesticated animal that provides comfort to a person with a disability upon the recommendation of a healthcare or mental health professional. The comfort from an Emotional Support Animal serves to alleviate one or more identified symptoms or effects of a resident's documented disability. Unlike a Service Animal, an Emotional Support Animal does not assist a resident with a disability with activities of daily living, nor does it

accompany the resident at all times. Emotional Support Animals may be considered for access to campus housing, but they are not permitted in other areas of the college (e.g., library, academic buildings, classrooms, labs, etc.).

Pet: an animal kept for ordinary use and companionship. A Pet is not considered a Service or Emotional Support Animal. Pets are not covered by this policy. Student residents are not permitted to keep pets, other than fish, on college property or in on-campus housing.

Approved Animal: a Service Animal or Emotional Support Animal that has been granted as a reasonable accommodation under this policy.

Owner: the student resident or other covered person who has requested the accommodation and has received approval to bring the “Approved Animal” on campus.

Policy Process

Procedures to have an Emotional Support Animal in Campus Housing: A student requesting to keep an Emotional Support Animal in campus housing must make a formal request to Residence Life. In order to be considered for approval, there must be a link between the animal and a documented disability. Emotional distress resulting from having to give up an animal because of a “no pets” policy does not qualify a person for an accommodation under federal law. Requests must be made in a timely manner. Incoming students requesting to have an Emotional Support Animal in campus housing should submit their request and supporting documentation to the Director of Residence Life for review and determination before the beginning of fall semester. Returning students should submit paperwork by May 1. While applications after these dates will be accepted and considered, Bethany College cannot guarantee that it will be able to meet late applicants’ accommodation needs. Further information on Bethany College’s ESA policy can be found in the ESA Guidelines document, located under the Student Affairs tab on eSwede; students are expected to review the Guidelines prior to bringing an ESA to campus.

Procedures to have a Services Animal in Campus Housing: A student requesting to keep a Service Animal in campus housing must make a formal request to Residence Life. Requests for Service Animals in housing may not require documentation of a disability. Requests should be made in a timely manner.

Statement of Accountability and Responsibility

Responsibilities:

- The Owner is responsible for assuring that the Approved Animal does not unduly interfere with the routine activities of the campus and residence hall community or cause difficulties for students who reside there. This includes barking, noise, and other behavior.
- When completing a maintenance request form, the owner must disclose on the maintenance request form that an animal is in the residence.
- The Owner is financially responsible for the actions of the Approved Animal, including bodily injury or property damage. The Owner’s responsibility covers, but is not limited to, replacement of furniture, carpet, window, wall covering, and the like. The college shall have the right to bill the student account of the owner for unmet obligations.

- The Owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to college premises that are assessed after the student and animal vacate the residence. The college shall have the right to bill the student account of the Owner for unmet obligations.
- The Owner must notify the Student Success Center (if the Approved is a Service Animal) and Residence Life (for both Service Animals and Emotional Support Animals) in writing if the Approved Animal is no longer needed as an Approved Animal or is no longer in residence. To replace an Approved Animal the Owner must file a new request.
- Care and supervision of the animal are the responsibility of the individual who benefits from the Approved Animal's use. The Owner is required to maintain control of the animal at all times.
- The Owner is also responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated by the college and consistent with the reasonable capacity of the Owner. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces. Outdoor animal waste not disposed of may result in all residents with approved animals being fined to pick up and dispose of animal waste.

Guidelines:

- The Owner's residence may be inspected for fleas, ticks, or other pests as needed. Residence Life will schedule the inspection. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a college approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.
- Service Animals may travel freely with their Owner throughout campus housing (and other areas of the college).
- Service Animals must be registered with the City of Lindsborg, if the Approved Animal is a dog.
- Emotional Support Animals must be contained within the privately assigned residential area (room, suite, apartment) at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness.
- Owners of Emotional Support Animals must resubmit all ESA paperwork (including the ESA Agreement, veterinarian records, city registration, and a letter from a medical professional/psychiatrist, etc.) each academic year. It is important to note that city registration is based off of the calendar year, not the academic year; all registrations should be renewed January 1st.
- No maintenance requests will be completed unless the Emotional Support Animal is secured in a pet carrier or cage.
- Vaccinations: In accordance with local ordinances and regulations, the Approved Animal must be immunized against diseases common to that type of animal. For example, dogs must have current vaccination against rabies and wear a rabies vaccination tag. Local licensing requirements are followed. Documentation must be provided during initial registration with Residence Life and at the beginning of each academic year.

Health:

- Animals to be housed in campus housing must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the animal's health. The college has authority to direct that the animal receive veterinary attention (City of

Lindsborg licensing law is followed). Documentation must be provided during initial registration with Residence Life and at the beginning of each academic year.

- Licensing: All animals must be licensed by the City of Lindsborg. The college reserves the right to request documentation showing that the animal has been licensed by the City of Lindsborg. The City of Lindsborg maintains a list of banned animals. This list is updated and maintained through the City of Lindsborg municipal code. (The Code of Ordinances for Lindsborg can be accessed at: https://library.municode.com/ks/lindsborg/codes/code_of_ordinances.) Documentation must be provided during initial registration with Residence Life and at the beginning of each year (January 1st).
- Approved Animals may not be left overnight in campus housing to be cared for by another student. Animals must be taken with the Owner if they leave campus for a prolonged period.
- Residence Life has the ability to relocate Owner and Approved Animal as necessary according to the housing contract.

The Owner agrees to continue to abide by all other residential life policies. Failure to comply with the responsibilities and guidelines outlined in this policy may result in fines, immediate removal of the animal from the college, or removal of the student from campus residence while being fully responsible for the cost of the residential contract. Failure to comply may also be reviewed through the college's Responsibility and Resolution Process.

RESPONSIBILITY AND RESOLUTION PROCESS

Learning to live together in community is central to the experience of Bethany College. As an institution, we are committed to helping all our students develop a sense of what it means to be accountable to one another beyond the classroom: we seek to help students develop a sense of personal responsibility for facilitating the self-worth of their neighbor. Learning to live together in light of service, mutual respect, inclusiveness, and care is critical to the experience of being a Bethany College student. At Bethany, we seek to form students who have learned not only the academic skills to be successful citizens, but to become compassionate community leaders who foster the flourishing of those around them.

Living toward these ideals does not only happen on the Bethany College campus. As a college of the Evangelical Lutheran Church in America (ELCA), we seek to form students who hold to this sense of responsibility for their actions and conduct no matter where they are in the world. As long as someone is a student at Bethany College, it is expected they will live in a way that models and develops personal integrity wherever they might be in the physical or digital world.

Inevitably, community conflicts will arise and we will all fall short of the integrity expected of a Bethany College Student. The Responsibility and Resolution Process is designed to help students become accountable for their own actions and restore the wellness and relationships of all those involved in an incident at odds with the integrity for which we strive. Facilitated by the Student Affairs Office, but administered by staff and students from across the campus, this process serves as our means of resolving breaches in our community separate from any wider civil or criminal proceedings in the municipal, state, or federal court system.

The College reserves the right to withdraw any student from the College at the discretion of the Office of Student Affairs, as deemed necessary for the safety or well-being of members of this community. In all other instances the responsibility and resolution process will occur as outlined in what follows.

Philosophical Premise

The Community Standard at Bethany College is rooted in the principles of Restorative Justice. Restorative Justice is a form of justice rooted in ancient cultures from across the globe, which utilizes a method of open dialogue between all relevant stakeholders, including offenders, victims, and community, in the justice process. In this light, Restorative Justice is a holistic approach to justice that highlights the concepts of accountability, community, and healing for all relevant stakeholders. It is an approach that respects the voices of all parties involved and gives each the time and space to openly discuss their perspectives and concerns throughout the justice process. It is an approach that is individualized, with flexible outcomes that are tailored to the situation and designed to restore the health and balance of the participants within their community.

“Restorative justice is a process to involve, to the extent possible, those who have a stake in a specific offense and to collectively identify and address harms, needs, and obligations, in order to heal and put things as right as possible.”

