

Bethany College

Campus Planner 2008/2009

Property of: _____

Address: _____

Phone #: _____ Extension: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

**THE BETHANY COLLEGE PLANNER IS SPONSORED BY THE OFFICES OF
STUDENT PROGRAMS AND STUDENT LIFE**

The information in this book was the best available at press time. Watch for additional information and changes.



©2007 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc.

2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883

<http://www.schooldatebooks.com> • sdi@schooldatebooks.com

BETHANY COLLEGE AND COMMUNITY EMERGENCY INFORMATION

Campus Contacts

Emergency Daytime Contact..... **Mon to Fri (8 a.m. to 5 p.m.)** **8161**
Campus Safety Nighttime (8p.m. – 4 a.m.) 1010 or 906-0218

Community Contacts

POLICE 911
FIRE 911
EMERGENCY MEDICAL SERVICE 911
LINDSBORG COMMUNITY HOSPITAL 227-3308
RAPE CRISIS 1-800-874-1499
CRISIS HOTLINE 1-800-362-0180
POLICE (non-emergency) 227-2988

EMERGENCY WARNING SYSTEM

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

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

Residence Halls

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

- Alma Swensson Hall [ASH] – basement hall
- Anna Marm – basement hall
- Gregory Hall – mailroom of Pihlblad Memorial Union
- Warner Hall – basement hall
- Apartments – ASH Basement



TABLE OF CONTENTS

Emergency Information	2	College Calendar.....	120
Emergency Warning System.....	2	Intramural Sports	120
Bookstore Textbook Return Policy.....	5	Student Activities Board (SAB).....	120
Book Buy Back	5	Student Union.....	120
Phone Numbers of College Offices	5	Bookstore	120
Hours and Extensions	6	Book Purchase	121
Student Organizations	7	Book Exchange	121
A Short Course on the Bethany College		Book Buy Back	121
Phone System.....	8	Food Service	121
Voicemail Instructions.....	8	Games and Entertainment.....	122
Lindsborg & Area Churches.....	9	College-Student Relations	122
ACCK Directory	10	Code of Student Conduct	122
Student Mailing Address.....	10	General Policy	122
Academic Schedule.....	10	Disciplinary Procedures.....	123
Fall Schedule.....	10	Misconduct	125
Interterm 2008	11	Academic Misconduct.....	128
Spring 2008	11	Disciplinary Sanctions	129
Summer 2008	11	Policy on Alcohol and Other Drugs.....	130
The College Yell.....	12	Alcohol Policy Statements.....	130
Alma Mater Song.....	13	Alcohol Usage Sanctions.....	131
Bethany College Mission Statement.....	108	Drug Usage Sanctions.....	132
Five Core Values	108	Suicide Attempt/Threat Procedure.....	132
Statement of Commitment to Being a		Emergency Removal and Return of Students	133
Community of Inclusiveness and Diversity	108	Code Committees.....	135
History of Bethany College.....	109	Academic Honesty.....	135
Student Services	111	Disciplinary Measures for Academic	
Academic Advising	111	Dishonesty	136
Bethany Academic Support Services		Academic Disputes.....	137
(B.A.S.S.).....	111	Student Academic Privileges and	
Building Coordinators	111	Responsibilities.....	137
Bulletin Boards	111	General Principles of Academic Review.....	137
Campus Facilities	111	Procedures for Seeking Review of an	
Career Services.....	112	Academic Decision	138
Computer Facilities.....	112	Advertising on Campus	139
Counseling Services.....	113	Bethany College Local Area Network	
Early Alert Program	113	Acceptable Use Policy.....	139
Equal Opportunity Office	113	College Owned Vehicles.....	139
Finance and Business Office.....	114	Computer Program Copyrights.....	139
Financial Aid	114	Speech, Assembly and Expression	140
Health Services	114	Bethany College Policy Prohibiting Illegal	
Institutional Advancement Office	115	Discrimination	140
Library.....	115	Residence Halls, Campus and Workplace	
Mail Department	115	Violence/Weapons.....	140
Stroble-Gibson Centennial Center.....	115	Policy Prohibiting Sexual Harassment.....	141
Student Life Division.....	115	Examples of Sexual Harassment	141
Special Events.....	116	What to Do About Illegal Discrimination and	
Religious Life	116	Sexual Harassment.....	142
Campus Pastor.....	116	Retaliation.....	143
Chapel Services	116	Confidentiality	143
Campus Ministry Opportunities	117	Campus Support.....	143
Pastoral Care.....	118	Soliciting	144
Student Government and Co-Curricular		Student Identification (ID) Cards	144
Activities.....	118	Vehicle and Parking Regulations.....	144
Campus Organizations.....	118	Videotapes.....	145

Other General Information Regarding Student Relations	145	Residence Hall Safety and Security	153
Campus Safety	145	Residence Hall/Perimeter House Room Capacity	154
Demonstrating and Expressing Dissent On-Campus.....	145	Room Inspection and Search	154
Students with Disabilities.....	146	Roofs	154
Drug Free Schools Student Information	146	Screen Removal	154
Standards of Conduct.....	146	Smoking.....	154
Legal Sanctions	146	Theft	154
Health Risks	146	Trespassing	154
Counseling and Treatment Opportunities	147	Visitation Policy	154
Applicable Sanctions for Use of Illicit Drugs or Alcohol.....	147	Visitors to the College.....	155
Greek Organizations.....	147	Waterbeds	155
Grievance Procedures	147	Windows	155
Philosophy Statement on HIV/AIDS	148	Residence Hall Administration.....	155
Policy Statement on HIV/AIDS	148	Conflict Resolution Procedures	155
Insurance Protection and Students	149	Roommate/Suitemate Agreement	155
Legal Assistance for Students	149	Floor/Section Agreement.....	156
Policy and Procedures for Student Records.....	149	Housing Policy	156
Residence Life.....	149	Interterm Housing.....	156
Mission	149	Mandatory Hall Meetings.....	156
Living in the Residence Halls	150	Opening/Closing of Housing Units.....	156
Rights and Responsibilities	150	Room Change Policy.....	156
Regulations of Housing	150	Room Check-In/Out.....	157
Alcohol.....	150	Room Reservations	157
Appliance Policy	150	Staffing	157
Babysitting	150	Vacations	157
Bicycles and Motored Bikes	150	Additional Information.....	157
Cable Television	151	Insurance.....	157
Damage to Housing Units.....	151	Lounges.....	157
Decorating	151	Storage.....	157
Fire Drills	151	Storm Procedures.....	158
Fire Safety	152	Telephone Service	158
Firearms and Weapons	152	College Committees	158
Flammable Materials/Explosives	152	Advisory Members.....	158
Health and Safety Inspection.....	152	Institutional Committees	159
Inappropriate Behavior	153	Athletic Committee	159
Inappropriate Signage	153	Food Service Committee	159
Keys.....	153	Religious Life Committee.....	159
Laundry.....	153	Student Life Committee	160
Locking Residence Units.....	153	Student Publications Committee	160
Pets	153	Faculty Committee.....	160
Quiet Hours	153	Curriculum Committee.....	160
		Student Standing Committee.....	161
		Safety and Security Information	161



BETHANY COLLEGE BOOKSTORE TEXTBOOK RETURN POLICY

1. Returns taken only with Receipt!!
2. Returns will only be taken up until the end of the drop period.
3. BUY NOW!! Books are returned to the Publisher after the drop/add period.
4. ANY writing or wear in new books results in a refund at the used book price.
5. Returns cannot be made on broken shrink-wrapped materials!!
6. Add/drop slip required for adjustments

BOOK BUY BACK

Tuesday, Wednesday & Thursday of Finals Week

PHONE NUMBERS OF COLLEGE OFFICES

<p>Switchboard0</p> <p>Presser Hall</p> <p style="padding-left: 20px;">Mailroom8130</p> <p style="padding-left: 20px;">Music Office8138</p> <p style="padding-left: 20px;">President's Office8102</p> <p style="padding-left: 20px;">Enrollment Services8105</p> <p style="padding-left: 20px;">Admission Office8113</p> <p style="padding-left: 20px;">Financial Aid8114</p> <p style="padding-left: 20px;">Accounting8117</p> <p>Pihlblad Memorial Union</p> <p style="padding-left: 20px;">Student Life Central Office8161</p> <p style="padding-left: 40px;">Student Activities and Summer Programs8158</p> <p style="padding-left: 40px;">Residence Life (Director)8157</p> <p style="padding-left: 40px;">Residence Life (Assistant Directors)8125/8251</p> <p style="padding-left: 40px;">Campus Security (night only)1010</p> <p style="padding-left: 40px;">Campus Security (daytime)8161</p> <p style="padding-left: 20px;">BC Bookstore8155</p> <p style="padding-left: 20px;">Food Service8154</p> <p style="padding-left: 20px;">Messenger8234</p> <p style="padding-left: 20px;">Bethanian8434</p> <p style="padding-left: 20px;">Burnett Center8237</p> <p style="padding-left: 20px;">Class Cancellation Hotline6361</p> <p style="padding-left: 20px;">Career Services (Warner Hall)8230</p> <p style="padding-left: 20px;">Campus Ministries (Chi Rho House)8340</p> <p style="padding-left: 20px;">Student Congress (Warner Hall)8162</p>	<p>Student Counselor (Warner Hall)8230</p> <p>Student Health (Warner Hall)8181</p> <p>Stroble-Gibson Centennial Center/Hahn</p> <p style="padding-left: 20px;">Athletic Office8184</p> <p style="padding-left: 20px;">Intramural Office8329</p> <p style="padding-left: 20px;">Training Room8314</p> <p>Mingenback Art Center8244</p> <p>Nelson Science Computer Center8260</p> <p>Wallerstedt Learning Center (Library)8165</p> <p style="padding-left: 20px;">Academic Dean's Office8104</p> <p>Area Coordinator for Anna Marm, and ASH Halls1000/8251</p> <p>Area Coordinator for Gregory and Warner Halls6000/8125</p> <p style="padding-left: 20px;">Dalarna, Norrvillan, Skane, Strom8160</p> <p>Fax Numbers</p> <p style="padding-left: 20px;">Accounting(785) 227-2004</p> <p style="padding-left: 20px;">Advancement227-2411</p> <p style="padding-left: 20px;">Athletics227-2021</p> <p style="padding-left: 20px;">Bookstore227-3357</p> <p style="padding-left: 20px;">Career Services227-3500</p> <p style="padding-left: 20px;">Facilities227-2231</p> <p style="padding-left: 20px;">Library227-2860</p> <p style="padding-left: 20px;">Sports Info227-2289</p> <p style="padding-left: 20px;">Special Events227-2335</p> <p style="padding-left: 20px;">Student Life227-8335</p>
---	---

Bethany College Website

<http://www.bethanylb.edu>

HOURS AND EXTENSIONS

OFFICE	HOURS	EXTENSION
Bethany Academic Support		
Services (BASS)	8:00 a.m. - 5:00 p.m.	8151
Accounting Office	8:00 a.m. - 5:00 p.m.	8291
Admissions	8:00 a.m. - 5:00 p.m.	8113
Bookstore	9:00 a.m. - 5:00 p.m.	8155
Cafeteria		8154
M – F	7:15 a.m. - 9:15 a.m. 11:15 a.m. - 1:00 p.m. 5:30 p.m. - 6:45 p.m.	
Saturday	11:00 a.m. - 12:00 p.m.	
Sunday	12:00 p.m. - 1:00 p.m. 5:30 p.m. - 6:30 p.m.	
Campus Facilities	8:00 a.m. - 12:00 p.m. 1:00 p.m. - 5:00 p.m.	8143
Campus Pastor	8:00 a.m. - 5:00 p.m.	8340
Career Services	8:00 a.m. - 12:00 p.m. 1:00 p.m. - 5:00 p.m.	8230
Computer Facilities	8:00 a.m. - 5:00 p.m.	
Wallerstedt Learning Center		
M – Th	7:30 a.m. - 10:30 p.m.	
Friday	7:30 a.m. - 5:00 p.m.	
Saturday	11:00 a.m. - 4:00 p.m.	
Sunday	2:30 p.m. - 10:30 p.m.	
Nelson Science Hall	7:30 a.m. - 12:00 midnight	
Counseling Services	By appointment	8230
Enrollment Services Office	8:00 a.m. - 5:00 p.m.	8105
Financial Aid	8:00 a.m. - 5:00 p.m.	8114
Health Services		8181
M, T, Th, F	8:30 a.m. - 11:30 a.m. 1:00 p.m. - 3:30 p.m.	
Wednesday	8:30 a.m. - 11:30 a.m.	
International Student Services	8:00 a.m. - 12:00 p.m. 1:00 p.m. - 5:00 p.m.	8159
Mailing Department	8:00 a.m. - 5:00 p.m.	8130
Residence Life	8:00 a.m. - 5:00 p.m.	8160
Student Activities	8:00 a.m. - 5:00 p.m.	8158
Student Life Central Office	8:00 a.m. - 5:00 p.m.	8161

BETHANY COLLEGE STUDENT ORGANIZATIONS

All full-time students are members of the Associated Students of Bethany College (ASBC). The ASBC elects officers and representatives for the Student Congress (STUCO). Then, in turn Student Congress appoints student members to College committees. The Constitution and by-laws of the ASBC are published in a handout available in the Student Congress Office in lower level of Pihlblad Memorial Union.

Student Government

Associated Students of Bethany College (ASBC) - All full-time students of Bethany College are automatically members of the organization. Part-time students can gain membership by paying the full activity fee.

Student Congress (STUCO) - The legislative body of ASBC to which representatives are elected from residential units and each class.

Student Activities Board (SAB) - Subcommittee of STUCO which is responsible for campus social programming. Members are hired annually through an interview process.

Departmental Organizations

Art Club	Bethany Students of Social Work (BSSW)	Creative Writing Club
Assoc. Music Students of Bethany College (AMSBC)	Business Club	Bio/Chem Club
Bethany Student Education Assoc. (BSEA)	Recreation Club	History/Poli/Sci Club
	Collegiate Music Educators National Conference (CMENC)	Law and Order Club
		von Neumann Society
		Psychology Club

Music Ensembles

Bethany Choir	Chapel Choir	Symphonic Band
Bethany Oratorio Society	Community Orchestra	Wind Ensemble
Blue Dozen Pep Band	Flute Choir	Handbell Choir
Brass Ensemble	Jazz Ensemble	
Chamber Orchestra	Small Instrumental Ensemble	

Honorary Professional and/or Scholastic

Alpha Psi Omega (Theater)	Lambda Iota Tau (English)	Psi Chi (Psychology)
Beta Tau Sigma (Bethany)	Order of Omega (Greek)	Phi Alpha Theta (History)
Sigma Alpha Iota (SAI) (Music)	Tri-Beta (Science)	Alpha Phi Sigma (Criminal Justice)

Campus Ministry

Alpha Omega Christian Men's Fellowship	Campus Wide	Chi Alpha Christian Women's Fellowship
Bread for the World	M&M- Ministry Minded Students	Social Justice Advocates
Fellowship of Christian Athletes	Bethany Youth Ministry Teams (BYMT)	Peer Ministers
Bethany Catholic Youth Group		

Service

Blue Key	Gold Key	SOAR
Habitat for Humanity		(not a student organization, department run)

Social Organizations - Local

Greek Council - governing body for fraternities and sororities

Fraternities:	Alpha Sigma Nu	Sororities:	Alpha Theta Chi
	Alpha Kappa Omega		Kappa Gamma Phi
	Gamma Kappa Alpha		Sigma Phi Omega
	Pi Sigma Chi		Alpha Delta Zeta

Special Emphasis Groups: International Students Organization (ISO)
Multicultural Student Union (MSU)
Ally Group

For more information, Please contact the Office of Student Activities at Extension 8158

Publications: *The Bethanian* - the College yearbook published annually
The Messenger - the College newspaper published bi-weekly

A SHORT COURSE ON THE BETHANY COLLEGE PHONE SYSTEM

*NOTE: This is a brief listing of how to use the features of the Bethany College PBX phone system. If you are a Bethany College employee or a Bethany Student and have questions, please call LaDonna Blomberg at extension 8130. Please also note that all campus residents are required to have a landline phone.

TO CONNECT DIRECTLY TO VOICE MAIL: If you wish to leave a message for someone, but do not want to disturb them by having their phone ring, you can connect directly to their voice mail by dialing 8889+ext+#. If you are calling from off campus, dial “#” and their extension. The next time they use their phone they will hear the stutter dial tone that tells them they have a voice mail message.

TO CALL SOMEONE ON-CAMPUS FROM OFF-CAMPUS: Dial (785)227-3380 for faculty, administration, and staff; dial (785)227-3380 for students. The 227-3380 number connects to an automated attendant that is operational 24 hours a day.

TO CALL FROM ONE CAMPUS PHONE TO ANOTHER: Dial the four digit extension number.

TO CALL OFF CAMPUS: Dial “9” and the number for local calls.

TO CALL LONG DISTANCE AND CHARGE IT TO A CALLING CARD: Dial “9” plus “0” plus the area code and number you desire and wait for the operator to tell you to enter your calling card number.

VOICEMAIL INSTRUCTIONS

Logging in to the system:

1. Lift handset
2. Press 8888
3. Dial your extension followed by the # sign
4. Dial password followed by the # sign

Logging in to the system from outside the campus:

1. Dial (785) 227-3380
2. Prompt will ask for extension. Enter 8888#, wait for answer
3. Enter your extension followed by the # sign
4. Dial password followed by the # sign

Changing your password: (New password can be 4 to 16 digits)

1. Log in to voice mailbox
2. Dial 84
3. Enter new password followed by the # sign
4. Enter new password followed by the # sign
5. Enter old password followed by the # sign

Recording your greeting: (2 types: Internal/external)

1. Log in to voice mailbox
2. Dial 82
3. External Greeting – Press 1, Internal Greeting – Press 2
4. Press 5, then start talking at the beep
5. Press # sign to stop recording

If you record only your External Greeting it plays for both call types.

Listening to Messages:

1. Log in to voice mailbox
2. After the summary of messages is played, the first message is played
3. To delete message, dial 76
4. To save message, just pause, system will save message and plays next message.

Composing Messages:

1. Log in to voice mailbox
2. Press 75
3. Enter extension number of the person(s) to receive the message followed by the # sign
4. Repeat step 3 until all extensions have been entered
5. Press an additional # sign after the last extension has been entered (2 consecutive ##)
6. Press 5, then start talking at the beep
7. Press # sign to stop recording
8. Press 79 to send message

LINDSBORG & AREA CHURCHES

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

LINDSBORG MEDICAL INFORMATION

Lindsborg Community Hospital.....	227-3308
Lindsborg Rural Health Clinic	227-3371
Apotek Pharmacy	227-3374

Doctors

Dr. Benjamin Dolezal, M.D., 601 W. Lincoln.....	227-3371
Ms. Sheri Floyd, P.A., 601 W. Lincoln.....	227-3371
Dr. Duane Fredrickson, M.D., 601 W. Lincoln	227-3371
If no answer, call	227-3308
Dr. Bryce Loder, M.D., 601 W. Lincoln.....	227-3371
Dr. Graig Nickel, M.D., 601 W. Lincoln	227-3371

Chiropractors

Dr. Darrel Loder, D.C., 121 W. Lincoln	227-4455
Dr. A.R. Schwerdtfager, D.C., 136 N. Main.....	227-2633

Dentist

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

ACCK DIRECTORY

CENTRAL OFFICE, MCPHERSON, KS 67460

(620) 241-5150

Bethany College
Lindsborg, KS 67456
(785) 227-3311

Kansas Wesleyan University
Salina, KS 67401
(785) 827-5541

McPherson College
McPherson, KS 67460
(620) 241-0731

Bethel College
North Newton, KS 67114
(620) 283-2500

Sterling College
Sterling, KS 67579
(620) 278-2173

Tabor College
Hillsboro, KS 67063
(620) 947-3121

STUDENT MAILING ADDRESS

Mail must be sent to the following address. Students have individual box numbers in the central mailroom.

Bethany College
(Student Name)
Box #
335 E. Swensson St.
Lindsborg, KS 67456

ACADEMIC SCHEDULE

FALL 2008

(69 Class Days + 4 days for Final Exams)

Sunday, August 24	Residence Halls open for all first-year students and fall athletes 8 a.m.-Noon
Sunday, August 24	Orientation Week for all first-year students (transfers are welcome).
Sunday, August 31	Residence Halls open (for returning students/new transfers) at 2 p.m.
Monday, September 1	Academic advising and Registration. Evening classes begin.
Tuesday, September 2	Day classes begin at 7:45 a.m.
Tuesday, September 9	Add Period ends 5 p.m.
Monday, September 15	Drop period ends at 5 p.m. Last day to withdraw without a "W" on the transcript
Thursday, October 2	Last day to withdraw from a first 7 week course without penalty of an "F"
Saturday, October 11	Homecoming
Thursday, October 16	Six week grades for Freshmen & New Students due in Enrollment Services office by 11 a.m.
Tuesday, October 20	Second 7-week classes begin
Tuesday, October 21	Six week grades released
Friday, October 24	Fall Break begins at the end of class (Monday-Tuesday Break)
Wednesday, October 29	Classes Resume (Fall Break ends) at 7:45 a.m.
Monday, November 3	Early registration for Spring 2008, notices posted campus wide
Tuesday, November 4	Last day to withdraw from a full semester course without penalty of an "F"
Friday, November 21	Last day to withdraw from a second 7 week course without penalty of an "F"
Tuesday, November 25	Thanksgiving Break begins at end of classes
Wednesday, November 26	Residence Halls close for Thanksgiving Break at 9 a.m.
Monday, December 1	Classes resume (Thanksgiving Break ends) at 7:45 a.m.
Monday-Thursday December 15-18	FINAL EXAMS
Thursday, December 18	Residence Halls close for Christmas Break at 7 p.m.
Tuesday, December 23	Final grades due in Enrollment Services office no later than 11 a.m.

INTERTERM 2009

(16 Class Days + 1 Day for Final Exam)

Sunday, January 4	Residence Halls open (for Interterm students only) at 2 p.m.
Monday, January 5	Registration
Tuesday, January 6	Classes Begin. (Late registration begins)
Tuesday, January 6	ADD/DROP period ends at 5 p.m.
Wednesday, January 28	FINAL EXAMS
Friday, January 30	Grades due in Enrollment Services office no later than 11 a.m.

SPRING 2008

(68 Class Days + 4 Days for Final Exams)

Sunday, February 1	Residence Halls open (for returning students) at 9 a.m.
Monday, February 2	Academic Advising and Registration, Evening classes begin
Tuesday, February 3	Day classes begin at 7:45 a.m.
Tuesday, February 10	Add Period ends 5 p.m.
Monday, February 16	Drop Period ends at 5 p.m., last day to withdraw without a "W" on the transcript
Friday, March 6	Last day to withdraw from a first 7 week course without penalty of an "F"
Saturday, March 14	FAFSA Due
Thursday, March 19	Six week grades for Freshmen & New Students due in Enrollment Services office by 11 a.m.
Friday, March 20	Spring Break begins at the end of classes
Friday, March 20	Residence Halls close for spring break at 7 p.m.
Saturday, March 21	Six week grades released
Sunday, March 29	Residence Halls close for Spring Break at 2 p.m.
Monday, March 30	Classes resume (Spring Break ends) at 7:45 a.m.
Monday, March 30	Second 7-week classes begin
Sunday, April 5	Palm Sunday, Messiah Concert & Exhibition
Monday, April 6	Early registration for Fall 2009, notices posted campus wide
Friday, April 10	(No Classes) Good Friday, Messiah Concert & Exhibition
Saturday, April 11	Messiah Theatre Production
Sunday, April 12	Easter Sunday, Messiah Concert & Exhibition
Tuesday, April 14	Last day to withdraw from a full semester course without penalty of an "F"
Friday, May 1	Last day to withdraw from a second 7 week course without penalty of an "F"
Monday-Thursday May 18-21	FINAL EXAMS
Thursday, May 21	Grades for graduating seniors due in Enrollment Services Office no later than 11 a.m.
Thursday, May 21	Residence Halls close at 7 p.m. for those NOT associated with commencement.
Sunday, May 24	Baccalaureate and Commencement
Monday, May 25	Residence Halls close at 9 a.m. for those associated with commencement
Tuesday, May 26	Grades for all other students due in Enrollment Services office no later than 11 a.m.

SUMMER 2009

(22 Class Days + 1 Day for Final Exam)

Sunday, May 31	Residence Halls open for summer students at 2 p.m.
Monday, June 1	Registration
Tuesday, June 2	Classes Begin. (Late registration begins)
Wednesday, June 3	ADD/DROP period ends at 5 p.m.
Thursday, July 3	FINAL EXAMS
Tuesday, July 7	Grades due in Enrollment Services office no later than 11 a.m.

ROCKAR STOCKAR

THE COLLEGE YELL

When a college yell became a part of collegiate life at athletic contests, the “Terrible Swedes” of Bethany College were urged on to victory by words in the Swedish language based in Nordic mythology:

Rockar Stockar
Thor och Hans Bockar
Kör igenom, Kör igenom
Tju Tju Tju.
Bethania!

Pronunciation guide:

Rock-aar, stock-aar
Toor och hahns bock-aar
Shur ee-yea-nom, shur ee-yea-nom
Shoo, shoo, shoo
Betaah-nee-yah

The words are difficult to translate. They refer to the Nordic god, Thor, driving his chariot with great speed on an urgent mission. The aid of the Nordic god and his example was sought in order to drive through the line, Kör igenom, Kör igenom, (Drive through, Drive through) for a touchdown. “Rockar, Stockar” is still the official college yell. Recent generations have pronounced these Swedish words with strange accents.



Bethany College Alma Mater Song

Words: LuRuth Anderson '40

Music: Lloyd Spear '39
Ralph Harrel '39

Sing for dear Beth - an - y; Let your voi - ces ring.

Make sweet - er har - mo - ny, Come on let's sing.

Sing of her glor - ies past Vic - tor - ies to be;

Bright fu - ture is fore - cast for dear old Beth - an - y.

2. Cheer for dear Bethany
Cheer with all your heart,
Support her loyally
Come, do your part.
Fight on ye "Terrible Swedes"
Strive courageously,
Show the world by noble deeds
That you're from Bethany.

3. Here's to dear Bethany
How we love that name.
She has her dignity,
Glory and fame.
Long may the gold and blue
Bring to memory
Those happy days we knew
At dear old Bethany.

BETHANY COLLEGE MISSION STATEMENT

The mission of Bethany College is to nurture and challenge individuals in their search for truth and meaning as they lead lives of faith, learning, and service.

FIVE CORE VALUES

Integrity is both personal and institutional. It means being honest, and direct in communication, as well as accountable and consistent with expectations. Institutional integrity includes faithfulness to the identity and mission of the College, a rigorous search for truth, and an ongoing commitment to equity.

Hospitality means both giving and receiving. All who work and study at Bethany are expected to recognize and value human dignity, mindful that each and every person is a child of God.

Relationship emphasizes the connection present among individuals and organizations. It recognizes our roles and responsibilities within these connections.

Leadership recognizes that all who work and study at Bethany College will be engaged in learning how to lead as well as how to serve.

Sustainability encompasses and understanding of our stewardship for the future and recognizes that our actions and policies may often have long-term implications. For Bethany College, this includes the judicious use of resources and operating in such a way that the college is a viable institution in perpetuity.

Bethany College believes a liberally educated person is one who:

Perceives: is curious, sensitive to form, affected by beauty; is knowledgeable about and appreciative of humanity and its relationship with the universe; uses such knowledge with discrimination and judgment.

Thinks: engages in rational inquiry and is imaginative and creative; displays quantitative competency; thinks logically; differentiates between fact and opinion.

Communicates: is articulate in oral, written and other forms of communication.

Values quality of life: recognizes that other persons and other cultures have contrasting value systems that must be understood while understanding one's background and values.

Leads: works as an individual and with others, with empathy and compassion to identify, study, and analyze and formulate solutions to problems and to take action on them.

Acts responsibly: meets personal, familial, vocational, societal and global obligations.

As the Church in Mission, Bethany is a community of faith which:

Encourages respect for the individual and for diverse beliefs and values: welcomes those with diverse viewpoints to an environment of free and honest inquiry which will promote exploration of questions of faith, truth and meaning; encourages students in their development of moral conviction and understanding of any respect for the dignity of the individual in a global society.

Fosters Christian faith, witness and worship: seeks to stimulate the students' desire to know and to understand personal relationships and relationships with God in light of the Gospel of Christ; provides a setting where regular worship is encouraged and where students, faculty and staff members may offer Christian witness through their lives and teaching.

Prepares students for service in society: offers a total campus experience within which the student can grow into a philosophy of life that recognizes in selfless service to God and humanity the most rewarding opportunities for self-fulfillment; educates students who will contribute significantly toward the development of constructive Christian thought and expression in human life and society; assists the student in incorporating Christian values and service into chosen careers.

Supports the Church through shared resources: provides for the Church of Christ on earth dedicated and informed leadership to assist in the determination and implementation of its future goals; serves the Church through continuing education programs for laity and clergy, and as a resource for congregations and the Church in the modern world.

STATEMENT OF COMMITMENT TO BEING A COMMUNITY OF INCLUSIVENESS AND DIVERSITY

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

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

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

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

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

Concern for inclusiveness and diversity must permeate the student recruitment process, the employment and advancement of faculty, administration and support staff, the design and implementation of curricular and co-curricular programs, the selection of the Board of Directors, and all other aspects of the life and operation of this college.