-Howard Zehr, The Zehr Institute for Restorative Justice, The Little Book of Restorative Justice-

Furthermore, Bethany College honors each of its students and embraces their diversity and expression of self as individuals and as part of the community, a sentiment wholly aligned with the principles of Restorative Justice. And at Bethany College, our sense of community is so much more than an academic setting. It is a home away from home for students leaving their families for the first time. It is a thriving artistic and sports center in the heart of Lindsborg, Kansas. It is a beacon of the

values laid out by its founders and the ELCA with which the College is associated. It is rooted in its heritage and a model 21st century institution where students will be challenged and grow in the Liberal Arts tradition.

Definition of Terms

To make the Responsibility and Resolution Process at Bethany College as clear as possible for all involved, a glossary of terms is provided.

- “College” means Bethany College.
- “College official” includes any person employed by the College.
- “College premises” refers to all land, buildings, facilities, and other property in the possession of or owned, leased, used, or controlled by the College (including adjacent streets or sidewalks).
- “Disciplinary Probation” is a form of probation that may occur when a student commits a severe violation to the Community Standards; probation lasts for a specific period of time, and is implemented by semesters; specific conditions will be assigned in accordance to the circumstances which led to the implementation of the Disciplinary Probation; any additional violation of the Community Standards or the conditions of probation committed during the probationary period shall result in further disciplinary action such as Suspension or Dismissal.
- “Conditional Probation” is a form of probationary in which a student is excluded from participating in co-curricular and extra-curricular activities, including, but not limited to, college events, intercollegiate competitions and practices, and organizational gatherings. Any additional violation of the Community Standards or the conditions of probation committed during the probationary period shall result in further disciplinary action such as Disciplinary Probation, Suspension, or Dismissal.
- “Responsibilities” include, but are not limited to, work assignments, community service, mental health evaluation and/or counseling, or substance abuse education, evaluation, and/or treatment at the student’s expense that may be assigned to students in response to a violation of the Community Standards.
- “Expulsion” refers to a situation in which a student is required to permanently leave the College; a notation of dismissal remains permanently on the student’s transcript — dismissal from the College includes an automatic exclusion from campus
- “Faculty member” means any person hired by the College to conduct classroom activity.
- “Guests” applies to all guests of the Bethany College community members whose hosts are held accountable for the conduct of said guests.
- “Immediate Withdrawal” refers to a situation in which a student is excluded from campus and all college activities at whatever point of time in the process that such a decision is deemed necessary. Immediate Withdrawals can be revoked at any time, allowing the student to return to campus, classes, and college activities.
- “Incident Report” is the form used at Bethany College to officially report an alleged policy violation.
- “The Lindsborg Police Department (LPD)” and its officers have the power and responsibility to enforce laws or policies on a state and federal level.
- “Notice” means written notice and includes e-mail messages.
- “Off-Campus Behavior” refers to student behaviors and actions that take place away from official campus grounds or at Bethany College-sponsored events. The Responsibility and Resolution Process is based on shared values, and as

such, sets a range of expectations for the Bethany College student no matter where or when the student's conduct may take place.

- “Online Behavior” refers to student behaviors and actions that take place in a digital setting, whether that be social media, email communication, message boards, texting platforms, etc.
- “Policy” is defined as the written regulations of the College found in but not limited to this Student Handbook and the College Catalog.
- “Preponderance of Information” is what happened more likely than not, or “50% plus a feather.” This shall be the standard of proof used in all conduct proceedings under the Responsibility and Resolution Process.
- “Property” includes physical property, intellectual property, and computing and communication files and resources.
- “Reported Student” means any student reported to have violated the Responsibility and Resolution Process.
- “Reporter” means any person who submits an Incident Report noting that a student violated the Responsibility and Resolution Process. When a student believes that they have been a victim of another student's misconduct, the student who believes they have been a victim shall have the same rights under this Responsibility and Resolution Process as are provided to the Reporter, even if another member of the Bethany College community submitted the report itself.
- “Resident Assistant” (RA) are paraprofessional staff members of the Office of Residence Life. Resident Assistants are responsible for the general welfare of the students within the residence halls and for continuing consultation with appropriate staff members
- “Resident Director” (RD) are professional live-in staff members of the Office of Residence Life. Resident Directors lead a staff of Resident Assistants and oversee the residents in the residence halls.
- “Resolution Committee” refers to a group of students and staff from across campus who help in resolving breaches in our Community Standards. The task of the committee is to respect all voices involved in the process.
- “Resolution Facilitator” means a College official authorized by the Office of Student Affairs to review Incident Reports, call the Resolution Committee together, and provide follow-up on recommendations from the Committee.
- “Student” includes all persons taking courses at the College, both full- and part-time. For the purposes of College policy, a student is one who is enrolled in a degree or non-degree program at the College or is representing the College between regular academic semesters.
- “Suspension” refers to a situation in which a student is required to leave the College for a specific period of time; an indication of suspension appears on the student's transcript; after the period of suspension has expired, the transcript notation shall be removed — suspension from the College includes an exclusion from campus property and College activities during the period of suspension.
- “Suspension in Abeyance” refers to a situation in which a student is suspended from the College, but due to mitigating circumstances the suspension is deferred, allowing the student to continue with daily college activities and providing a student with a final opportunity to prove they can operate responsibly within the community; if the student, through the Resolution Process, is found to have violated the Community Standards during the period of the suspension in abeyance, the student shall be immediately suspended from the College for the duration of the abeyance, as well as assigned additional responsibilities, including an extension of the suspension, or expulsion/dismissal.
- “Violation” refers to any behavior that is unacceptable as described in the Community Standards.
- “Witness” is any individual who may have information relating to a conduct case.

Procedures & Responsibilities

Rights of Students in the Resolution Process

- Reasonable access to the information prior to and throughout the process;
- Opportunity to respond to any information presented;
- The right to a fair and consistent resolution process.

Resolution Process

1. Initiation of the Process

- Incident Report (IR) is Filed: Any member of the Bethany College community can file an IR if they witness or suspect a member of the community has fallen short of the Community Standard we strive to uphold. The IR can be found under the Student Development tab of eSwede. Additionally, police reports given to the college regarding student behavior can take the place of an IR within the resolution process. All such reports are directed to the Resolution Facilitator for review.
- IR is Reviewed by Resolution Facilitator: Once an IR or police report is received by the Resolution Facilitator, it is reviewed to determine whether or not a violation of the Community Standards has taken place, as well as which department the possible violation falls under; academic misconduct is handled by the Chief Academic Office, any breach of Title IX Policy is handled by the Title IX Coordinator, and any violation of the wider Community Standards is processed through the Resolution Process. If additional information is needed to ascertain the nature of the incident, the Resolution Facilitator may contact the reporter or any other persons who may provide insight into the matter.
- If the Community Standard Has Not Been Violated: If, after reviewing the IR, the Resolution Facilitator determines that the Community Standards have not been violated or a formal Resolution Process is not needed, the process will end at that time. However, even if the Resolution Facilitator determines that a matter should not be pursued under the Responsibility and Resolution Process, the Administrator may recommend that an educational conference be held with the reported student(s) so that the perceived issue is not repeated, or so that the reported student(s) may better understand the effects and consequences of the perceived actions.
- Extenuating Circumstances: If the incident in question puts the safety and wellbeing of members of the College community at risk, immediate steps to preserve the safety of the wider community can be taken, bypassing the Responsibility and Resolution Process. In this case, the Executive Director of Student Affairs will act in place of the Resolution Committee. The investigation, if necessary, may include other members of the Bethany Community, including, but not limited to the Dean of Athletics and Provost. The investigation will be conducted in a reasonable time frame. It is the goal to communicate a decision based on the investigation to student's involved no later than ten (10) business days after the incident occurs or is reported. These steps may include, but are not limited to, immediate withdrawal of a student, suspension, or expulsion.
 - Please note that the College is not a haven from the legal authorities. The College will cooperate with the police in apprehending a violator of the civil or criminal code.

2. Notice:

- The Resolution Facilitator (or their designee) shall initiate the resolution process by sending written notice to the College email address of the reported student at least three (3) business days prior to a scheduled hearing with the Resolution Committee. The notice shall include: 1) a description of the alleged violations of the Community

Standard; 2) the date and time of the conference in which the reported student must meet with the Resolution Committee (it is the reported student's responsibility to reschedule the hearing if they are unable to meet during the designated time); and 3) an outline of the student's rights and responsibilities during the Student Responsibility Hearing.

3. Student Responsibility Hearing

- a. At the Student Responsibility Hearing, the Resolution Committee shall explain the process and answer any questions the reported student may have. Information regarding the alleged incident shall be presented and explained to the reported student, and the reported student shall have the opportunity to explain their understanding of what occurred. The reported student is expected to answer any questions that the Resolution Committee may have for them in regard to the alleged violation. If additional information is needed, the Resolution Committee may pursue further investigation into the matter.
 - i. Details about the location, hearing date and time, etc. will be communicated to the student in the Notice. The student's class schedule will be considered when a date/time is selected.
 - ii. The Committee generally consists of three individuals, both staff and students, who engage in a dialogue with the reported student; hearings are expected to last approximately thirty minutes.
 - iii. Students should expect to answer various questions about the incident in question and are asked to prepare beforehand. The goal of this hearing is to better understand what occurred and why.
- b. In the unfortunate event that the reported student does not attend the conference hearing, the Resolution Committee can decide the outcome of the case in the reported student's absence.

4. The Resolution

- a. After the Student Responsibility Hearing, the Resolution Committee will evaluate all information provided and shall determine whether the reported student is or is not responsible for the alleged violation. It is the Resolution Committee's goal to communicate a decision based on the findings made by the Committee to the reported student no later than ten (10) business days after the conference. Should the investigation require more research after the conference hearing, further conferences may be scheduled, and decisions may be delayed. Delay of decision does not absolve student responsibility.
- b. The Resolutions made by the Committee are final due to the structure of the reconciliation process.
- c. In the unfortunate event that the reported student does not complete the assigned responsibilities by the deadline given to them by the Committee, an appropriate monetary value will be charged to the student's account to replace the unfulfilled responsibility or responsibilities.

5. Appeals

- a. In the event that the Resolution Committee process has been bypassed, a student has the right to appeal a decision made by the Resolution Facilitator or the Executive director of Student Affairs. The reported student may choose to appeal such decision within three (3) business days of receiving the resolution decision, but only upon either one, or both, of the following grounds:
 - i. There is new and significant information that has not yet been considered; and, or
 - ii. Decisions imposed are excessive to the violation(s) of the Community Standards.
- b. If grounds for appeal exist and the student chooses to appeal the decision, such appeal shall be presented to the Provost. If the Provost acted as a hearing officer in the initial resolution decision, an appeal shall be made to the President. If the student behavior resulting in the Resolution Process involved violent or dangerous behavior, the appeal officer shall be required to consider the safety of the Bethany community in his or her deliberations

and any responsibilities or constraints imposed on the reported student shall not be stayed pending the appeal. The decision of the appeal officer is final.

Addressing Harms, Needs, and Obligations

Below is a non-exhaustive list of responsibilities an individual may need to undertake in order to restore a right relationship with the community. What responsibility or responsibilities are appropriate in a particular incident will depend on the circumstances. Responsibilities may become more severe if multiple violations of the Community Standards are made in conjunction to one another. These responsibilities may include:

- Letter of apology
- Donation of items to the Dala Pantry
- Community Service
- Probation, Continued Reporting, Diversion
- Educational project; including but not limited to: writing a paper, reading a book, planning and presenting a program, or attending a class
- Prohibited involvement from an activity or restricted contact with a member of the community
- Required Move within the Residence Life system
- Disciplinary Probation
- Suspension and Suspension in Abeyance

STUDENT SAFETY

Providing for the safety and well-being of members of the Bethany College community is the major responsibility of Student Affairs personnel. In an emergency situation, call 911 to connect with the McPherson County dispatcher. Students should only elect to call Resident Assistants, rather than 911, in situations that do not require the presence of police, emergency medical professionals, firefighters, or other local emergency personnel.

Bethany College and Community Emergency Information

Campus Contacts

| | |
|---------------------------|----------------|
| Alma Swensson Hall | (785) 212-0598 |
| New Hall/Perimeter Houses | (785) 906-0205 |
| Gregory Hall | (785) 906-0208 |
| Swede Suites | (785) 906-0209 |
| Warner Hall | (785) 906-0217 |
| Main College Number | (785) 227-3380 |
| Student Assist Services | (877) 369-2013 |

Community Contacts

| | |
|------------------------------|----------------|
| POLICE | 911 |
| FIRE | 911 |
| EMERGENCY MEDICAL SERVICE | 911 |
| LINDSBORG COMMUNITY HOSPITAL | (785) 227-3308 |
| RAPE CRISIS | (800) 874-1499 |
| CRISIS HOTLINE | (800) 362-0180 |
| POLICE (non-emergency) | (785) 227-2988 |
| SUICIDE PREVENTION HOTLINE | (800) 273-8255 |

Bethany College Student Safety Procedures

Emergency Notifications

Bethany College will communicate information, should an emergency arise, through Mongoose (a texting platform) and through Canvas (Swede Space), the College's Learning Management System. Providing an accurate cell phone number and enabling notifications through the Canvas Student app helps ensure that information can be communicated to students in a timely manner.

Why should I download the Canvas Student app? The Canvas Student app allows students to receive urgent notifications within seconds of them being released.

How does the Canvas notification system work? During an urgent situation, a push notification will be sent through the Canvas Student app. It will appear on the screen of your mobile device with important information and instructions.

Where can I get the Canvas Student app? The Canvas Student app is available on Apple, Android, and Blackberry devices. To download the app, simply search “Canvas Student” in your mobile store.

Timely warnings are issued by either the Executive Director of Student Affairs, the Director of Residence Life, the Vice President of Enrollment Management, or, if necessary, at the direction of a designee. A timely warning will be sent in the event that a crime occurs on or possibly near the campus. The warning will be issued as soon as pertinent information is available in order to enable the campus community members to protect themselves in the event it becomes necessary. The primary mode of emergency communication will be through the Canvas Student app and text message.

Vehicle and Parking Regulations

All motor vehicles (including automobiles, trucks, motorcycles, and motor bikes) parking on Bethany College property should be registered with the Student Affairs Office. Registration of vehicles is usually completed during the first week of each term at the time of registration for classes, but can be done throughout the year in the Student Affairs Office. Within 24 hours after registration or acquisition of a motor vehicle, the hanger should be hung from the vehicle's rear-view mirror.

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

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

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

Visitor parking in the Hahn lot is only for visitors to the College. Full and part-time students, whether they live on or off campus, faculty, staff, and coaches are not considered visitors at any time. There are parking places on campus and on the streets reserved for the more severely ambulatory-impaired. Vehicles parked there must have disabled-status license plates or special authorization from the Student Affairs Office.

All campus parking lots have yellow lines to indicate parking procedures. Yellow curbs denote no parking areas. Vehicles may not be driven or parked on grassy areas or campus sidewalks. Maintenance and service vehicles are the only exceptions to this rule. Violations will result in a minimum fine of at least \$25.00 and any ground repair cost for each offense.

All parking on public streets is subject to city ordinances and is routinely patrolled by the Police Department. Vehicles may not be left on campus during the summer months. Bethany College policy is to have abandoned vehicles towed away at the owner's expense. An abandoned vehicle is any motor vehicle that does not have a current Bethany College

Parking hangtag, current license plates with registration, and cannot be moved at a moment's notice. Vehicles left on college property are considered abandoned after 30 days and they will be towed. State law allows towing companies to obtain a mechanic's lien on the vehicle if towing and storage fees are not paid and they can then take possession of the vehicle and sell it.