Our mutual task, then, is to facilitate relationships which are defined by justice and love for one another. We are enriched by full partnership and fellowship among women and men of different races, cultures, and beliefs. Bethany College calls upon all members of the campus community to take responsibility for implementing this declaration.

Approved by the Board of Directors, October 17, 1988

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

HISTORY OF BETHANY COLLEGE

In 1881, slightly over a decade after Swedish immigrants arrived in the Smoky Valley of Central Kansas, the institution which was to become Bethany College was created. Rev. Carl Aaron Swensson, pastor of Bethany Lutheran Church, envisioned an academy in Lindsborg to develop the intellectual and spiritual character of Swedish immigrant youth. On October 15, 1881, ten students met with first-teacher J. A. Udden in the church sacristy. From those humble beginnings Bethany College began a proud and enviable record of service to church and to the global society.

Bethany Academy by 1886 had grown from 10 students to 334 students, and from one full-time and a part-time faculty member to a 15-member faculty. In 1884 the Kansas Conference of the Augustana Lutheran Church voted to include Bethany as one of its supported educational institutions.

A new name was adopted in 1886, *Bethany Normal Institute*. A year later the name was changed to *Bethany College and Normal Institute*. It was in 1889 that *Bethany College* became the official name.

By 1901, at the end of two decades, Bethany's organizational structure included the College—with a School of Liberal Arts, School of Pedagogy, School of Oratory and Elocution, and the Academy; the College of Music and Fine Arts—with the Musical Conservatory, School of Art, and the School of Sloyd, Handiwork, Pyrography and Embroidery; the College of Business—with the Commercial Department and School of Shorthand and Typewriting; the Graduate School; and the Summer School. In March 1932 Bethany was placed on the list of accredited colleges of the North Central Association of Colleges and Secondary Schools, and has remained fully accredited ever since.

Throughout the 1930s, 1940s, and 1950s, economic factors were pressing, almost calamitous at times, and yet Bethany sought to make available a more meaningful educational program for its students. Accreditation by the National Association of Schools of Music was readily granted in 1936 and has been continuously maintained since then. The Bethany Choir was founded in 1935. An elementary education degree program was established in 1949. Bethany was admitted to teacher education accreditation,

as the first Kansas private college in the predecessor organization of the National Council for the Accreditation of Teacher Education.

During the decade and a half between 1953 and 1966, the Bethany community struggled to cope with meager resources, relatively low student enrollments, a lack of broadly based constituent commitments, a physical plant which needed improvements and a still inadequate endowment fund. Enrollment in 1953 stood at 338 students, of which nearly 100 were part-time. A study of Bethany's long-range needs was initiated and in 1955, a ten-year plan was adopted. The plan proposed full-time enrollment of 550 to 600 students by 1964, seven new buildings and endowment increases.

Nelson Science Hall was dedicated in 1956. The Emil O. Deere Residence Hall was added in 1958. In 1957, the Birger Sandzén Memorial Art Gallery was dedicated. By 1965, several other facilities had been added to the campus: Deere Hall East, the Ray D. Hahn Physical Education Building, Anna Marm Hall, the Dr. and Mrs. Ernst F. Pihlblad Memorial Union, and Phillip Anderson Athletic Field and Stadium.

When the Lutheran Church in America (LCA) was formed in 1962, the LCA Central States Synod assumed ownership of Bethany College. Bethany also became the official college of the Rocky Mountain Synod (along with Midland Lutheran College) and of the Texas-Louisiana Synod. The new church alignment greatly increased potential financial support and students.

During the early 1960s, plans were laid to strengthen the college's fiscal stability and to improve the physical resources of the campus by adding a classroom facility and a library. However, in 1967, a crisis stage had been reached. Accumulated operating deficits continued to be very troublesome. Student enrollment had not met anticipated goals. In 1966, an LCA-sponsored study of Bethany dealt with college objectives, faculty, student life, facilities, administration, government, costs and financing significant survival. The report also considered a proposal of relocating Bethany. However, the report misjudged the college's existing potential "from the social, cultural, and financial points of view." Through several months following the issuance of the report, the issues and options became clouded, and it was a time of crisis at Bethany. On April 11, 1967, a town hall meeting was held in Presser Hall, and the Lindsborg community subscribed \$100,000 within less than two weeks for debt reduction. It was a harbinger of good things to come.

In 1967, activities were initiated which were later to be called "a miracle in the making." The administration and faculty set themselves to a thorough study

of the aims, purposes, goals and needs of the college. The academic program was reconstructed; the total number of courses was reduced from 320 to 220. The 4-1-4 academic calendar was adopted. Campus facilities were greatly expanded during the late 1960s and 1970s. For more than a decade, specialists' reports had indicated that the Old Main building was unsafe, and after contemporary verification, the building was razed in June 1968. On Sunday, October 18, 1970, dedication rites were conducted for four new buildings: Mingenback Art Center, Warner Residence Hall, Wallerstedt Library, and Wallerstedt Social Science Center. A capital gifts campaign leading to Bethany's centennial year in 1981 provided the resources for a strengthened endowment and other new buildings or renovations, including Burnett Center for Religion and the Performing Arts, Gregory Hall, and the Stroble-Gibson Centennial Center.

In 1983, the campus community's attention to strategic planning led to a three year plan *For Excellence and Access*. In 1984, announcement was made of the largest single gift ever made to Bethany: a gift of land valued at nearly \$3 million from the Ludvig and Selma Nelson Religious, Educational and Charitable Trust. A new addition to Nelson Science Hall was dedicated in 1983. An addition to the Wallerstedt Library was approved in 1989. Ground was broken in the summer of 1989 and the structure was completed in the fall of 1990.

The fine arts have been uniquely at the heart and life-blood of Bethany since its inception. Indeed, the oratorio and fine arts heritage of the Messiah Festival of Music and Art—which began in 1882—has brought far-reaching recognition to Bethany. In 1981, the centennial year Easter performance of Handel's "Messiah" by the Bethany Oratorio Society was televised nationally by nearly 200 PBS television stations.

On January 1, 1988, Bethany became a college of the newly-formed Evangelical Lutheran Church in America. The institution is governed and supported by the Missouri-Kansas and Oklahoma-Arkansas synods, with additional covenant support with the Rocky Mountain Synod. The board of Directors consists of no fewer than twenty-four and no more than twenty-eight members, exclusive the president of the College and the bishops.

Bethany College remains firmly committed to a mission which is true to the vision of its founders: to serve as the Lutheran Church in mission in higher education by cultivating in its students both the intellect and the spirit to become instruments of service to society. This clear sense of purpose which places learning within the context of responsible Christian concern for the global community is Bethany's singular, unchanging characteristic.

STUDENT SERVICES

ACADEMIC ADVISING

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

An integral part of teaching responsibility at Bethany College is that of advising. Academic advising is a continuous process which is designed to lead the student to better self-understanding and to more efficient use of the resources of Bethany College for developing the student's potential and serving the student's educational goals. Each first year student is assigned a Faculty Advisor to help make the first year at Bethany a successful one. In addition, each new freshman enrolls in CO101, Bethany Seminar, a full semester course which enables students to make a smooth transition to the college experience. When students declare a major, they select, with assistance from Enrollment Services, an academic advisor in their major area.

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

BETHANY ACADEMIC SUPPORT SERVICES (B.A.S.S.)

The Bethany Academic Support Services center is located in the lower level of Wallerstedt Library, Room W055. A wide range of academic support services is available, including paper editing, matching students with tutors, and organizing study groups. The center includes services for students with documented disabilities, preparation for professional school and graduate school entrance exams, and general academic support services for all students which can include help with reading, writing, listening and note taking, and time management skills. The Center is open from 8:45 to 12:00, and 1:00 to 5:00 Monday through Friday. Conferences with staff are by appointment or on a drop-in basis, schedules permitting.

BUILDING COORDINATORS

Building Coordinators are appointed at the beginning of each academic year after consultation with the Dean for Student Life and the Director of Campus Facilities. Building Coordinators are responsible for reporting maintenance issues and facility needs, both immediate and long-term to the appropriate staff. Building Coordinators also actively participate in the Bethany College emergency preparedness plan for the institution. The list of designated building coordinators for the current year is available from the Office of Student Life or on the Bethany College intranet.

BULLETIN BOARDS

All items posted on the bulletin boards located in most campus buildings must have prior approval from the Office of Student Life (Dean). Items not approved are subject to immediate removal. Information contained in posted notices must be in compliance with the rules and regulations of the College. In most campus facilities the posting of information on glass doors is prohibited. An Office of Student Life personnel should be consulted for correct procedures.

CAMPUS FACILITIES

Campus Facilities is located on the northwest side of the campus. Office hours are **Monday through Friday from 8:00 a.m. - 12:00 noon and 1:00 p.m. - 5:00 p.m.** The department handles most repairs connected with the physical condition of the College. They also maintain all key inventories for campus buildings, as well as the grounds keeping and landscaping of the College. Campus Facilities also controls and services a small pool of vehicles for College business. Use of these automobiles, vans and buses is restricted to College-related functions and can only be reserved through College staff and faculty personnel.

All repair requests are to be reported through the respective building coordinators. In the case of housing units, the Area Coordinator/Resident Assistants will report problems through submission of a work request or campus student residents may submit a request to repairs@bethanylb.edu. The Area Coordinator/Resident Assistants are also authorized to take proper procedures for facility emergencies.

CAREER SERVICES

The **Office of Career Services**, located in Warner Hall, lower level (Oakleaf Offices), provides students with a multitude of resources for sound career decision-making and employment seeking assistance. Office hours are 8:00 a.m. - 5:00 p.m. In addition to the Director and Office Manager, students serve as part-time paraprofessional Career Advisors (PCAs) and paraprofessional SOAR Coordinator (PSC) to assist Bethany students with internship and job hunting strategies, resume and cover letter development, finding needed information in the Career Library, and considering service (SOAR) opportunities.

The Career Services staff administers the following services and programs:

- **Career Planning:** Students can explore career options through individual career counseling and/or enrollment in **Career Planning Seminar** (one (1) semester hour credit). Career planning assistance might include interest testing, enrolling for an **Experience-based Education** project and informational interviewing. An extensive Career Library provides resources for exploring career and volunteer service opportunities, internships, permanent employment possibilities, summer jobs, and information about employers.
- **Experience-Based Education (EBE):** This internship program serves as a way to simultaneously gain practical experience and earn college credit in a work setting related to career objectives. Students may work in volunteer or paid positions for varying periods of time earning varying amounts of credit depending on the amount of time spent in the EBE setting. Academic credit for EBE projects is elective, and regular tuition is charged. Most students complete EBE projects during the January Interterm, but EBE projects may be done during the fall/spring semesters or the summer term. ***EBE projects must be initiated through the Career Services Office.***
- **Placement Assistance:** The objective of placement assistance is to teach students to learn and use effective employment seeking skills. This may be for entry level employment, graduate school admission following graduation, or part-time or summer work while attending college. Individualized assistance with resume and cover letter writing is provided. Other job hunting skills are developed through individual counseling, mock interviews, and workshops. Numerous resources are in the Career Library to assist students in establishing contacts with prospective employers and with graduate/professional

schools. Specific employment listings, career fairs, and on-campus interviews are also available. Cooperative interviews with employer representatives are conducted through the Associated Colleges of Central Kansas (ACCK).

- **Part-time employment:** Career Services serves as a clearing house for part-time, temporary, and summer jobs both on and off campus.
- **SOAR Volunteer Service Program:** The **Student Outreach through Active Response (SOAR) Program** is administered by Career Services, linking students with community agencies and service organizations needing volunteer assistance throughout the school year. The SOAR office also sponsors bi-annual blood drives. Students with specific skills and knowledge are matched to benefit the needs of the community agencies.

COMPUTER FACILITIES

Bethany College makes available a variety of computer equipment for student use of the IBM compatible type. There are computer labs in Nelson Science Hall. The computers in Nelson Science Hall are networked with access to the Internet. Current internet software includes Internet Explorer for Web access, and Microsoft Outlook for E-Mail. Each student is given an account, password, and programs that may be used with certain classes.

The Nelson Computer labs are open from 7:00 a.m. to midnight. The Nelson computer labs are also used for some classes. When not in use for classes, the labs are open for students to do both homework and personal studies. Each of the three labs is equipped with a laser printer, and Nelson Room 127 has a scanner.

In addition to Nelson computer labs, other computers are available for specialized purposes. The Music Department has Macintosh computers and compatible musical instrument digital interface (MIDI) equipment for use by music students and faculty for electronic music composition, performance, and printing. The Art Department uses IBM compatible computers for assisting students with word processing needs, e.g., resumes and page layout, and in gallery practice class with exhibition installation. Computers are also available in the library and in the lower-level of Pihlblad Union mailroom.

COUNSELING SERVICES

The Student Counselor is located in the lower-level of Warner Hall in the Oakleaf Office suite. Regular office hours are from 8:00a.m to 5:00p.m. Various types of personal counseling opportunities are offered through the Office of Counseling Services. The Student Counselor coordinates preventative programming throughout the year. Counseling for individuals, couples, and groups is offered by the Student Counselor. Students may seek counseling for problems such as relationships, sexuality, grief and loss, substance abuse, depression and interpersonal relationships. Referrals to other social service agencies are provided when deemed appropriate. In addition to the more formalized counseling provided by the Student Counselor, the Dean for Student Life and other Student Life staff members may also provide support and counsel.

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

EARLY ALERT PROGRAM

The Early Alert Program is designed to be used as a means of informing college faculty, administration, and/or staff about an individual student's difficulties. The Early Alert Program's objectives are to encourage early intervention in suspected problem situations so that the problem can be avoided, corrected, or restricted to manageable proportions, and to provide a relatively informal communications network which guarantees confidentiality to the student, but which allows faculty, administration, and/or staff to share concerns about students' problems with which they have not been able to help or do not feel qualified to provide assistance. The Early Alert Program is administered by the Enrollment Services Office and the Dean for Student Life in coordination with the Student Counselor.

Early Alert Referral Forms are distributed to the faculty, administration, and staff at the beginning of each year, and are available from the Student Life Office at any time. The Early Alert Referral Forms are intended to facilitate confidential referrals about concerns in two general areas: PHYSICAL/EMOTIONAL and ACADEMIC/CAREER/LEARNING SKILLS. Early Alert forms for academic issues are submitted to the Enrollment Services Office, and early alert forms for all other issues are submitted to the Dean for Student Life. The Dean for Student Life will forward the form to the appropriate person or office.