Emergency Warning System

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

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

Storm Procedures

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

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

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

Lindsborg has two warning sirens that sound when a tornado has been seen. Also, the city of Lindsborg will interrupt cable and announce a tornado warning if the city is in imminent danger of a tornado. A tornado warning signal is a 5-minute (or until the danger passes) solid, wavering/warbling blast on the sirens.

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

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

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

Alma Swensson Hall (ASH) — hall basement

Gregory Hall — lower level hallway*

New Hall — New Hall Classroom

Warner Hall — hall basement

Swede Suites — interior hall or bathroom away from windows*

Perimeter Houses — interior hall or bathroom away from windows*

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

Fire Safety

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

Residence Halls: In the event of a fire, the following halls take shelter in the listed locations:

Alma Swensson Hall (ASH) — Volleyball court

Warner — Tennis courts

Swede Suites — Volleyball court/parking lot

Gregory — Volleyball court

New Hall — Maintenance parking lot

Perimeter Houses — across the street from your residence

In the event of a fire alarm, students should be, at a minimum, fifty feet away from the impacted building.

Additional Safety Information

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

Criminal incidents or emergencies can be reported by calling 911 (or 9-911 from a campus phone line) twenty-four hours a day, seven days a week. As defined by the FBI Uniform Crime Report, all Part I crimes and most Part II crimes are reported by College officials to local police. Paraprofessional Residence Life staff members of the Student Affairs Office can be reached at any time by calling one of the above listed hall numbers.

Visitors to the campus are not normally required to have a formal admission and identification process to have access to the campus. Students and staff are requested, however, to notify the Office of Student Affairs of any suspicious persons or circumstances. Individuals not having legitimate business on campus may be asked to leave and will be arrested as trespassers if necessary. Guests in residence halls must have a student host and are subject to college regulations. The host is responsible for the conduct of the guest.

Campus residences are locked 24-hours a day. Students are issued keys for the outside door and their room door and should report malfunctioning doors (doors that will not lock) to Student Affairs staff immediately. The safety and security of the residence halls is the responsibility of all residents. Students who prop doors will face disciplinary action. If a community continues to have door propping issues, a community fine may be levied. Doors and windows have standard locking mechanisms.

Residence Life staff members receive basic education and training in emergency procedures and crime reporting. This is provided prior to the start of the college year and in special in-service programs conducted throughout the year. Hall meetings are held at the beginning of each year to inform residents about security and regulations.

Questions about any of the above statements may be referred to the Office of Student Affairs (785-227-3380 ext. 8230). In accordance with the Student Right to Know and Campus Security Act, a statistical report for crime and Community Standards violations on the campus of Bethany College for the past three academic years is located in the Office of Student Affairs and on the Bethany website. The crime categories are from the FBI Uniform Crime Reporting System.

Safety in the Halls

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

Alma Swensson Hall: (785) 212-0598

New Hall/Perimeter Houses: (785) 906-0205

Gregory: (785) 906-0208

Swede Suites: (785) 906-0209

Warner: (785) 906-0217

Windows, Screens, Roofs, and Outside Walls

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

Community Safety Tips

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

- Lock your door! Even if you are just running to the vending machines or visiting with a neighbor, make sure your door is locked. And always lock your door while you are sleeping.
- Carry your keys and Bethany College ID Card at all times.

- Room windows that are readily accessible from the ground should always be secured when your room is unoccupied and while you are sleeping.
- Record the serial numbers and manufacturers of your possessions.
- Keep external and security doors closed and locked.
- Do not allow persons unknown to you to follow you into the residence hall. It might seem impolite, but residents should all have their own keys. By doing this, you will help protect your community.
- Avoid keeping large amounts of cash in your room.
- Be alert to the presence of strangers in the living area and report them to the hall or resident assistant.
- Do not leave clothes/possessions unattended in the laundry rooms.
- Carry personal property insurance. Ask your parents/guardians if their homeowner's or renter's insurance policy covers your possessions away from home.
- If you are the victim of a crime, call the Lindsborg Police immediately at (785) 227-2988 (or call 911 in emergencies). Notify the on-call RA of your building at the number listed above.
- Ensure security doors close behind you and un-prop any security doors you find open.
- Do not allow people you do not know in your room.
- In case of emergency, dial 911.

SPIRITUAL & WELLNESS SERVICES

Spiritual Development

Bethany College has been affiliated with the Lutheran Church from its founding in 1881. Today, Bethany is connected to the Evangelical Lutheran Church in America (ELCA). As such, it is part of the Network of ELCA Colleges and Universities (NECU). NECU institutions share a common calling that is deeply rooted in the Lutheran intellectual tradition and boldly open to insights from other religious and secular traditions. As part of this network, students at Bethany College will:

- receive an excellent education, rooted in the liberal arts, that engenders freedom of inquiry, and prepares them for meaningful work.
- discern their gifts and hone their skills so that they are able to contribute capably, confidently, and courageously to the needs of a world that desperately needs them
- be welcomed, challenged, and equipped so that they might serve the common good
- become intellectually acute, humbly open to others, vocationally wise, morally astute, and religiously sensitive.

Spiritual development at Bethany College is integral to our mission of preparing students for lives of faith, learning, and service. Spiritual and religious life at Bethany is decidedly ecumenical and interfaith, serving and providing opportunities for students, faculty, and staff of any or no religious background. The institution is committed to an orientation of radical welcome and hospitality, strengthened by sharing in community together. Our chapel space is dedicated to enriching these values, shared by ecumenical partners with the ELCA.

Campus Pastor

The Campus Pastor oversees the religious and spiritual life of the College. The Campus Pastor is ordained and rostered through the ELCA and is called to the entire campus community. Therefore, they serve all students, faculty, and staff, and work to create an environment where all members of the campus community feel valued, respected, and challenged. The pastor's office is located in the J.E. & L.E. Mabee Welcome Center.

Chapel Break

Each Monday, Wednesday, and Friday at 10:30 a.m., time is held apart for Chapel Break. Gathered in the Bud Pearson Swedish Chapel of the J.E. & L.E. Mabee Welcome Center, these 20-minute services include time for reflection, community building, spiritual practice, and religious ritual and tradition.

Campus Ministry

Campus Ministries at Bethany College develop programs through which students forge affirming community, recognize the *imago dei* in themselves and others, and learn to live out Christ's radical message of love. Specific groups and opportunities vary from year to year, determined by student needs and interests. Each student organization categorized as a campus ministry shares in the vision to provide spaces of care and spiritual, emotional, moral, or social guidance.

Behavioral/Mental Health Services

Student Assist by Optum

Bethany College has partnered with Student Assist by Optum which gives students 24/7/365 access to Master's-Level consultants to help you figure out the next steps for a variety of concerns, big and small, like:

- Relationship and family problems;
- School and workplace conflicts;
- Stress, anxiety, and depression;
- Legal and financial concerns; and
- Much, much, more.

Use the liveandworkwell.com website or call the Bethany specific Student Assist hotline at 877-369-2013 to connect you with powerful tools that are there 24/7. Whether you need in-the-moment emotional support to get you through a challenging life event or access to financial and legal advice, your Student Assist Program is a great place to start. Follow these steps to access these great resources:

1. Go to liveandworkwell.com
2. Select "Browse as a guest with company access code"
3. Enter access code: BETHANY
4. Explore the homepage to find the variety of information and resources available

Students receive: a free 30-minute consultation with a state-specific attorney per separate issue, per year for legal issues (ongoing counsel is available at a 25% discount rate); a free 30-minute consultation with a state-specific attorney per separate issue, per year for mediation services (referrals for face-to-face professional mediation at a 25% discount rate); and a free 60-minute consultation per separate issue, per year for financial based concerns. Students are not limited on the number of times they can reach out (whether via phone or website) for mental health concerns.

Standard professional guidelines concerning confidentiality are followed. On-campus students can first contact a Residence Life staff person for support, if they do not wish to utilize these services. Off-campus students may refer to the Contact Sheet for support.