A student who has been referred by the Early Alert Program for non-academic issues may be referred for an appointment with the Student Counselor. Communications with the Student Counselor are confidential and may not be released without authorization, this includes whether or not an appointment has been made to meet with the Counselor. To allow for adequate follow up on all Early Alert referrals, Bethany College students are required to sign an authorization form allowing the Student Counselor to verify with the Dean for Student Life or his or her designee whether or not an appointment has been made and/or kept by a student who has been referred under this program. The contents of any conversations or sessions with the Student Counselor will remain confidential, subject to the legal exceptions under Federal and State law. The legal exceptions to confidentiality include possible child or elder abuse, danger to self or others, and/or records that have been subpoenaed by a legitimate court order. If the Student Counselor or the Dean for Student Life believes that a student is exhibiting behaviors as outlined in the Emergency Removal and Return of Students policy (section H), the students may be required to complete a formal evaluation as per the policy outlined. The Early Alert Referral Form for non-academic issues is not included in the student's academic file. The form is a conveyor of information, not a record of behavior, problems, etc.

Academic early alerts are coordinated through the Enrollment Services Office. Once the Enrollment Services Office receives the alert, a copy will be forwarded to the student, their advisor, coaches, and to BASS. A copy will be placed in the student's academic file. Advisors and coaches will contact the student to offer assistance and guidance.

EQUAL OPPORTUNITY OFFICE

Bethany College has a firm commitment to supporting the rights of all individuals to be treated equitably, regardless of sex, race, ethnic origin, religion, age, veteran's status or disability. To honor this commitment, Bethany established the position, Equal Opportunity Officer. This individual has the responsibility of working to prevent illegal discrimination within the College. If a student believes he or she has been subjected to an act of illegal discrimination, the Equal Opportunity Officer should be contacted. The Equal Opportunity Officer is available to provide assistance in identifying and correcting discriminatory policies and practices. The Human Resources/Payroll manager has been appointed to this position. The Human Resources/Payroll Manager can be contacted in the Human Resource Office at extension 8115.

FINANCE AND BUSINESS OFFICE

The Accounting Office is located on the main floor (south wing) of Presser Hall. **Hours are Monday through Friday from 8:00 a.m. - 5:00 p.m.**

The Chief Financial Officer, Controller, Human Resources/Payroll Coordinator and accounting personnel have offices at this location.

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

Another responsibility of the office is to serve as the coordinator of personnel, purchasing, insurance, budgeting, student relations and the campus switchboard.

FINANCIAL AID

Students wishing to obtain applications for scholarships, grants, loans and employment may do so at the Financial Aid Office located in the lower level of Presser Hall.

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

When a student's application for financial aid is completed, he/she will be reviewed for need-based aid. At this time, a financial aid package will be awarded. A financial aid package might include a combination of scholarships, grants, employment and loans. Awards are reviewed annually since a student's financial circumstances may change from year to year.

Small, short-term **emergency loans** are available through the Accounting Office. These loans are limited to \$100.00 and must be repaid within thirty (30) days. Interest, at the rate of 18% per annum, will be charged from the date the loan is made to the date repaid. Loans may be repaid through a payroll deduction or by a personal check; however, no Emergency Student Loan will be transferred to a student account. Additionally, loans will not be made if a prior loan has not been repaid.

All questions concerning loans, grants, scholarships, or federal work-study should be directed to the Financial Aid Office.

HEALTH SERVICES

Health Service Office Hours: Monday, Tuesday, Thursday and Friday

8:30 - 11:30 a.m.

1:00 - 3:30 p.m.

Wednesday: 8:30 - 11:30 a.m.

A registered nurse maintains regular on-campus hours. If an ailment or illness needs additional care, the student will be referred to a physician or dentist. Lindsborg Community Hospital is equipped with an emergency room.

The Health Services Office is located in the lower level Warner Hall and is accessible to those with permanent or temporary mobility impairments (for example, wheelchairs or crutches). If a student cannot come to Health Services safely or without assistance, a call may be made to either the on-duty nurse or an Area Coordinator to make arrangements for the nurse to see the student in his/her room.

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

- **Illness of Students:** The services of the nurse are free. A minimal charge is made for the cost of the optional flu shot given in the fall to Bethany students and staff. The cost of a visit to the doctor is paid by the student. **Students are responsible for contacting their instructors for classes missed because of illness.** Sick tray requests must be obtained from Health Services or an Area Coordinator. All students should make arrangements with a friend to pick up the meal.
- **Health Insurance Coverage:** All students are encouraged to have health insurance coverage. There is a major medical insurance plan made available through the college. Students who already have health insurance protection are to show verification of their coverage at registration. All students must complete a health insurance form at the beginning of each academic year.

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

INSTITUTIONAL ADVANCEMENT OFFICE

The Institutional Advancement Office includes the offices of Advancement, Alumni Relations, and Planned Giving. These offices are located in the Sjogren Center (425 N. Second) which is open **Monday through Friday from 8:00 a.m. to 5:00 p.m.**

The Advancement Office is responsible for raising funds, both current and deferred, which are necessary for the operating budget, campus improvements, and the endowment fund. Staff members regularly meet with individuals and businesses in an effort to raise these funds.

The Alumni Office also assists with fund-raising, primarily through contacts with alumni. This office maintains records for each Bethany graduate and former student, and plans special events and reunions with alumni.

The Planned Giving Office seeks to serve all alumni and friends of Bethany who want to contribute to the college through their wills (the most frequent form of planned gift), or by other life income gift plans such as annuities or trusts.

LIBRARY

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

Monday-Thursday	7:30 am – 10:30 pm
Friday	7:30am – 5:00 pm
Saturday	1:00 pm – 5:00 pm
Sunday	3:00 pm – 10:30 pm

Wallerstedt Library provides the campus with access to resources and services to support the educational environment of Bethany College. Two professional librarians, one interlibrary loan staff member, and twelve student library assistants are available to assist with reference and research needs.

MAIL DEPARTMENT

The Mailing 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 8:00 a.m. - 5:00 p.m.** At the Mailing Department there are slots labeled for U.S. outgoing mail (needs postage affixed), and inter-office mail (for on-campus distribution). Mail should be pre-sorted, affixed with adequate postage and dropped in the appropriate slots to expedite service.

The Mailing Department is also the location for pickup and delivery of United Parcel Service (UPS) parcels. Questions about size, packaging, and restrictions should be directed to department personnel. Students will receive a notice through residence mail of package arrival and must claim their package in person from the mailing department during office hours. Department personnel will also assist organizations in preparation and regulations for third-class bulk mailings.

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

If forwarding is ever required, students must provide address labels to the mailroom attendant. Keys must be returned to the mailroom upon checkout for summer, graduation, or separation with Bethany College. A fee of \$20.00 will be applied to the student's account for unreturned keys.

The mailroom attendant is also responsible for local phone or voicemail issues.

STROBLE-GIBSON CENTENNIAL CENTER

The Stroble-Gibson Centennial Center is designed for the personal fitness and individual recreation programs for students and for the intramurals program. The facility is also utilized for the scheduling of physical education, for continuing education programs, and for various men's and women's intercollegiate athletic programs. Included in the Stroble-Gibson facility are two indoor racquetball courts, a weight room, and Centennial Hall which can be used for two basketball, volleyball, or tennis courts.

STUDENT LIFE DIVISION

The Student Life Division has responsibility for student services including such programs as: student leadership training, student code of conduct, co-curricular activities, Student Government (Student Congress-STUCO), orientation, Academic Resource Coordinator (ARC) training, Resident Assistant (RA) training and supervision, and academic, social, and personal counseling. The division staff includes the Dean for Student Life, Associate Dean and Director of Career Services and Retention Coordination, Director of Residence Life, Student Counselor, Coordinator of Student Activities and Camps & Conferences, Director of Health Services, Campus Safety officers, and Coordinator for International Student Services. The central office serves as an informational resource for student concerns and questions, as well as the hub for student IDs, telephone concerns, and information pamphlets. The central office is located in the lower level of the Pihlblad Student Union, and the satellite office is located in the the lower level of Warner Hall (Oakleaf Office suites).

SPECIAL EVENTS

If you wish to reserve campus facilities for events, please follow the following procedures.

Off College Groups Reservation Procedure

Contact the Coordinator of Camps and Conferences at extension 8158

On Campus Groups:

1. Refer to the College Calendar in Outlook to determine if planned event will conflict with other activities or room use
2. If event is to be held in a classroom, contact enrollment services to determine if and when room is available

For Athletic reservations – contact the Athletic Office secretary

- For President's Conference Room (PCR) – contact the President's secretary
3. Once date and location is determined, contact the Switchboard at extension 0, to request that event be added to college calendar
 4. Once event is listed on the college calendar, contact respective college departments as needed for event preparation
 - Submit Maintenance Request for any needed room set-up
 - Contact Food Service for any needed food
 - Contact Office of Publications for any invitations, posters, programs, or other printed materials
 - Contact Office of Communications for any needed media releases or Web-site posting

RELIGIOUS LIFE

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

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

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

CAMPUS PASTOR

The Campus Pastor supervises and coordinates the religious life of the College. The pastor is ordained in the Evangelical Lutheran Church in America and is called to serve the entire campus community - students, faculty, and staff - regardless of religious affiliation. The Campus Pastor's office is located in the Campus Christian Center, (Chi Rho House), 413 North Second Street (phone 227-3380 or Ext. 8340). The Campus Pastor works closely with the Student Counselor in providing personal counseling services and is also available for personal conferences, working with campus organizations and facilitating various interest groups.

CHAPEL SERVICES

Chapel services are scheduled at 10:30 a.m. in the Swenson Chapel of the Burnett Center for Religion and the Performing Arts on Monday, Wednesday, and Friday.

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

CAMPUS MINISTRY OPPORTUNITIES

Campus Ministry activities are coordinated through the Campus Religious Life Committee which is chaired by the Campus Pastor and includes both faculty and students. A group of students, called the Campus Ministry Coordinators (CMC), includes the leaders of the various Bethany Campus Ministry groups. CMC works cooperatively on various activities throughout the academic year and serves to present a unifying mission for all Campus Ministry efforts.

Other religious groups and activities open to student participation are:

- **Worship Services:** Other worship services are scheduled throughout the year to celebrate special events on campus and Holy Days in the Church year. These services include Christmas Vespers, Ash Wednesday, and Maundy Thursday. Students are active in worship leadership for these services and for Campuswide, our Sunday night contemporary worship.
- **Bethany Youth Ministry Teams:** BYMT offers fun and spiritual enrichment for team members and for the churches and youth with whom they minister. Through lock-ins, worship services, and youth events, BYMT reaches out to area and regional congregations to spread the love of Christ and the joy of life in God.
- **Faith-Based Small Groups:** Bible Studies and Prayer groups are formed to meet the needs of students. These groups are student-led and organized around various topics of interest.
 - **Fellowship of Christian Athletes:** FCA presents to athletes, coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the Church. The Bethany Huddle has weekly meetings which include noncompetitive games, speakers, movies, singing, Bible study and fellowship with friends. Athletes and non-athletes are welcome.
 - **SOAR Connection:** Campus Ministry connects with Christian service through our Bethany SOAR program. Students Outreach through Active Response (SOAR) involves students in a variety of volunteer service opportunities. SOAR Connection sponsors service trips and other opportunities through which students can reach out to others in need.
 - **Knit-Wits** is a SOAR Connection group in which participants learn how to knit or crochet sweaters for needy children throughout the world.
- **Peer Ministry:** The mission of Peer Ministry is to create a culture of students helping students. Peer Ministers are specially trained in communication, listening, welcoming, confidentiality, decision-making, and making referrals. These students reach out to help all our students make connections at Bethany.
- **The Advocacy Team:** Bethany College Advocacy Team is devoted to effectively addressing the causes of hunger and poverty through education and advocacy. Events include letter-writing campaigns, campus conversations, guest speakers, book discussion groups, meetings with government representatives, and hunger awareness activities. The Advocacy Team is a member of Bread for the World, a national inter-denominational movement to address hunger issues, and RESULTS, a national advocacy group.
- **Chapel Choir:** Chapel Choir is open to all students interested in exploring a wide range of choral literature. In addition to concert performances, Chapel Choir sings regularly in Chapel worship and regional church services. They rehearse three times each week (M,W,F-12:00 - 12:50) and occasionally combine with College Choir to perform large works. No audition is required to join Chapel Choir.
- **Chi Alpha and Alpha Omega:** Chi Alpha (women) and Alpha Omega (men) Christian Fellowship Groups provide opportunities for fellowship, study, service and spiritual growth. All students are welcome to join.
- **Other groups as interests indicate:** In addition to those already listed, there are retreats, special emphasis days, and opportunities to learn from visiting scholars and pastors, all of which designed to deepen Christian commitment and growth.
- **Encounters:** Visiting speakers spend two days on campus each semester to teach in their area of expertise. Students have a number of opportunities to meet these people in classroom, chapel, or informal settings.
- **Habitat for Humanity:** Bethany's Habitat chapter helps with local projects and travels to other Habitat sites to address the issues of inadequate housing and need.
- **Ministry Minded students:** M&M students meet twice a month to discern their sense of calling and vocation to work in the Church. Students enrolled in or considering the Christian Ministry Major or Minor are encouraged to participate. Outside guests are frequently present to share their perspectives and stories of God's call.

PASTORAL CARE

Chi Rho House: Chi Rho House, our Campus Christian Center, is located at 413 N. Second. Chi Rho offers a place for Campus Ministry groups to meet and work, for confidential conversation, for on-campus meetings, and for occasional parties and get-togethers.

Campus Pastor: Campus Pastor Noni Strand is available for conversation, spiritual guidance, pastoral care, baptismal preparation, and premarital guidance for all members of the Bethany College community. The Campus Pastor's office is located in Chi Rho House. Appointments may be made by calling (785) 227-3380, ext. 8340, or by stopping by for a visit.

STUDENT GOVERNMENT/ CO-CURRICULAR ACTIVITIES

In order to provide activities through the Student Activities Board, individual organizations and Student Congress, the Associated Students of Bethany College assesses each student \$150.00 per semester. Part-time students are assessed a prorated fee.

CAMPUS ORGANIZATIONS

To be chartered through the College an organization must:

1. Register with the Office of Student Activities.
2. Comply with organization policy as outlined in the Organization handbook (additional copies are available in the Student Life Office)
3. Present a constitution to the Office of Student Activities
4. Have a college staff or faculty advisor.

Student Congress, acting as the legislative body of Students, will have the authority to approve/disapprove the chartering of an organization.

A chartered organization is entitled to apply for funds through Student Congress, to publicize events through the College calendar, and be a part of student publications.

To receive full College recognition an organization must submit to the Office of Student Activities a copy of the organization's constitution and a written document stating the organization's purpose, goals and objectives and the benefits that will be provided for the Bethany College community. New organization packets may be picked-up in the Office of Student Activities.

Each recognized organization of Bethany College **must** have an advisor who is a member of the faculty or staff. The advisor is to keep the organization advised of the College objectives, rules and regulations, and procedures. Advisors supervise the handling of funds, reviewing and forwarding of contracts to the CFO for signatures, and scheduling of activities through the College calendar. Attendance at organization functions is required to provide advice and support to the organization.

A student must be registered as a full-time student to be eligible to:

- Participate in any intercollegiate contest.
- Hold a leadership position in Student Congress or any of the agencies of Student Congress.
- Serve as an editor or manager of an official student publication.

The following is a list of recognized organizations at Bethany College:

Student Government

Student Congress (STUCO) - The legislative body of ASBC to which representatives are elected from residential units and each class.

Student Activities Board (SAB) - Subcommittee of STUCO which is responsible for campus social programming. Members are hired through an interview process.

Departmental Organizations and Co-curricular Groups

Unless otherwise noted, departmental clubs are open to all who are interested.

Art

Student Art Club: all students interested in Art.

English, Theatre and Communication

Creative Writing Club: for students interested in writing.

Health, Physical Education and Recreation

Cheer Squad: members are chosen by tryouts each fall for the football squad and winter for the basketball squad.

Dance Team: members are chosen by tryouts.

Intramural Council: works with Intramural Director to plan year-long series of intramural activities.

Law & Order Club

Open to students interested in the criminal justice field.

Music

Associated Music Student of Bethany College (AMSBC): The overall purpose of AMSBC is to assist the Bethany College Music Department in expanding the music and music-learning resources and opportunities for all Bethany College students. The role of AMSBC includes participating in Bethany Days events, recruitment, call nights, hosting receptions after concerts and sponsoring trips and students to events such as KMEA and annual day-trips to Senseney Music and symphony concerts or operas.

Bethany Choir: premiere touring choral organization; audition required.

Bethany Oratorio Society: performances of Handel's "Messiah" and Bach's "St. Matthew Passion" by 300 voices and orchestra. Has an international reputation and has performed on national television. Audition required, but open to anyone.

Blue Dozen: began as a student organized and directed pep band.

Brass Ensemble: brass group that performs on campus and surrounding area; audition required.

Chamber Orchestra: selected members from the Community Orchestra.

Chapel Choir: open to all interested in singing in choir and in chapel, performs locally.

Collegiate Music Educators National Conference (CMENC): open to all students interested in teaching music.

Community Orchestra: full symphonic orchestra which performs concerts and forms the core of the Oratorio Society Orchestra; audition required.

Flute Choir: full instrumentation flute ensemble; audition required.

Hand Bells: Student directed ensemble.

Jazz Ensemble: "big band" instrumentation; experiences in playing jazz, pop and rock styles; audition required.

Small Instrumental Ensemble: audition required—sax quartet, percussion ensemble, chamber groups, piano trio.

Symphonic Band: full concert band instrumentation; tours alternately with Jazz and Brass; audition required

Wind Ensemble: A select ensemble of one player per part, Bethany's premier instrumental ensemble.

Philosophy

Ministry Minded Students: M&M students meet to discern their sense of calling and vocation to work in the Church. Students enrolled in or considering the Christian Ministry Major or Minor are encouraged to participate. Outside guests are frequently present to share their perspectives and stories of God's call.

Psychology

Psychology Club: for students interested in Psychology.

Science

Bio/Chem Club: for students interested in biology and/or chemistry.

Von Neumann Society: for students interested in math and physics.

Social Science

Bethany Student Education Association: (BSEA) open to students in the teacher education program.

Bethany Students of Social Work: open to students interested in social work.

Business Club: for students interested in business.

Poli/Sci Club: for students interested in History and Political Science fields.

Additional Campus Organizations

Honorary Professional and/or Scholastic

Alpha Psi Omega: national honorary dramatics fraternity.

Beta Tau Sigma: society for upperclassmen who have excelled academically.

Lambda Iota Tau: for students excelling in literary studies.

Order of Omega: Social Greek Honor Society

Phi Alpha Theta: national honorary history society.

Psi Chi: national honor society in psychology.

Sigma Alpha Iota: (SAI) national professional sorority for women in the field of music.

TriBeta: honor society for biological sciences.

Campus Ministry

Alpha Omega Christian Men's Fellowship: Men's fellowship group for study, service and spiritual growth.

Bethany Youth Ministry Teams (BYMT): for students interested in doing ministry in area churches through song and dialogue.

Hunger Ministries: addresses hunger through education and advocacy.

Chi Alpha Christian Women's Fellowship: Women's fellowship group for study, service and spiritual growth.

Fellowship of Christian Athletes (FCA): open to all interested students.

SOAR Connection: Christian service through Bethany's SOAR program.

Service

Blue Key: honorary service society for men.

Gold Key: honorary service society for women.

SOAR: promotes student community service involvement both on and off campus.

Habitat for Humanity: chapter helps with local projects and travels to other Habitat sites to address the issues of inadequate house and need.

Social Fraternities and Sororities

Greek Council: governing body for fraternities and sororities.

Fraternities:

Alpha Sigma Nu
Gamma Kappa Alpha
Pi Sigma Chi
Alpha Kappa Omega

Sororities:

Alpha Theta Chi
Kappa Gamma Phi
Sigma Phi Omega
Alpha Delta Zeta

Special Emphasis Groups

International Students Organization (ISO): for international students and others interested in studying and sharing about other countries and cultures.

Multicultural Student Union (MSU): open to all minority students and others promoting understanding of racial and cultural diversity.

Chess Club: Open to all interested in Chess.

ALLY: Gay/straight alliance of students, staff and faculty who support gays, lesbians, bisexuals and transgender. Group also works to promote a positive campus environment for GLBTs.

Publications

The Bethanian - the College yearbook published annually.

The Messenger - the College newspaper published bi-weekly.

Each of these publications is produced by students. The funds for the publications come from Student Congress allocations and from advertising. You may contact the Messenger at messenger@bethanylb.edu or the Bethanian at bethanian@bethanylb.edu.

Overall supervision and the appointment of the major staff positions are the responsibilities of the Board of Publications. The membership and specific duties of the Board are outlined in the Associated Students Constitution and By-Laws.

COLLEGE CALENDAR

Every event scheduled for campus facilities or involving College-sponsored activities must be entered on the College calendar. Contact the switchboard for scheduling campus facilities.

INTRAMURAL SPORTS

As an individual has an inherent need for activity, your intramural department provides opportunities for all participants to learn and improve physical and social skills. These opportunities will help to relieve stress created by academic efforts, to combat sedentary habits and to contribute generally to your total health. All intramural news is posted in Stroble-Gibson and any information may be obtained at the office. Captains of team sports serve as liaison between the intramural department and team members. There is something for everyone. If you don't see it, ask for it!

STUDENT ACTIVITIES BOARD (SAB)

This is a special branch of the Student Congress assigned the responsibility of budgeting for and producing co-curricular events on campus. A student board works with the Coordinator of Student Activities to plan a comprehensive and varied program designed to meet the desires of most students with an emphasis on reaching all students as much as possible.

STUDENT UNION

BOOKSTORE

The Bethany College Bookstore is located in the lower level of the Pihlblad Memorial Union. It is operated by the College to serve the needs of the students.

The Bookstore carries textbooks and suggested supplementary materials, as well as art, school, and office supplies. Clothing, gifts, greeting cards, sundries, and candy are also available.

Bookstore hours for the academic year are:

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

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

Bookstore hours for the summer are:

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

BOOK PURCHASE

Students must have a class printout sheet prepared by Enrollment Services to purchase books during registration. Students may pay for bookstore merchandise with cash, check, or Discover/Mastercard/Visa. Students with a credit balance on their college account may charge merchandise with a charge slip from the Accounting Office.

Adjustments will be made on textbooks the first two weeks after Fall and Spring registrations. No adjustments will be made without a receipt.

BOOK EXCHANGE

Book exchanges and refunds can only be made during the first two weeks of class and only with a receipt. No refunds are made without a receipt. It is important that students purchase their books during the first two weeks of class since remaining books are sent to the publisher shortly thereafter. Any book returned during the return period with writing or wear will result in a 50% reduction in refund. No books with software can be returned if shrink-wrap is broken.

BOOK BUY BACK

Book buy back occurs twice a year, during fall and spring finals. The book buy is conducted by an authorized wholesale buyer as a service to students. Only current editions are purchased. The resale price of a book is determined by whether or not it has been re-adopted by a professor on campus and by national demand.

Special Note: When you are sure you will be keeping a book, you are encouraged to mark or code your books. This will help identify your books in case of loss or theft. Also, don't forget that books are worth money. Be careful not to leave them unattended.

FOOD SERVICE

It is College policy that full time students who are required to live in College housing are also required to be on the College board plan. The current board plan includes several meal plans served in the College dining hall located in the Pihlblad Memorial Union. Any exceptions to this policy must be approved by the Dean for Student Life.

- **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 through Friday

Breakfast: 7:15 a.m. - 9:15 a.m.
Lunch: 11:15 a.m. - 1:00 p.m.
Dinner: 5:30 p.m. - 6:45 p.m.

Weekends

Saturday Brunch: 11:00 a.m. - 12:00 noon
Saturday Dinner: 4:30 p.m. - 5:30 p.m.
Sunday Dinner: 12:00 noon - 1:00 p.m.
Sunday Supper: 5:30 p.m. - 6:30 p.m.

- **Meal Identification Card:** All students boarding at Bethany College will be required to use their Bethany ID card for entrance into the Dining Hall. If students lose their ID card a new card must be purchased through the Office of Student Life for \$10.00.
- **Special Meal Arrangements:** The College Health Service may request that a student receive meals in his or her room. In that case, the authorization permit for a sick tray must be signed by the College Nurse. If unable to contact the Nurse, their Area Coordinator, Resident Assistant, or Director of Residence Life may also sign the permit. Special dietary needs can be arranged with the General Manager of Food Service. All dietary requests must be detailed and have a medical doctor's recommendation and approval. Arrangements can be made for conflicts of class or work schedules with meal hours. Contact the General Manager of Food Service for assistance.
- **Food Allowance Policy:** Food or table service may not be taken from the Dining Hall. Anyone attempting to do so, without permission, will be charged accordingly and may be referred for disciplinary action.
- **Meal Refunds:** Bethany College grants meal refunds in specific circumstances. A 100% meal refund is granted if a student departs from Bethany College or moves off campus after being enrolled or in residence for one day only. Beginning with the second day meal refunds are issued on a prorated basis. **No refunds are issued for any reason after the mid term period.**
Students who do not attend January Interterm will not be assessed a meal charge.
- **Student Conduct:** All students are expected to abide with the code of conduct as specified in the student handbook as well as all applicable aspects of the overall mission of the college. As a result it is expected that students conduct themselves appropriately in all dining facilities including gaining access responsibly, consuming all food in the dining hall, and making sure that trays are bused when finished eating.

- **Food supplies** may be purchased from the Food Service department if arrangements are made at least one week prior to the event. Purchases cannot be returned for refund. Supplies may be stored in the Food Service facilities not more than two (2) days prior to the event. The group must make arrangements for both food preparation and cleanup. The facility must be returned to its original state or a cleaning charge may be assessed. Any item, including food, remaining at the close of the event must be removed from the dining hall within two (2) days. Food and other items not picked up after two (2) days will be thrown away. The Food Service department will not be responsible for storing any leftovers.

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

- **Computer station, TV Lounge and Game Room** is located in the lower level of the Pihlblad Memorial Union and is open to the College community 8am-11pm, Sunday to Saturday. A Kiosk is located inside the college bookstore serving coffee, tea and breakfast items. There is also cold vending machine service in the game room area.

GAMES AND ENTERTAINMENT

Pool tables, table soccer, ping pong, air hockey are available in the Pit area provided by the Student Life Office and Student Congress. Any misused, damaged, or broken equipment should be reported to the Office of Student Life. A student worker monitors the game room at night.

COLLEGE-STUDENT RELATIONS

The Student Handbook is also located on the Bethany College website at www.bethanyvlb.edu. Students are responsible for all information contained in the Handbook.

CODE OF STUDENT CONDUCT

The Code of Student Conduct at Bethany College is administered through the Office of Student Life and is based on promoting a tradition of excellence regarding student behavior. The Code of Student Conduct promotes acceptable standards of behavior to be communicated, understood, and upheld by students who attend Bethany College.

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

Bethany College is a private independent college owned and operated by the Arkansas Oklahoma and the Central States Synods of the Evangelical Lutheran Church in America. As a result, the institution is guided and supported only by the College's Identity and Principles, mission, focus and collective statements. Bethany College requires of its students superior ethical and moral behavior above and beyond the standards of civil and criminal codes.

In support of this, Bethany College, as a private independent college, has broad discretion in establishing disciplinary rules and procedures through its agreement relationships with each student. Students are required to read the Bethany College Student Handbook. The handbook is available online and is also within the Campus Planner.

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.

A. GENERAL POLICY

An environment in which the privileges of citizenship are protected and the obligations of citizenship are understood fosters freedom of discussion, inquiry, and expression.

Bethany College promotes an environment of respect and responsibility. The educational sanctions for each student incident will vary depending upon how the student(s) responds during the disciplinary process. If students act responsibly and are respectful through the disciplinary process, their sanctions may be less in severity and duration. Bethany College and the Office of Student Life promote an environment of respect and understanding while working effectively for the greater good of the entire campus community.

Bethany College believes in the development of the whole person. The Offices of the Academic Dean and Student Life jointly promote excellence in academic and social behavior of each individual. Student success at Bethany College will be measured in terms of academics, co-curricular involvement, social and personal behavior, and how these relate to the Bethany College and the Lindsborg communities. The Student Standing Committee and the College Discipline Committee, when reviewing individual student situations, may consider both academic and social behavior when rendering decisions.

To protect the privileges of all, Bethany College has developed regulations pertaining to students and to registered student organizations. Students and registered student organizations are subject to disciplinary action according to the provisions of this Code of Student Conduct.

All Bethany College students are responsible to the jurisdiction to the College's code of conduct. This includes incidents on campus, at College sponsored events on and off campus, and incidents where the College receives complaints or concerns from local community members. Bethany College is part of the Lindsborg community and must act responsibly as a contributing member of this greater community. The College may enforce its own disciplinary policies and procedures when student conduct interferes with or disrupts the overall mission, programs, or other functions of the campus community.

All students are expected to observe decent standards as outlined in the College's Mission Statement. The ability to express oneself and speak and dress freely is a privilege granted at a private institution. Inappropriateness in these areas are subject to disciplinary action.

Behavioral proceedings may be instituted against a student, or a registered student organization, charged with violating the Code of Student Conduct. Proceedings under the Code of Student Conduct may be carried out before, simultaneously with, or after civil or criminal proceedings that occur off campus.