Psychological Crisis Policy and Procedure

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

Procedures

In the event that Emergency Medical Transportation is called to assist a student that is believed to be engaging in or may attempt to engage in suicidal behavior, the student, not the College, will bear the cost of the transportation and psychiatric/psychological evaluation, as well as the cost of any recommended care.

If a student is not admitted for in-patient hospitalization, the student will review any recommendations from nursing staff with a representative from the Student Affairs Office upon return to campus to ensure that the College is aware of these recommendations. The College highly recommends that the student seek further assistance with a licensed mental health professional in order to develop a robust safety plan.

In the event that a student is admitted for in-patient hospitalization, the Student Affairs Office will facilitate a plan for continued academic and social success and reintegration into the College community. The College recognizes each case will be distinct and the plan for each student different, but the overall goal of the College is to create an equitable and sound solution for the continued development of the student. Upon reintegration into the College community, it is recommended that the student meet with a representative from the Student Affairs Office upon return to campus to ensure that the College is made aware of any possible accommodations that may be made, within the capability of the institution and its staff. The College highly recommends that the student seek further assistance with a licensed mental health professional in order to develop a robust safety plan.

All records associated with the reported incident shall be kept separate by the Student Affairs Office and shall not be part of the student's academic file.

Emergency Removal and Readmission of Students

A student withdrawal that goes outside of the usual reasons for withdrawal, whether that be medical reasons, mental illness, family difficulties, etc., must seek approval for changes regarding enrollment, financial aid, and housing from the Chief Academic Officer. Further information about withdrawals and readmission may be found in the Admissions and Finances section of the Catalog.

The vast majority of withdrawals will be voluntary, but in the rare case that a student is involuntarily withdrawn from the college, such a withdrawal is determined by the Student Affairs Office and approved by the Chief Academic Officer. This could occur if the student is exhibiting the following behaviors:

- Engages or threatens to engage in behavior which poses a danger of causing physical harm to self or others;
- Engages or threatens to engage in behavior which would cause significant property damage or directly or substantially impedes the lawful activities of other members of the College community; or,
- Is unable to engage in the basic required activities necessary to obtain an education.

Counseling Online Resources

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

ULIFeline: “ULifeline is an anonymous, confidential, online resource center, where college students can be comfortable searching for the information they need and want regarding mental health and suicide prevention” (ULifeline home page) — <http://www.ulifeline.org/>

The Jed Foundation: “The Jed Foundation is recognized as the nation’s leading organization working to reduce emotional distress and prevent suicide among college students. Guided by leading experts, The Jed Foundation is changing the way students and their parents think about mental health, paving the way for more young people to get treatment and helping colleges create safer, healthier campus communities” (Jed Foundation home page) — <http://www.jedfoundation.org/>

Half of Us: Half of Us is a site affiliated with the Jed Foundation that offers “some quick tips that everyone can use to take control of their emotional health” — <http://www.halfofus.com>

Other Campus Resources

SAFEHOPE

One day a week, a Domestic Violence Advocate is on campus to provide support to the Bethany College community.

Athletics and Insurance

For information about insurance, as it relates to student athletes and participation in practice, conditioning, competitions, etc., refer to the Bethany College Catalog or the Athletics Insurance Information page: <https://www.bethanyswed.com/athletics-insurance-information>

International Students

For information about insurance, as it relates to international students, refer to the Student Health and Accident Fees section of the Bethany College Catalog.

AUXILIARY INFORMATION ADDENDUM

College Policies

Missing Persons Policy

(HEA 2008 Section 488)

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

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

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

Alcohol Policy

ALCOHOL IS PROHIBITED ON CAMPUS and Students cannot consume or purchase alcohol on campus owned or operated property.

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

1. All Bethany College community members are expected to abide by any and all city, state, and federal laws, in addition to the policies specific to Bethany College.
2. Possession or consumption of alcoholic beverages by an individual who is under 21 on or off campus is a violation of College policy and city and state law.
3. Use of false identification to justify underage possession or consumption of alcoholic beverages is a violation of College policy.
4. Furnishing alcoholic beverages to a minor is a violation of College policy. It is also a criminal violation of city and state law.
5. Hosting an event where alcohol is consumed by minors is a violation of College policy. It is also a criminal violation of city and state law.

6. Abusive or disruptive behavior related to the use/abuse of alcoholic beverages will not be tolerated on or off campus.
7. Operating a motor vehicle while under the influence of alcoholic beverages by any individual regardless of age is a violation of College policy and city and state law.
8. Paraphernalia related to alcohol consumption, including, but not limited to shot glasses, beer bongs, funnels, keg taps, bottle caps, etc. are prohibited on campus. Alcoholic beverage container and bottle cap collections are prohibited on campus.
9. Organizations that receive budgetary support from the college, or organizations that solicit funds for the purpose of college activities are not allowed to use the funds to purchase alcoholic beverages.
10. Bethany College reserves the right to report any incident of possible legal violation to law enforcement officials.
11. Alcohol policy violations are cumulative during a student's enrollment tenure at Bethany College.

Drug Policy

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

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

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

Good Samaritan Clause

Any student who seeks assistance for him/herself or another student from Residence Life or professional medical personnel, for intoxication or overdose shall not be subject to formal Responsibility and Resolution Process action for (1) being intoxicated, or (2) having provided that person with alcohol. This refers to isolated incidents only and does not excuse or protect those who flagrantly and/or repeatedly violate the Bethany College alcohol policy. It applies only to cases of suspected extreme intoxication or other life-threatening circumstances due to alcohol and does not extend to related infractions such as assault or property damage. Although formal disciplinary action may not be invoked, mandatory referrals for educational sessions and/or assessment at the student's own expense may be made.

Smoke-Free Policy

In order to be compliant with the Kansas Indoor Clean Air Act, Bethany College will not allow smoking in any enclosed campus facility. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, cafeterias, employee lounges, stairs, rest rooms, campus vehicles and all other enclosed facilities. This policy applies to all employees, students, contractors and visitors. Smoking is prohibited on all campus

property. If you have questions about this policy or have ideas for other designated smoking areas, please contact Human Resource Manager at ext. 8119.

Bethany College Tobacco Policy

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

Regulations

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

Hazing

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

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

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

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

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- Paddle swats of any nature, including the trading of swats with actives;

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

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

- Yelling or screaming at student(s);
- Calling student(s) demeaning names;
- Any individual or group interrogation of a negative or demeaning nature; and/ or
- Creating rooms or areas that are uncomfortable due to temperature, noise, size or air quality.

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

- Assigning or endorsing an activity that is illegal or unlawful;
- Pranks such as panty raids, harassing other organizations, etc.;
- Defacing trees, grounds, buildings, objects, etc.;
- Carrying items such as coconuts, helmets, swords, burlap bags, shields, paddles, rocks, dog collars, bricks, etc.;

- Assigning or endorsing the wearing of apparel which is conspicuous and not normally in good taste;
- Requiring the yelling or chanting when entering or exiting a building;
- Requiring students to act like animals or other objects; and/ or
- Personal servitude.

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

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

Other General Information Regarding Student Relations

Speech, Assembly and Expression

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

Demonstrating and Expressing Dissent On-Campus

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

Please note the following steps:

1. Visit with the Executive Director of Student Affairs
2. On-campus groups will complete the Event Registration Form. Off-Campus groups must complete a Facility Use Agreement.
3. Return application form by the deadline indicated
4. Proceed with activity
5. Note carefully location, beginning, and ending times

Bethany College Policy Prohibiting Illegal Discrimination

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

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

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

Campus and Workplace Violence/Weapons

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

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

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

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

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

Bethany College Logo/Mascot

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

Soliciting

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

This procedure is not intended to stifle legitimate concerned campaigns to solicit for good causes, but rather to curb individuals from misrepresenting agencies for personal gain. The basic criteria for the request would contain the names

of the individuals involved, summary of purpose and information detailing the results of the solicitation. On-campus groups would need an advisor's signature on the request for a permit. Request forms are available in the Student Affairs Office. A permit is necessary for non-profit and profit solicitations.