To document a campus code of conduct violation committed by a student, or registered student organization, individuals may either meet with a College official, or deliver a written document to the Residence Life Office that addresses the action or behavior that has occurred. The Residence Life Office has been charged with handling all Student Code of Conduct complaints regardless of whether or not the alleged violation occurred on or off the Bethany College campus. After a formal complaint has been filed, the Residence Life Office will:

- a) Inform the charged student(s) in writing and/or email of the alleged violations
- b) The alleged violator(s) will then have two (2) business days to respond
- c) Conduct a disciplinary investigation, and
- d) Deliver a decision

The disciplinary investigation process is usually completed within ten (10) business days after the date the formal complaint is filed but the process may be significantly lengthened depending on student response and the severity of the situation/incident.

The official investigation of the complaint is completed by the discipline officer designated by the Dean for Student Life [DSL]. After conducting the investigation and rendering a decision, the discipline officer may deliver sanctions ranging from disciplinary warning to disciplinary probation or refer to the DSL for cases involving disciplinary suspension to disciplinary dismissal. In some circumstances the matter will be referred to the College Discipline Committee (CDC). Only the DSL may refer a case to the College Discipline Committee (CDC).

B. DISCIPLINARY PROCEDURES

1. **General Procedure** The discipline officer shall gather information about reported student, or registered student organization, misconduct and shall evaluate the accuracy, credibility, and sufficiency of the information. The Dean for Student Life, and/or designated disciplinary officer, shall ensure compliance with the following procedures.
 - a. When a complaint is filed, the charged student, or registered student organization, named in the complaint will be notified to appear before a designated discipline officer in the Student Life Office to discuss the alleged violation(s).
 - b. The student(s) or registered student organization will be informed of the source of the complaint(s) if made by a college official, faculty or staff.
 - c. After the alleged violator, or registered student organization, has been advised of the alleged violations. The disciplinary process is ready to begin.

- d. If notice has been given to the alleged violator, or registered student organization, and the student, or organization, fails to respond, the College may proceed to conduct a disciplinary process. In the accused student's, or registered student organization's absence, the officer or committee will consider the information, and render an appropriate decision or recommendation. Notice is deemed to have been given when such is placed in the United States mail, campus mail addressed to the student's, or registered student organization's, last known address, hand-delivered, by campus email, or if a contact card was given to the accused by a residence life staff member.
- e. If an alleged violator, or a registered student organization representative(s), fails to respond to written notification, an administrative flag will be placed on the accused student(s), or registered student organizations', records to prevent further registration. The administrative flag will remain until such time as the Office of Student Life receives an appropriate response. Additionally, monetary sanctions may be imposed.
- f. All records of disciplinary action taken against students, or registered student organizations, will remain on file for five (5) years from the date the case was adjudicated through informal or formal disposition and/or disciplinary appeal procedures.

2. Interview Procedures

An educational disciplinary complaint is not a criminal case. As a result, formal legal procedures are not utilized. The investigation will be conducted through interviews with the accused and witnesses and a review of any available documentation. An interview is a one on one session to identify the person responsible and to seek the truth. The steps of the disciplinary investigation are outlined for the alleged violator at the time of the meeting.

3. College Discipline Committee

If the Dean for Student Life refers a case to the CDC the following procedures will follow:

- a. A "Notification of Charge(s) and Pending Disciplinary Action" shall be delivered to the alleged violator by hand-delivery, or sent to the charged student's, or registered student organization's, local address of record by campus or U.S. mail.
 - b. The College official and the alleged violator, or registered student organization, will apprise each other of all documents to be introduced, witnesses to be questioned, and the anticipated information of the witnesses. This exchange must be completed three (3) business days before the scheduled formal hearing.
 - c. The alleged violator, or registered student organization, has three (3) business days from the date of notification of the charge(s) to prepare his/her information before this exchange of information and the scheduled hearing. The case shall be heard by the College Discipline Committee.
 - d. The action shall be conducted in a manner so that the student can be heard and shall not be restricted by the rules of evidence governing criminal or civil judicial proceedings. The College Discipline Committee and the charged student, or registered student organization, shall have a reasonable opportunity to question the witness(es). Additional supporting information shall not be considered unless the accused student, or organization, and the College have been advised of the source and content at least three (3) business days in advance of the hearing, unless an opportunity for rebuttal is provided. The action will be closed. The College Discipline Committee chairperson is responsible for conducting an orderly process. An alleged violator, or registered student organization, may have a non-attorney faculty or staff advisor present during the formal hearing process; however, this advisor cannot also serve as a witness and cannot participate in the process.
- After the hearing, the College Discipline Committee, by majority vote, shall determine whether or not the alleged violation(s), as documented are responsible for the alleged violation(s).
- 1) If College Discipline Committee finds that the alleged violation(s), as documented, has not been proven, the committee chairperson shall notify the Dean for Student Life, in writing, of that decision. The Dean for Student Life will then notify the alleged violator, or registered student organization, of the finding.

- 2) If College Discipline Committee finds that the alleged violation(s), as documented, has been proven, the College Discipline Committee shall notify the Dean for Student Life and the student(s) or registered student organization, in writing, of that decision and the imposed disciplinary sanction(s), condition(s), and/or restriction(s) to be imposed upon the accused student, or registered student organization.

4. Implementation of Sanction(s)

The disciplinary sanction(s), condition(s), and/or restriction(s) shall not begin until either the time for appeal has expired without an appeal, or until the appeal process is exhausted. Exceptions are made only in cases for which, in the judgment of the Dean for Student Life, the physical or emotional well-being of the accused student, other students, or other members of the College community may be endangered, or when the presence of the accused student could disrupt the orderly operation of the College. In such cases, the Dean for Student Life may impose restrictions under Code of Conduct.

5. Temporary Suspension

When, in the judgment of the Dean for Student Life, the physical or emotional well-being of the accused student, other students, or other members of the College community may be endangered, or when the presence of the accused student could disrupt the orderly operation of the College, an accused student, or registered student organization, may be temporarily suspended pending completion of disciplinary procedures.

Temporary suspension may be initiated at the discretion of the Dean for Student Life.

6. Disciplinary Appeal Procedures

1. Appeals

The Dean for Student Life will review all appeal requests. If the request for an appeal is granted, it will be reviewed by the Dean for Student Life. The final decision will be made by the Dean for Student Life with the attention and approval of the President. This decision is final.

2. Grounds for Appeals

There is no right to appeal the findings or actual disciplinary sanction imposed as a result of an educational disciplinary investigation. The only granted grounds for consideration of appeals shall be:

- a. Procedural irregularities in the disciplinary process.
- b. Discrimination detected during the process.

3. Notification of Appeal

The student must send a written letter indicating the desire to appeal to the Dean of Student Life within three (3) days after receiving the written disciplinary response.

Questions of interpretation regarding the Code of Student Conduct or Student Handbook shall be referred to the Office of Student Life. The Code of Student Conduct shall be reviewed yearly under the direction of the Dean for Student Life. The Code of Student Conduct and Student Handbook may, at the sole discretion of the College, be amended at any time.

C. MISCONDUCT

Any accused student, or registered student organization, found to have committed the following misconduct is subject to the behavior sanctions outlined in the *Student Handbook*. Examples of conduct for which disciplinary action may be taken include, but are not limited to:

1. Alcoholic Beverages

Use, possession, sale, or distribution of alcoholic beverages is prohibited on College premises. Alcohol sanctions are outlined elsewhere in the Code of Student Conduct.

2. Narcotics or Drugs

Use, misuse, possession, sale, or distribution of any narcotic, drug, prescription, un-prescribed medicine, chemical compound or other controlled substance or paraphernalia except as expressly permitted by law is prohibited while a student at Bethany College. Students found in violation of this section will be subject to disciplinary suspension or dismissal from the College. Local law enforcement authorities will be called upon at any time when narcotics or drugs are suspected on campus.

3. Firearms, weapons, and explosives

The possession of weapons, firearms, ammunition, fireworks, explosives, noxious materials, laser pointers, incendiary devices, or other dangerous substances are prohibited on College premises. All weapons must be reported to the Office of Student Life.

4. **Theft, Damage or Misuse**

- a. Theft is defined as attempted or actual theft of property of the College, of other College students, of other members of the College community, or of campus visitors. Possession of property, knowing it to be stolen, is theft.
- b. Damage is defined as attempted or actual damage to property of the College, of other College students, of other members of the College community, or of campus visitors.
- c. Misuse, or attempted misuse, of credit cards, telephone cards, telephone access codes, and/ or personal checks, including without limitation, forgery, alteration, or misrepresentation of any form of identification, is prohibited.

5. **Actions Against Persons or Groups include:**

- a. Physical harm or threat of harm to any person; (immediate suspension /dismissal)
- b. Intentional, reckless, or negligent conduct which endangers the health or safety of any person including but not limited to emotional, physical or sexual abuse; (immediate suspension/dismissal)
- c. Disruptive behavior; intimidating looks or glances; are not tolerated and is subject to disciplinary action.
- d. Harassment, acts, or communications that are intended to harass, intimidate, or humiliate a student; (immediate suspension/dismissal)
- e. Excessive pressure, harassment, threats, or any form of conduct, coercive tactics or mind control techniques used to retain or recruit a student for membership in an organization;
- f. Participation in a campus demonstration which disrupts the normal operations of the College and 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; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus;
- g. Retaliation against any persons or groups who file grievances in accordance with the Code of Student Conduct; (immediate suspension/dismissal)

6. **Hazing (Immediate Suspension/Dismissal)**

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 term includes, but is not limited to:

- a. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- b. 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;
- c. 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;
- d. 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 acts described above;
- e. 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 in writing to the Dean for Student Life or other appropriate College;

- f. Any organizational activity in which hazing is either condoned or encouraged, or an officer or combination of members, pledges, or alumni of the organization committing or assisting in the commission of hazing (consent or acquiescence by a person(s) subjected to hazing is not a defense to prosecution or disciplinary action).

Any student, registered student organization, or both, found in violation of this section may be subject to disciplinary suspension from the College.

7. False Alarms (Immediate Suspension/Dismissal)

Intentional sounding of a false fire alarm, false emergency call, issuing a bomb threat, constructing mock explosive devices, or tampering with, destroying, and/ or possessing of fire equipment or emergency signs is prohibited.

8. Financial Irresponsibility

Financial irresponsibility is defined as failure to meet financial obligations due the College, including, but not limited to, the writing of checks on accounts with insufficient funds.

9. Traffic and Parking

Violations of College Traffic and Parking Regulations include, but are not limited to, the obstruction of the free flow of pedestrian or vehicular traffic on College premises. Tickets may be issued by the College.

10. Residence Hall Regulations

Violations of the rules, which govern behavior in the campus residence halls, are stated in the Student Handbook and/or other notifications or publications provided by the Office of Residence Life.

11. Campus Facilities Regulations

Violations of the rules of any facilities owned and operated by Bethany College including athletic fields, campus buildings, and college sponsored activities at other local and regional facilities.

12. Failure to Respond to Notification

A student, or registered student organization, must respond to notification to appear in the Student Life Office and/or Residence Life Office during any stage of a disciplinary proceeding. Failure to appear will not prevent the Student Life Office and/or Residence Life Office from proceeding with disciplinary action in the absence of the student or registered student organization with the provisions outlined in the Code of Student Conduct.

13. Failure to comply during a fire alarm or drill

Any student failing to evacuate the building during a fire alarm or drill will be assessed a \$500.00 fine and face disciplinary action.

14. Failure to Comply with the Directions of College Officials

Students must comply with the directions of a College official, security officer, classroom instructor, or housing & dining official acting in the performance of his or her duty. Failure to respond to the directives of campus officials or security personnel may lead to immediate removal from campus.

15. Failure to Present Student Identification

A student must present student identification on request to any College official and identify himself/herself to any College official acting in the performance of his or her duty.

16. Abuse, Misuse, or Theft of Computer Data, Equipment, Programs, or Phone System are defined as:

- a. Unauthorized use of computing resources, or use of computing resources for unauthorized purposes;
- b. Unauthorized accessing or copying of programs, records, or data belonging to the College or another user, or copyrighted software, without permission;
- c. Attempted or actual breach of the security of another user's computer or phone access account, or depriving another user of access to the College's computing resources;
- d. Attempted or actual use of the College's computing resources for business or financial gain;
- e. Attempted or actual transport of copies of College programs, records, or data to another person, or computer site, without written authorization;
- f. Attempted or actual destruction or modification of programs, records, or data belonging to the College or another user;
- g. Attempted or actual use of the computing facilities to interfere with the normal operation of the College computing systems.

Harassment by telephone, by Kansas State Law, is a Class A non-person misdemeanor, and is defined by use of the telephone for any of the following purposes:

- a. Making or transmitting any comment, request, suggestion, or proposal which is obscene, lewd, lascivious, filthy, or indecent;

- b. Making a telephone call, whether or not conversation ensues, or transmitting a tele-facsimile communication, with intent to abuse, threaten or harass any person at the called number;
- c. Making or causing the telephone of another repeatedly to ring, with intent to harass any person at the called number;
- d. Making repeated telephone calls, during which conversation ensues, or repeatedly transmitting a telefacsimile communication, solely to harass any person at the called number;
- e. Playing any recording on a telephone, except recordings such as weather information or sports information, when the number thereof is dialed, unless the person or group playing the recording shall be identified and state that it is a recording; or
- f. Knowingly permitting any telephone or telefacsimile communication machine under one's control to be used for any of the purposes mentioned herein.

Note: Students need to realize that "fun", prank, or joke type telephone calls, if reported to College officials, will be traced and may also be reported to local or state law enforcement officials.

17. Providing False Information or Misuse of Records

- a. Knowingly furnishing false information to the College, or to a College official, in the performance of his or her duties verbally, or through forgery, alteration, or misuse of any College document, record, or instrument of identification is prohibited.
- b. Providing false information on admission forms will be monitored and adjudicated through the Admissions Office.

18. Skateboards/Roller blades/Bicycle, etc.

Operation of a skateboard, roller blades, scooter, bicycle, or other device in such a manner as to constitute a safety hazard or cause damage to College or personal property, is prohibited. Use of a skateboard, roller blades, scooter or bicycle is prohibited in College buildings.

19. Abuse of the Discipline System is defined as:

- a. Failure to obey the directions of a discipline body, discipline officer, or College official;
- b. Falsification, distortion, or misrepresentation of information before a discipline body;

- c. Disruption or interference with the orderly conduct of a discipline proceeding;
- d. Intentional institution of a discipline proceeding knowingly without cause;
- e. Discouraging, or attempting to discourage, an individual's proper participation in, or use of, the discipline system;
- f. Influencing or attempting to influence the impartiality of a member of a discipline body prior to, and/or during the course of, the discipline proceeding;
- g. Harm (verbal or physical) and/or intimidation of a member of a discipline body before, during, and/or after a discipline proceeding;
- h. Failure to comply with the sanction(s), condition(s), or restriction(s) imposed under the Code of Student Conduct;
- i. Influencing or attempting to influence another person to commit an abuse of the discipline system.

20. Violation of published College Policies or Other Rules or Regulations

Violation of any published College rules which govern student, or registered student organization, behavior is prohibited.

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

This statement means that if students are in a place where prohibited articles such as beer cans/bottles, other alcohol beverage containers, drug paraphernalia, illegal drugs, burning candles/incense, etc. are present, it is their responsibility to leave immediately and/or report the presence of the prohibited items to a college official. The College understands that students are reluctant to report their friends and neighbors; however, the presence of the prohibited items means that someone is in violation of College policy. Students present where violations are occurring are held accountable for violations of College policy.

D. ACADEMIC MISCONDUCT

For any issues relating to Academic Misconduct, refer to the Bethany College Student Handbook under Academic Honesty.

E. DISCIPLINARY SANCTIONS

Through informal disposition or formal disposition, the following educational sanction(s), condition(s), and/or restriction(s) may be assessed whenever a student or registered student organization is found to have violated a rule in the Code of Student Conduct.

Bethany College promotes an environment of respect and responsibility. The educational sanctions for each student incident will vary depending upon how the student(s) respond during the disciplinary process. If students act responsibly and are respectful through the disciplinary process, their sanctions may be less in severity and duration. Bethany College and the Student Life Office will try to promote an environment of respect and understanding while working effectively for the greater good of the entire campus community.

1. Reprimand with or without Conditions or Restrictions

A reprimand is an official written notice to the student, or registered student organization, that the conduct in question violates College rules. In the case of a registered student organization, a copy of the notice may be sent to the organization's advisor(s) and/or national headquarters. A reprimand may include conditions or restrictions, the terms of which will be furnished in writing. Conditions or restrictions include but are not limited to:

- a. Restitution or compensation for loss, damage or injury. This may take the form of appropriate service, and/or monetary or material replacement;
- b. Residence hall relocation, to another residence hall or eviction of the student from the residence halls for a definite period of time, or permanent eviction of the student from residence halls;
- c. Personal or academic counseling;
- d. Revocation of parking or building-use privileges;
- e. Denial of eligibility for holding office in registered student organizations;
- f. Denial of Campus facility privileges or participation in extracurricular activities;
- g. Discretionary educational sanctions, work assignments, or service to the College and/or community;
- h. Prohibited access to College facilities and/or prohibited direct or indirect contact with a College official(s) or student(s);
- i. Loss of privileges or denial of specified privileges for a designated period of time.

2. Disciplinary Probation with or without Conditions or Restrictions

Disciplinary probation is a specified period of time during which a student's, or registered student organization's, conduct will be scrutinized. The student or registered student organization must demonstrate the ability to comply with College rules and any requirements stipulated for the probationary period. A violation of the Code of Student Conduct during this period is cause for imposing additional sanction(s), conditions, and/ or restrictions. A violation of the probationary status may result in the student being restricted from any or all extracurricular activities.

Disciplinary Probation may include conditions or restrictions, the terms of which will be furnished in writing. Conditions or restrictions include, but are not limited to, those described in the Code of Student Conduct. A violation of probationary status may result in an immediate suspension from the College.

3. Disciplinary Suspension with or without Conditions or Restrictions

The status of "disciplinary suspension" will be shown on the student's academic record, including the student's transcript, or registered student organization's registration, during the period of disciplinary suspension. The notation of disciplinary suspension shall be removed from the transcript upon readmission to the College, or upon completion of the disciplinary suspension period. Notification of student, or registered student organization, disciplinary suspension shall indicate the date on which the disciplinary suspension begins, the earliest date at which application may be made for readmission or registration and any special conditions or restrictions relating to the steps required for readmission or registration. During disciplinary suspension, a student may not attend classes, participate in any College-related activity, or reside in a College residence hall. During disciplinary suspension of a registered student organization, the registration and privileges of the organization are suspended.

a. Deferred Suspension with or without Conditions:

The suspension may be deferred, subject to a definite or indefinite period of observation and review, in no case less than the remainder of the semester and subject to a definite or indefinite period of evaluation and review. An additional violation of the Code of Student Conduct, or an order of the College Discipline Committee, will cause immediate suspension. Conditions for readmission may be recommended by the Dean for Student Life.

b. Suspension with or without Conditions:

The student, or registered student organization, may be dropped from the College for a specific length of time, in no case less than the remainder of the semester. Conditions for readmission may be recommended by the Dean for Student Life.

c. Indefinite Suspension with or without Conditions:

The student, or registered student organization, may be dropped from the College indefinitely, in no case less than the remainder of the semester. Conditions for readmission may be recommended by the Dean for Student Life.

The Dean for Student Life may deny a student's, or registered student organization's, request for readmission if the student's, or registered student organization's, conduct during suspension would have warranted disciplinary action, or if the student, or registered student organization, has failed to satisfy any conditions or restrictions that may have been imposed before readmission. On denial of a student's, or registered student organization's, application for readmission, the Dean for Student Life shall set a new date at which another application for readmission may be made. Both students, and registered student organizations, may appeal denial of readmission to the College Discipline Committee under the procedures in the Code of Student Conduct.

POLICY ON ALCOHOL AND OTHER DRUGS

Bethany is committed to maintaining an academic and social environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the College community. The college recognizes that the misuse and abuse of alcohol and other drugs are a serious health problem affecting every aspect of human life and may have particular negative consequences in an academic community. These

consequences include, but are not limited to: lessening of academic performance, difficulty in managing emotions, loss of personal relationships, damage to property, injury or death, and infringement of other's rights. For these reasons, Bethany College has developed the following policies and procedures regarding alcohol and other drugs. Finally, this policy follows the guidelines set forth in the Drug Free Schools and Communities Acts Amendments of 1989. For more information see the section titled Drug Free Schools printed in the Student Handbook.

Consequences of Illicit Drug Policy Violations: Alcohol and illicit drug policy violations will be handled in a cumulative manner throughout a student's enrollment at Bethany College. Sanctions have been developed to educate students regarding alcohol and illicit drugs, as well as hold them accountable for their behavior. Failure to comply with the sanctions in the time allotted may result in additional sanctions.

ALCOHOL POLICY STATEMENTS

ALCOHOL IS PROHIBITED ON CAMPUS.

1. Abusive or disruptive behavior on campus related to the use/abuse of alcohol or beer (alcoholic beverages) will not be tolerated.
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. Possession or consumption of alcohol is prohibited on campus regardless of age.
3. Furnishing alcoholic beverages to a minor is a violation of College policy. It is also a criminal violation of city and state law.
4. The use of alcoholic beverages on the Bethany College campus will not be tolerated and is a violation of College policy.
5. Use of false identification to justify underage possession or consumption of alcoholic beverages is a violation of College policy.
6. Alcohol policy violations are cumulative during a student's enrollment tenure at Bethany College.
7. Paraphernalia related to alcohol consumption, including, but not limited to beer bong, funnels, keg taps, bottle caps, etc. are prohibited on campus. Alcoholic beverage container and bottle cap collections are prohibited on campus.
8. Organizations that receive budgetary support from the college, (i.e. Student Congress) or organizations that solicit funds for the purpose of college activities are not allowed to use the funds to purchase alcoholic beverages.

9. **Good Samaritan Clause:** Any student who seeks assistance for him/herself or another student from Campus Safety, Residence Life or professional medical personnel, for intoxication or overdose will not be subject to formal Conduct System action for (1) being intoxicated, or (2) having provided that person with alcohol. This refers to isolated incidents only and does not excuse or protect those who flagrantly and/or repeatedly violate the above alcohol policies. 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.
10. Bethany College reserves the right to report any incident of possible alcohol policy violation to law enforcement officials.

Procedure

1. Determination of who is in violation of the alcohol policy will be made through the Student Conduct System.
2. Anyone confronting an alleged alcohol policy violation is to report their factual observations of the case through the Student Conduct System. Incident reports can be filed by students, faculty, staff, or administrators and should be submitted to an Area Coordinator, the Director of Residence Life, or the Dean of Student Life.
3. During an incident confrontation, the confronter has the following options: collect and/or discard alcohol, ask people to leave, ask the host to assist in obtaining the cooperation of all involved, and do what is necessary to alleviate the situation and restore order.

Other discretionary sanctions may be utilized in order to deal effectively and appropriately with the student's behavior. Students may be referred to the College Discipline Committee, additional educational activities, community service, and/or removal from campus residence or suspension or dismissal from Bethany College.

ALCOHOL USAGE SANCTIONS

First violation:

- Disciplinary Warning for a length of time specified at the time of the hearing.
- Pay for and attend an alcohol education class.
- \$100.00 to \$300.00 fine and complete 10 - 20 hours of community service hours.
- Faculty advisors and/or coaches may be notified. Parents of students under the age of 21 will be notified.

Second violation:

- Disciplinary Probation for a length of time specified at the hearing
- Pay for a complete evaluation at a certified treatment facility
- \$300 to \$600.00 fine and complete 20 to 40 hours of community service hours.
- Faculty advisors and/or coaches may be notified. Parents of students under the age of 21 will be notified.

Third violation:

- Any combination of the sanctions stated in this policy.
- Possible suspension for at least one semester
- Possible dismissal from the college permanently

If the violation involves furnishing to a minor: In addition to the above sanctions, the student will pay a fine of \$200 to \$500 per incident, and 10 to 20 hours of community service **per minor involved in the incident**. Also, depending upon the severity of the incident, the student may be suspended for one or more semesters, or be dismissed from the College. (This means that any person, regardless of age, who furnishes alcohol to a minor, can be held responsible.) Bethany College also reserves the right to involve local authorities if the situation merits.

Possession or use of illicit drugs and possession of drug paraphernalia is not permitted while you are a student at Bethany College, either on or off campus. The College will cooperate with all law enforcement agencies to enforce the laws pertaining to the sale, use and possession of illicit drugs. Bethany College regards illicit drug violations as serious. Local law enforcement officials will be called immediately when illicit 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 illicit drug laws.

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

DRUG USAGE SANCTIONS

First Violation:

- Complete an evaluation at a certified alcohol/drug treatment facility at the student's expense, or attend a substance abuse class.
- \$200 to \$400 fine
- 20 – 30 hours of Community Service
- Student may be suspended
- Faculty advisor and/or coaches may be notified. Parents of students under the age of 21 will be notified.

Second Violation:

- Complete an evaluation at a certified alcohol/drug treatment facility at the student's expense, or attend an on campus substance abuse class.
- \$400 to \$600 fine
- 30-50 hours of Community Service
- Student may be suspended or dismissed from the college permanently
- Faculty advisor and/or coaches may be notified. Parents of students under the age of 21 will be notified.

Third Violation:

- Immediate suspension or dismissal

DRUG DEALING/SELLING/TRAFFICKING:

First and Only Offense:

- Police will be called
- Dismissal

GROWING MARIJUANA PLANTS

First and Only Offense:

G. SUICIDE ATTEMPT/THREAT 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 will 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 will intervene with the student, require appropriate medical and/or psychological evaluation, and establish behavioral expectations.

A. Procedures

- 1) In the event that Bethany College is presented with a credible report that a student has threatened or attempted suicide, engaged in efforts to prepare to commit suicide, expressed a preoccupation with suicide or engaged in life threatening behavior, the student will be transported for immediate medical treatment and/or psychiatric/psychological evaluation. The College will not bear the cost of the evaluation. A suicide intent occurs when a student either 1) alarms and/or disturbs a reasonable observer about his intent to kill himself/herself (threat), 2) engages in actions to prepare for eventual suicide, e.g., buys pills for the purpose of self-harm, 3) takes actions with the intent to commit suicide, including ingests pills or makes cut to his or her wrists, or 4) reports significant ideation, e.g., persisting thoughts, obsessive preoccupation with suicide, command voice.
- 2) As a result of the psychiatric/psychological evaluation, the mental health professional will make recommendations regarding the necessary response (e.g., inpatient psychiatric hospitalization, released to his/her own recognizance).
- 3) Upon returning to the College, the student must present Bethany College Counseling Services with a release from the mental health professional that the student is fit to return to the residence halls and/or classes.
- 4) All students who have been referred for an initial evaluation under this policy will be required to attend three one hour sessions of professional assessment with a licensed mental health professional who agrees to participate in the requirement of a comprehensive and in-depth assessment of the precipitating incident, prior attempts and threats, and current suicidal intent. These three sessions are required even if the student has been released to return to campus.
- 5) The student can satisfy the requirement by meeting with approved private mental health professional at their expense and only after signing a release authorizing the Student Counselor involved in the situation, to brief the mental health professional on the suicidal incident and to monitor compliance with this policy. Students will also be expected to give permission for the therapist to communicate objective diagnostic information about the result of the assessment with the Student Counselor, the Associate Dean for Student Life and/or the Dean for Student Life.

- 6) The first assessment will occur within five (5) business days of the incident or release from the hospital or treatment facility, whichever is sooner.
 - 7) The remaining assessments will ideally occur at weekly intervals.
 - 8) Students are required to participate only in an assessment of their past and current suicidality. Students are not required to engage in in-depth counseling or therapy. A student may elect to go beyond the required assessment and participate in counseling or therapy if s/he so chooses.
 - 9) The Bethany College Student Counselor will advise the Dean for Student Life in the event that a student does not comply with the policy.
 - 10) Failure to adhere to this standard of self-welfare or failure to fulfill the requirements of the assessment following a suicidal incident may result in disciplinary referral, academic encumbrance, suspension an/or withdrawal. The appropriate actions associated with this policy will be determined by the Dean of Students. The goal of these sessions is to determine the student's safety and readiness to return to campus and continue classes, as well as to discuss conditions for supporting their success.
 - 11) All records associated with the reported incident are kept separately by the Student Counselor and will not be part of the academic file.
 - 12) A student who disputes the factual basis for the initial report or disputes the fact that an incident crosses the threshold of a suicide incident may seek an appeal of that decision. The appeal should be submitted in writing to the Dean for Student Life within 48 hours of the referral. In such a case the student may be required to sign a release to allow the Dean for Student Life or his or her designee to interview witnesses. The decision of the Dean for Student Life will be final.
 - 13) Students may also be subject to action under the Emergency Removal and Return of Students policy as set forth in the Student Handbook.
- A student will be subject to involuntary administrative withdrawal from the College or campus housing if it is determined by the Dean for Student Life that the student is exhibiting the following behaviors:
- 1) engages or threatens to engage in behavior which poses a danger of causing physical harm to self or others;
 - 2) 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
 - 3) is unable to engage in the basic required activities necessary to obtain an education.
1. Referral for Evaluation
 - a. The Dean for Student Life may refer the student for an evaluation by an independent licensed psychiatrist or psychologist. The College will not bear the cost of this evaluation.
 - b. The student will be informed in writing, either by personal service or certified mail, of the referral for the evaluation and of the standards and procedures for Involuntary Administrative Withdrawal.
 - c. The evaluation must take place within 5 business days from the date of the referral letter, unless a written extension is granted by the Dean for Student Life. Students may be accompanied by a licensed psychologist or psychiatrist of their choice who may observe, but not participate in the evaluation process. Legal representation will not be permitted.
 - d. A pending disciplinary actions involving the student may be stayed pending the completion of the evaluation.
 - e. A student who fails to complete the evaluation within the allotted timeframe may be administratively withdrawn on an interim basis, referred for disciplinary action or both.