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

Insurance Protection and Students

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

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

Legal Assistance for Students

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

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

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

Technology/Computer Services

Bethany College offers PC computer equipment that is available for student use. Locations include a computer lab in Nelson Science Center—Room 129, the Mingenback Art Center DMA Labs (rooms 129 and 130), and the Wallerstedt Learning Center Computer Pod Area. All machines offer full local network and internet access and are outfitted with software that includes Google Chrome, Internet Explorer, and Microsoft Office Suite. Mingenback DMA Labs also have the Adobe Creative Cloud program installed. Printing services are also available in the Nelson Science Center lab and Library Pod. Students' first 300 pages are free, after that students can recharge their printing accounts at \$0.03 per page.

Student email accounts can be accessed via webmail at outlook.com. The outlook App for your smartphone is the recommended viewing method for tablets and smartphones.

The Bethany College computer network is secure and requires the user to validate with their Bethany email credentials before being permitted to access its resources. Students must first be given a username and password. These should be provided as part of the enrollment process, however, should there be a need, the Admissions Office can assist in creating these accounts. The I.T. Department can assist in resetting passwords. Due to the need to verify identity, all password resets must be done in person either at the Admissions Office or the I.T. Department. Each student will be given a user account with all the features and with unlimited cloud storage for email, files, and photos. Each student account also comes with access to the full Microsoft Office 365 suite, as well.

Hours of operation for the Nelson Science Center Computer Lab during the regular academic semester are 7am to 10pm, Monday through Sunday. Summer hours of operation are 8am to 5pm, Monday through Friday. The labs are closed for all legal holidays.

Student Wi-Fi service is available in the residence halls and on the main campus. The residence hall wireless network is encrypted and requires a passkey. This information may be obtained from the Student Affairs Office.

The normal hours of operation for the Bethany I.T. Department are 8am to 5pm, Monday through Friday. Help Desk requests may be submitted through the HelpDesk portal at: <https://helpdesk.bethanylb.edu:9676/portal>.

Email Policy

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

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

Email Account and Computer Usage

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

- The senior systems administrator has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.
- Monitoring or inspection of the contents of network traffic or user accounts by Information Technology may occur in the process of managing the College’s computing resources. Such monitoring shall be conducted with the highest regard for the confidentiality of such data. If such monitoring or inspection of account contents is

requested for other purposes, such requests will only be honored with written authorization by Human Resources, Director of Operation, the appropriate Vice President, the College's legal counsel or the President.

- Each user will be expected to exercise responsible behavior when on the network.
- Each user will be held accountable for work created when the user's account has been accessed. Do not leave an account open when you leave a computer terminal.
- You may not use the computer to annoy, harass, terrify, intimidate, threaten, offend, or bother another person by conveying obscene language, pictures or other material, or threats of bodily harm.
- Playing recreational games is discouraged in the labs and anyone playing games may be asked to relinquish the use of the computer to others who need it for academic purposes.

The following are examples of unacceptable uses of the network:

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

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

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

Acceptable Use of Technology Resources – Policy

Policy Overview

This policy applies to the management of computing and communication resources that are owned or administered by Bethany College, in addition, to all users of BC computing and communication resources. It is expected that resource users will cooperate with each other so as to promote the most effective use of these resources and will respect each other's ownership of work even though it is in electronic rather than printed form. Individuals and organizations will be held no less accountable for their actions involving computing and communication resources than they would be in the protection of other College property and situations.

Since technology is advancing so rapidly, this policy does not attempt to list each and every element of Bethany College's policy on electronic information and communication usage. Rather, it is merely a reference tool, outlining Bethany College's philosophy and general principles and prohibitions to be applied when using Bethany College-owned equipment. If you have any doubts on a particular issue or use, check with your supervisor first.

Scope and Applicability

The College's computing and communication resources are to be used by students, faculty, staff, or official guests for purposes related to the College's mission of education, research, and public service. These are not intended for use by persons unaffiliated with the College.

The College has the right to extend, limit, restrict, or deny access to its computing and communication resources. Access to the College's computing and communication resources is granted with permissions set by the Information Technology Department to devices and/or creation of computer accounts. A default level of access is granted to certain resources based on the status of each user, in particular, which group do they belong to, e.g., employees, registered students. Access to other resources would be requested by submitting a Helpdesk ticket by the individual needing the access, or the Supervisor and reviewed on a case-by-case basis by the IT Department before access is granted.

Policy Statement

Employees and students who are granted access to Bethany College accounts, computing and communication resources will be described as Users. Users should apply the information in all below sections to the daily use of the accounts and resources they have been granted access to. The usage conditions described throughout this document apply to ALL computer accounts and access an individual may have throughout the duration of their relationship or affiliation with the College, not limited to employment or student attendance.

All users of the College's computing resources are bound by the terms and conditions of this policy. Computing and communication resources are valuable College assets. Failure to abide by the policy subsections may be grounds for the suspension of computer accounts and loss of computer resource access privileges at Bethany College, as well as disciplinary action and, when appropriate, civil or criminal liability, see Penalties subsection of this policy.

Institutional Purposes

Use of Bethany computing and communication resources, including network capacity, is for purposes related to the College's mission of education, research, and public service. All users may access resources only for purposes related to their studies, their instruction, the discharge of their duties as employees, their official business with the College, and their other College-sanctioned activities. The use of Bethany College resources for commercial purposes is permitted only by clear and written agreement with the appropriate College administrator.

Definitions

- *Authorized Access*: Permission granted to a resource user by an appropriate supervisor and system administrator to access computer resources for instructional, educational, research, or employment-related responsibilities. Authorized access may be granted through, but not limited to, the issuance of passwords or keys to a computer resource.
- *Central Computing Resource*: Computers or related devices, including software, operating apart from or as part of a network, purchased, maintained, or operated by Information Technology and made available to the College community.
- *Computing and Communication Resources*: Include, but are not limited to, College datafiles, software, computers, networks, email or electronic messaging systems, telephone systems, and voice mail systems.

- **Individual Computing Resource:** Computers purchased for use by an individual member of the College community, and which can be made available to other individuals or groups.
- **Network:** The complete mechanism of hardware and software components by which computers and peripherals are connected.
- **Networked Computer:** A computer device that is connected to any Bethany College data network.
- **Resource User:** Bethany College faculty, staff, students, officers, volunteers, and holders of sponsored guest accounts, including all persons providing contractor services to Bethany College, who use, process, or store computerized data relevant to college operations and to computer resources made available to individuals to assist in the pursuit of educational or scholarly activities.
- **Shared Computing Resource:** A networked computer or peripheral device such as a network printer that can be used by more than one person.
- **Smart Devices:** Cell phones and Smart Watches with internet capable connectivity via the mobile system software or additional application software. Smart TVs with internet capable connectivity via the television system software or additional application software. Including but not limited to Gaming Systems, Amazon Fire Sticks, Roku, etc.
- **System Administrator:** The person having executive authority over one or more networked computers.
- **System Manager:** The person or group responsible for the operation and security of one or more networked computers (the person or group with system privileges).

Account Access/Maintenance

Access to the Bethany College LAN begins with a Request via a Help Desk ticket from the Human Resources department for a new User. A new user is created and assigned a Bethany College Email.

Department chairs, Directors, Administrators, and/or Human Resources are responsible to notify the Information Technology Department when employees resign or otherwise end employment so that account access can be terminated in a timely manner. The password on the account will be immediately changed to restrict access. Email Accounts will be updated with an automatic reply for a new contact person in lieu of the former employee. Contents of employee accounts may be made available to the employee's supervisor upon written request. Contents of employee accounts will be deleted from the server 30 days after separation from Bethany College unless a request has been received to preserve the account prior to the 30-day expiration date.

If employees and/or students grant access via a guest account to computing and communication resources to persons not registered or employed by Bethany College, including volunteers, access requires initial and periodic approval by a college official. It is the responsibility of the employee and/or student to ensure those volunteers, whose service includes work with the computing and communication resources, agree to abide by all Bethany College policies pertaining to such use. A volunteer's access may be limited to the type and duration of access that is necessary to perform his or her service. Should a volunteer fail to abide by these policies the access will be terminated immediately. Requests for access from an Employee for a volunteer would be submitted through a Helpdesk ticket and must be accompanied by the reason for the access and the length of time for which the access will be required.

Members of the Bethany College community that choose to use their personal computers or other individual computing resources within the College's network are solely and completely responsible for the support and maintenance of such resources, and must comply with the terms and conditions of this policy document and all other policies and procedures related to the use of the College's computing resources.

Student access to resources is granted or continued per academic term. Students not registered for classes when eligibility is verified may have the contents of their accounts deleted and their accounts inactivated without notice. Eligible accounts are verified with the 20th day enrollment report through the Registrar's office. Students who have graduated have a 6-month grace period before accounts are inactivated. Graduates shall provide a non-Bethany College alternate email address if communications are to be received post the 6-month grace period.

Student access to resources may be revoked for violations of these policies. Student disciplinary policies and procedures are described in the Responsibility and Resolution Process section of this Student Handbook.

Security

The user is responsible for correct and responsible use of the tools each computer system provides for maintaining the security and confidentiality of information store within it. Examples include but are not limited to the following guidelines: See the Password Policy for more specific password guidelines.

- Computer accounts, passwords, and other types of authorization are assigned to individual users and should not be shared with others.
- The user should select an obscure account password and change it frequently.
- The user should understand the level of protection each computer system automatically applies to files and supplement it, if necessary, for sensitive information.
- Users will be responsible for any activity associated with their account
- The user should be aware of computer viruses and other destructive computer programs, and comply with policies or procedures implemented, to avoid being their victim or unwitting accomplice.

Bethany College will assist users of its shared computing resources in protecting the information they store on those resources from accidental loss, tampering, or unauthorized use, to the extent that is practical and consistent with available resources.

The College does not guarantee that loss of or damage to personal data in user accounts will not occur. Bethany College is required to protect College system data with the Safeguard Rule in the Gramm-Leach-Bliley Act (GLBA)

<https://www.ecfr.gov/current/title16/chapter-I/subchapter-C/part-314>

Legal Usage

Computing and communication resources may not be used for illegal purposes. Examples include but are not limited to:

- Harassment or stalking of other users.
- Intentional interference with, destruction of or damage to equipment, software, or data.

- Intentional disruption or unauthorized monitoring of electronic communications.
- Unauthorized copying of copyrighted material.
- Installation and or use of software to circumvent College computer use policies.

Ethical Usage

Computing and communication resources should be used in accordance with the high ethical standards of the College community. Examples include but are not limited to:

- Violations of computer system security.
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others.
- Intentional use of computer telecommunication facilities in ways that unnecessarily impede the computing activities of others (randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, and so forth).
- Use of computing facilities for private business purposes unrelated to the mission of Bethany College or Student Development.
- Academic dishonesty (plagiarism, cheating).
- Violation of software license agreements.
- Violation of another user's privacy.

Confidentiality of Data

Users shall not access, copy or disseminate confidential information except to the extent necessary to fulfill their assigned responsibilities, and then only to the extent that the individual is authorized.

Users are reminded that individual student records are subject to special protections, including but not limited to the Family Educational Rights and Privacy Act of 1974 (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>). Additionally, student health information is protected by HIPAA. Student Financial Data is protected by the Gramm-Leach-Bliley Act. Violation of these protections may be cause for dismissal from employment or enrollment and civil or criminal penalties.

Users are responsible to take appropriate action to insure the protection, confidentiality, and security of the College's information. These obligations to maintain confidentiality and security of information continue beyond the termination of the individual's relationship with the College. Persons who exceed their authority in using confidential information or who gain access to such information through unauthorized means are in violation of this College policy. Such conduct may be in violation of the law and could subject the user to disciplinary action, fines, and/or imprisonment.

Users will stay apprised of security requirements communicated by the College and participate in cyber or other security training conducted or shared with the purpose of training users and be mindful of their part in protecting private information pursuant to college policy.

Academic Expression

The free expression of ideas is a central tenet of the academic environment. Bethany College computer system administrators will not remove any information from individual accounts unless the appropriate system administrator finds that:

- The presence of the information involves illegality (e.g., copyrighted material, software used in violation of a license agreement).
- The information in some way endangers computing resources or the information of other users (e.g., a computer worm, virus, or other destructive program).
- The information is inappropriate because it is unrelated to or is inconsistent with the mission of the College, involves the use of obscene, bigoted, or abusive material on Bethany College resources, or is otherwise not in compliance with the responsibilities described within this document.

Bethany College system administrators may remove from central computers any information that is inappropriate, as defined above. Users whose information is removed will be notified of the removal as soon as is feasible.

Electronic Communications – Email

Electronic mail at Bethany College is an important resource for academic and administrative communications, and has become an essential element in the College's conduct of daily activities. The College is the owner of the e-mail and other messaging systems and all content that resides on those systems. The use of electronic mail is monitored for resource consumption and storage management. The content of electronic mail and message communications is not normally read or reviewed by any authorized individual supporting the computing systems; however, they may do so in the course of investigating or resolving network communications problems, preventing system misuse/abuse, enforcing College policies, and complying with warrants and judicial orders.

Distribution of chain letters, solicitation for commercial or personal gain, obscene language, and harassment are examples of misuse of the College's electronic communication facilities. With electronic mail and messages, the intent of the communication along with the perspective of the recipient is considered when investigating complaints regarding misuse or misconduct.

Creating spoofed mail is specifically prohibited. Spoofed mail is defined as any electronic communication that intentionally appears to come from either an account other than that of the sender or an anonymous source.

Monitoring/Management

To properly maintain and manage the College's computing and communication resources, the College may exercise its right to inspect, record, transfer, and/or remove all information contained within those systems that is in conflict with college policies, standards, or regulations and take other appropriate action if unauthorized or improper usage is determined. However, such inspection, recording or removal may also be done in order to make the most efficient use possible of the College's resources.

Monitoring or inspection of the contents of network traffic or user accounts by Information Technology may occur in the process of managing the College's computing resources. Such monitoring shall be conducted with the highest regard for

the confidentiality of such data. If such monitoring or inspection of account contents is requested for other purposes, such requests will only be honored with written authorization by Human Resources, Director of Operation, the appropriate Vice President, the College's legal counsel or the President.

Software Copyrights

Bethany College insists on respect for the intellectual property rights of others and expects users of the computing resources to abide by applicable intellectual property laws, including copyright law and licensing agreements, which control the use of software and associated documentation. Creating or using unauthorized copies of software is a violation of this College policy. Such conduct may be in violation of the law and could subject the user to disciplinary action, fines, and/or imprisonment.

Most computer software and documentation are protected by copyright law. It is illegal to copy or distribute software or its documentation without permission. Lack of copy- protection does not constitute permission to copy. If you have an authorized, or legal, copy of software, you may normally make a single archival copy of the software for backup purposes. However, use of that copy is only authorized if the original software is destroyed or fails to work. If the original software is transferred to another individual, the backup copy must also be transferred or destroyed.

If software is used on the College's computing resources, but said software is not supplied centrally as a computing resource, it is the responsibility of the user or installer to ensure that suitable records are maintained to prove the computer software is an authorized and legal copy. This includes the original disks containing the software, the license agreement, proof of purchase (e.g., copy of purchase order or receipt), and the original manual with the serial number of the product. These materials must be maintained on college premises and must be easily accessible by Information Technology.

LAN Usage

Access to the Local Area Network (LAN) is a privilege, not a right. Violation of the guidelines and prohibitions, both in the attached document and as maybe subsequently added, may result in consequences listed in the policy statement. The Director of the Computer Network is the designated System Administrator.

1. Users will agree to abide by all Bethany College Computing Policies governing the use of campus computing resources.
2. Residents are responsible for troubleshooting, maintaining and repairing their personal computer systems. This includes installation and configuration of network cards, cables, and software used to connect to the network.
3. Users will follow all instructions regarding network configuration and addressing. Using a network address other than the one assigned to you is strictly forbidden.
4. Each account belongs to the person to whom it is issued and only that person is authorized to use it, other than as indicated in the guidelines below.
5. Any attempt to gain unauthorized access into other's accounts or computer systems on or off campus will result in immediate loss of network connection as well as any necessary disciplinary and/or legal action.
6. Users will not tamper with or modify any College owned networking equipment or wiring connections. This applies to all network wiring, hardware, and in room jacks.

7. Users of the LAN must comply with all local, state, federal and international laws regarding the distribution of copyrighted materials.
8. Forgery or misrepresentation of one's identity via electronic mail or any other form of electronic communication will be prosecuted under State and Federal laws.
9. The Director of Information Technology has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.
10. Your account may be monitored, tracking the time you spend on the system and your use of resources, such as disk storage, pages printed, messages mailed, and Internet time.
11. The Director of Information Technology and Bethany faculty have the right to distribute files necessary for class work to individual accounts and have the right to view those files that are for the purpose of that faculty member's class(es).
12. Each user will be expected to exercise responsible behavior when on the LAN.
13. Each user may be held accountable for work created when the user's account has been accessed. Do not leave an account open when you leave a computer terminal.
14. You may not use the LAN to annoy, harass, terrify, intimidate, threaten, offend, or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm.
15. Use of computing resources for academic purpose takes precedence over personal use.
16. You may not use Bethany College computing resources to support or advocate any commercial, political, or non-profit organization without written permission of the Bethany College administration.

Some examples of unacceptable use of the LAN include but are not limited to:

1. Using or attempting to use someone else's network account.
2. Using the network for any illegal activity, including violation of copyright or other contracts.
3. Using the network for financial or commercial gain.
4. Degrading or disrupting the functioning of hardware or software or system performance.
5. Vandalizing, altering, or tampering with the data of another user.
6. Accessing systems, whether on or off campus, in an unauthorized or inappropriate manner.
7. Knowingly disturbing or creating a computer virus, worm, or Trojan Horse.

Repeated discourteous use of the network may also result in penalties. Examples of such discourteous use are:

- excessive use of system resources, such as disk space and bandwidth;
- excessive printing;
- deleting, examining, modifying, or copying another user's files without permission;
- downloading or displaying obscene images or messages;
- sending unwelcome or offensive electronic messages;
- disturbing other network and lab users;
- unplugging or reconfiguring college equipment to make it difficult to use;

- refusing to yield computing resources for higher-priority activities.

Privately Owned Equipment

All users are responsible for maintaining and repairing their own computer systems, and smart devices (refer to definitions for a list). This includes the installation of Ethernet devices, cables, and software used to connect to the network. While Bethany College Information Technology will make reasonable efforts to get student computers online, the Bethany staff will not do maintenance on privately-owned computers and smart devices. Information Technology will only provide support for troubleshooting your network connection and configuration on computers meeting Minimum System Requirements. Such advice and assistance will be provided on an “as available” basis only

Personal Devices Connected to Shared Computing Resources

The inability of the Bethany College IT Department to maintain individuals’ personal devices to ensure compliance with minimum security standards requires access to shared computing resource be restricted to Bethany College owned equipment only.

If a non-secure device on the Bethany College LAN goes undetected, it may become a security threat and can be used to gain access to sensitive and/or proprietary information. It is in the best interest of Bethany College to be proactive against ransomware attacks by minimizing weaknesses and holes in our LAN that may result in data breaches, financial harm and more.

All users (Employees and Students) are prohibited from connecting personal devices to the Bethany College shared computing resource (see definitions) such as Network Printers and local File Servers.

- Internet/cloud-based tools such as Email, OneDrive, Teams, web browsing, etc. are not considered shared computing resources for the purpose of this policy, so connecting personal devices to the campus network via Wi-Fi or ethernet for these purposes is allowed.
- TVs and Projectors are also excluded as shared computing resources and may be connected for classroom instruction.

Penalties

Information Technology reserves the right to disable any connection without notice should it be determined to be causing network problems that results in a disruption of services to others.

Misuse of the Bethany College’s computing and communication resources, abuse of the system, or failure to comply with any of the above policies may result in one or more of the following penalties:

- Restricted network access.
- Loss of privileges to Bethany College Networks and/or WIFI.
- Loss of access to all college accounts, including but not limited to email access.
- Termination of remote VPN access.

- Termination of in-room network services. If an in-room network connection is terminated due to violations of the above policies, a port reactivation fee will be charged to regain access to the network.
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

Student violations of the above policies will be handled through the Office of Student Affairs; other violations will be referred, as appropriate, to the Provost, Director of Information Technology, or the Lindsborg Police Department.

The willful and knowing unauthorized use, alteration, interference with, or destruction of data, systems, and/or computing and communication resources is a computer related crime and is punishable under Kansas law.

The severity of the incident will determine the appropriate response. A severe case of misconduct may result in immediate action such as dismissal from employment, suspension from classes, or legal prosecution. Incidents will be referred to the appropriate Administrator for disciplinary action: incidents involving employees will be referred to the employing department and/or Human Resources, while incidents involving students will be referred to the Bethany College Provost.

Statement of Accountability and Responsibility

This policy is regularly reviewed and updated by the Director of Information Technology.

Bethany College Guest Wi-Fi

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

Terms of Service

Access to Wi-Fi.

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

Warning: This free service is an open network to the Internet and is provided for convenience and its use is at individual risk. It is available to the general public, and is NOT INHERENTLY SECURE. Bethany College cannot and will not guarantee the privacy of data and communication while using the service. There are potentially serious security issues with any computer connected to the Internet without the appropriate protection, ranging from viruses, worms and other programs that can damage the user's computer, to attacks on the computer by unauthorized or unwanted third parties. By using this service, individuals acknowledge and knowingly accept the potentially serious risks of accessing the

Internet over an unsecured network. It is recommended that users take steps to protect their own computer system, such as installing current anti-virus software and maintaining appropriate firewall protection. For further information on how to protect information on this open network, consult a security professional.

Acceptable Use of the Service.

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

Disclaimer

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

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

- Service provided "AS IS". This Service provides access to the Internet on an "as is" basis with all the risks inherent in such access. Bethany College makes no warranty that the Service, or that any information, software, or other material accessible on the Service, is free of viruses, worms, Trojan horses or other harmful components. By connecting, the user acknowledges and accepts the risks associated with access to the Internet and public use of a wireless network, even one that is encrypted.
- Service provided "AS AVAILABLE". The Service is provided on an "as available" basis without warranties of any kind, either expressed or implied, that the Service will be uninterrupted or error-free, including but not limited to vagaries of weather, disruption of Service, speed, functionality, acts of God, warranties of title, no infringement, NOR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. No advice or information given by Bethany College, or its officers, directors, employees, agents, volunteers, affiliates, or contractors of the Service or their respective employees shall create such a warranty.
- Indemnity. User agrees to indemnify and hold harmless Bethany College, its officers, directors, employees, agents, volunteers, affiliates, or contractors of the Service or their respective employees, from any claim, liability, loss, damage, cost, or expense (including without limitation reasonable attorneys' fees) that result in any way from the user's use of, or inability to use, the Service, or to access the Internet or any part thereof, or user's reliance on or use of information, services, or merchandise provided on or through the Service and/or any materials downloaded or uploaded through the Service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance, any actions taken by you in connection with your use of the Service, or any violation of any third party's rights or a violation of law or regulation.

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

Athletic Services

Anderson Athletic Complex

The Anderson Athletic Complex includes Lindstrom Football Field, D.L. Anderson Memorial Track, Philip Anderson Baseball Field, Swedes Softball Field, SVHS Softball Field, E. T. Andersen Tennis Complex, Track and Field facilities, grass practice and intramural fields, and an outdoor sand volleyball court. Lindstrom Field has a capacity of 2,500. During summer 2020, an artificial turf field was installed at Lindstrom Field to accommodate football and soccer, and a new track was laid.

Weight Room

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

Stroble-Gibson Gymnasium

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

Ray D. Hahn Gymnasium

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

Athletic Training

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