H. EMERGENCY REMOVAL AND RETURN OF STUDENTS

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

2. Involuntary Leave and Involuntary Withdrawal
 - a. An involuntary leave from the College or campus housing may be implemented immediately if the student fails to complete an evaluation as set forth above, or if the Dean for Student Life determines that there is a significant risk of substantial harm to the health and safety of the student or other individuals. The following are examples of the type of behaviors that would be covered by this section. They include, but are not limited to:
 - 1) self-damaging behavior including suicide attempts, self-inflicted wounds, ingestion of poisonous substances or overdose of medications, alcohol or drugs;
 - 2) threats of self-damaging behavior;
 - 3) threats of damage or harm to others; or
 - 4) causing significant property damage or directly and substantially impeding the lawful activities of others.
 - b. In making the determination as to whether or not there is a significant risk of substantial harm
 - 1) nature, duration and severity of the risk of harm;
 - 2) the likelihood that the potential harm will occur; and
 - 3) whether there are reasonable modifications to the College's practices, policies, or procedures that will sufficiently mitigate the risk.
 - c. If it is determined that the student poses a direct threat to themselves or others or the student fails to complete the evaluation as required by the Dean for Student Life may withdraw the student or restrict the student from all or parts of campus, including campus housing for an interim period before a final determination is made.
 - d. A student placed on involuntary leave shall be given an opportunity to appear personally before the Dean for Student Life within three business days of the effective date of involuntary leave or imposed restrictions. Appropriate College personnel may be present at this meeting. Parents or anyone who may be of support for the student may, with the consent of the Dean for Student Life and the student, participate in the meeting. At the meeting the student will be given the opportunity to respond to the College's concerns.
 - e. Following the meeting, the Dean for Student Life, in consultation with appropriate personnel, and after reviewing all relevant information may determine that the student should remain a student at Bethany College. The student's enrollment and/or stay in campus housing may contain conditions that must be met for the student to remain enrolled or living on campus. These conditions could include, but are not limited to, obtaining professional counseling; obtaining treatment for any identified substance abuse issues, and restrictions from contacting certain individuals.
 - f. If the Dean for Student Life, after consultation with appropriate personnel and review of all relevant information, decides that the student should be withdrawn from the College and/or removed from campus housing, the student shall be informed in writing of the decision.
 - d. If a student wishes to appeal the decision of the Dean for Student Life the appeal must be made in writing to the President of the College within five (5) business days of the receipt of the decision. Following notice to the student, the President will conduct a meeting with the Student, appropriate College personnel and a representative or family member selected by the student. The student may present additional evidence, including additional psychiatric evaluations. The decision of the President will be final.
3. Petition for Readmission
 - a. When a student is suspended or withdrawn for health reasons under this section, a registration flag will be placed on the student's readmission to the College. This registration flag will remain in the student's records until the student is readmitted.
 - b. A student who has been involuntarily withdrawn under this section must request readmission from the Dean for Student Life at least three (3) weeks prior to the first day of classes of the semester in which the student wishes to re-enroll. The student may be required by that office to submit medical evidence supportive of his or her present health and/or emotional ability to function properly and effectively in a college environment. The College shall evaluate the student's request and supporting evidence with primary consideration given to satisfying all conditions specified at the time of suspension or

withdrawal. If approval is granted by the Dean for Student Life for the removal of the registration flag, the student must then complete the regular College readmission procedures.

- c. If approval for readmission is not granted by the Dean for Student Life, the student may appeal that decision to the President of Bethany College. The appeal must be made, in writing, within five (5) business days of the date the student was notified by the Dean for Student Life that the student's request for readmission was denied.

I. CODE COMMITTEES

1. College Discipline Committee

- A. Committee Composition: The College Discipline Committee shall conduct disciplinary hearings of cases referred to it, and shall be composed of two full-time faculty members, two full-time students, and two full-time staff members. Each member shall be appointed for a one-year term.
 - a. The chairperson shall be appointed by the Dean for Student Life and shall be a member of the faculty or staff.
 - b. Two student members shall be appointed by the Dean for Student Life recommended by the President of the Student Association with the advice and consent of the Student Congress. A third student member shall be appointed as an alternate to either student member(s) by the Dean for Student Life, recommended by the President of the Student Association with the advice and consent of the Student Congress.
 - c. Two faculty members shall be elected by the Faculty. A third faculty member shall be appointed as an alternate to either faculty member(s) upon the recommendation of the Faculty Senate.
 - d. Two staff members shall be appointed by the Dean for Student Life. A third staff member shall be appointed as an alternate to either staff member(s) by the Dean for Student Life.
- B. Committee Secretary: A designated staff member from the Office of Student Life shall serve as the permanent secretary and non-voting resource person for the Committee,

- C. Committee Meetings: The Committee shall establish regular meeting times during which cases may be heard, and it shall provide for special meetings as needed. Alternate members shall attend meetings only when serving in place of an absent regular member.
- D. Committee Quorum: A quorum for the Committee is four members, if at least one member is present from each of the three categories.
- E. Committee Acting Chairperson: If the chairperson is absent, an acting chairperson may be named by the Dean for Student Life.
- F. Committee Deliberation: When deliberating or deciding any case referred to it, the Committee shall meet in closed session with only voting members.
- G. Committee Removals: The Dean for Student Life may refuse a member of the committee if a conflict of interest with the student is involved.
- H. Committee Orientation: Members of the College Discipline Committee shall be required to participate in an orientation facilitated by the Dean for Student Life and/or his/her designee prior to any formal disposition hearings.

Questions of interpretation regarding the Code of Student Conduct or Student Handbook shall be referred to the Dean for Student Life. The Code of Student Conduct shall be reviewed every year under the direction of the Dean for Student Life. The Code of Student Conduct and Student Handbook may, at the sole discretion of the College, be amended at any time.

ACADEMIC HONESTY

Students at Bethany College, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest possible standards of personal, ethical, and moral conduct. These standards require personal integrity and a commitment to honesty and truth.

The discovery, advancement and communication of knowledge are best accomplished with a commitment to these standards. Creativity exists best with acknowledgment of the creativity of others. New knowledge can best be developed through giving credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist.

The commitment of its faculty, administrative staff and students to these standards contributes to the high respect in which the Bethany College degree is held. Students can enhance that respect by

adhering to these standards. A student who cannot meet these standards should voluntarily withdraw from the college.

In any presentation, whether creative, artistic or research-oriented, it is the ethical responsibility of each student to do independent work and to identify the sources of the work submitted. It is equally important that each student demonstrate respect to others through proper use and return of library materials. In addition, students who serve in positions of responsibility (e.g. as secretary to a faculty member) in which they deal with test materials, letters of recommendation and other matters of confidence are expected to maintain confidentiality and to adhere to high standards of personal integrity.

Examples of academic dishonesty include but are not necessarily limited to:

- Plagiarism (explained in next paragraph);
- Submission of work that is not the student's own for papers, assignments or exams;
- Submission or use of falsified data;
- Theft of or unauthorized access to an examination;
- Use of alternate, stand-in or proxy during an examination;
- Use of unauthorized material including textbooks, notes or computer programs in the preparation of an assignment or during an examination;
- Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment or during an examination;
- Collaboration in the preparation of an assignment. Unless specifically permitted or required by the instructor, collaboration will usually be viewed as cheating. Each student, therefore, is responsible for understanding the policies of the faculty member or department with regard to the amount of help and collaboration permitted in preparation of assignments;
- Submission of the same work for credit in two courses without prior approval of the instructors; and
- Damage, theft or misuse of library materials.

Plagiarism has been defined by Alexander Lindley as "the false assumption of authorship: the wrongful act of taking the product of another person's mind, and presenting it as one's own." (*Plagiarism and Originality*, New York: Harper, 1952, p. 2.) Certainly, a person may make use of another person's ideas, so long as credit is given. It is the use of another person's thoughts (whether verbatim or paraphrased) without proper attribution which constitutes the act of plagiarism. Standards of giving credit vary according to discipline.

DISCIPLINARY MEASURES FOR ACADEMIC DISHONESTY

A student who commits an act of academic dishonesty shall be subject to disciplinary measures in degree consistent with the severity of the act. Considerable discretion may be exercised in assessing penalties for dishonest behavior.

Possible disciplinary measures within the authority of the faculty member include:

- A grade award of "F" or zero points for the assignment, test, quiz or paper;
- A grade award of "F" for the course or seminar;
- Mandatory withdrawal from the course or seminar;
- Referral to the Student Standing Committee for additional disciplinary measures; and
- Any combination of the aforementioned measures.

Students who are accused of committing an act of academic dishonesty and who have been subjected to disciplinary measures by a faculty member are assured the right of review and appeal of those measures by the "Policies and Procedures for Resolving Academic Disputes." These policies and procedures may be found in this handbook. The student should consult with his or her advisor or any other faculty member or academic administrator if in doubt about these review and appeal procedures.

In addition to assessing appropriate disciplinary measures, the faculty member may refer a matter involving the academic dishonesty of a student to the department for possible referral and recommendation to the Student Standing Committee. Referrals should be made by written memoranda with copies sent to the involved student and his or her faculty advisor.

Possible disciplinary measures within the authority of the Student Standing Committee include:

- Dismissal from the major or pre-professional program;
- Academic probation, suspension or dismissal; or
- Any combination of the aforementioned measures.

Students who are accused of committing an act of academic dishonesty and who have been subjected to disciplinary measures by the Student Standing Committee are assured the right of review and appeal of those measures through procedures adopted by the Student Standing Committee. These policies may be found in the College Catalog.

ACADEMIC DISPUTES

Introduction and Purpose: Bethany College is a four year liberal arts college of the Evangelical Lutheran Church in America which is dedicated to the liberal education of its students for the well-being of the individual and the welfare of society. In order to promote a spirit of intellectual inquiry and integrity, the College has the responsibility to provide an explicit statement of the rights and responsibilities of students and procedures for resolving academic disputes which might affect a student's educational interests.

We recognize that a student may be reluctant to approach a faculty member or academic administrator for the purpose of questioning the appropriateness or validity of a decision, action or judgment which affects the student's educational interests. Faculty members and administrators should be prepared and be willing to assist students in understanding their rights and responsibilities, and the processes which have been developed to protect their rights.

STUDENT ACADEMIC PRIVILEGES AND RESPONSIBILITIES

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

Student Academic Privileges. Students have the privilege to be:

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

Student Academic Responsibilities. Students are expected to:

- maintain standards of academic performance established by the college and for each course in which they are enrolled;
- honor commonly-accepted standards of academic ethics—based upon the recognition that plagiarism, cheating or other forms of academic dishonesty subject the student to disciplinary action;

- assume primary responsibility for decisions related to earning and completing the baccalaureate degree, including the selection of a major, selecting and scheduling courses which satisfy general education requirements and specific course requirements for the majors, and the quality of work accomplished;
- act as a responsible member of the campus community.

GENERAL PRINCIPLES OF ACADEMIC REVIEW

A student is entitled to seek review of an academic decision, judgment or action which affects or might affect the student's educational interests.

Bethany College recognizes the rights and responsibilities of its faculty members and academic administrators to make decisions which affect students' educational interests, both collective and individual. Decisions made by faculty members must be placed within the context of principles of academic freedom, tenure and scholastic judgment. Faculty members are uniquely qualified to judge matters of scholarship, as each must distinctively shape the classroom experience in terms of educational objectives, course content and pedagogical techniques. Scholastic evaluations are left to the professional judgment of professors, so long as the evaluation is not biased, arbitrary or capricious, unlawful, erroneous or contrary to college policy.

Examples of Academic Decisions Subject to this Policy There are two categories of academic decisions which fall within the coverage of this policy: scholastic judgments and disciplinary decisions. Scholastic judgments are those matters which involve academic standards resting upon the subjective judgment of professional educators. Disciplinary decisions are those matters which involve violations of academic policies, procedures or other rules of conduct unrelated to academic achievement.

Examples of Scholastic Judgments

- A grade, whether for a test, a quiz, a presentation, a paper, or a course;
- Teacher education evaluations; and
- Other academic evaluations, such as a critique.

Examples of Disciplinary Decisions

- Faculty withdrawal of a student from class, and
- Disciplinary measures for any form of academic dishonesty, cheating or plagiarism.

Some actions involve **both scholastic judgments and disciplinary decisions**, such as:

- A decision to place the student on academic probation or suspension, or to dismiss the student for academic reasons;
- Denial of entrance into or withdrawal from any major or pre-professional program; and
- Non-conferral of the baccalaureate degree.

These procedures do not apply to issues related to privacy of student records, or to student employment, or to restructuring, withdrawal or denial of financial aid for any reason, or to disciplinary action arising from social misconduct. Nor does this policy address the matter of appeals from decisions which place a student on academic probation or which suspend or dismiss the student from Bethany College. Other review procedures have been developed for addressing such matters. The Catalog and Student Handbook should be consulted for references to these other review procedures.

PROCEDURES FOR SEEKING REVIEW OF AN ACADEMIC DECISION

A student seeking review of an academic decision which affects his or her educational interests is required first to seek informal resolution of the matter through regular administrative channels. A student wishing reversal or modification of an academic decision by a faculty member should consult first with the faculty member, and then with the head of the faculty member's department.

It is recognized that in some instances, the student may find a direct informal approach difficult. If so, the student is encouraged to enlist the support of an on-campus advocate, whether another student, faculty member or administrator.

In the event that informal meetings do not result in a satisfactory resolution, the student's request for impartial review shall be referred to an ad hoc Academic Review Committee appointed by the Academic Dean. A written request for this review must be submitted to the Academic Dean; the request shall include a statement which explains the basis for the request.

The Academic Review Committee shall consist of three (3) disinterested individuals: two faculty members and a student. At its first meeting, the Committee shall elect from its membership a chairperson and a recorder.

All involved parties shall be entitled to make a presentation and to submit germane written or testimonial evidence to the Committee. The student may be represented by a non-attorney, on-campus advocate, and is entitled to invite any observer to the proceeding. Other individuals may be called

by the Committee to make statements or to offer evidence which are germane to the issue. All parties have the right to question witnesses.

The Academic Review Committee shall conduct its inquiry according to the following standards of review: In matters of scholastic judgment, the scope of the Committee's inquiry shall be limited to determining whether the faculty member's decision was biased, arbitrary or capricious, unlawful, erroneous, or contrary to institutional policy. In such instances, the Committee shall be restrained from questioning or reversing sound, professional evaluations based upon the individual faculty member's subjective judgment. The burden shall be on the student to establish bias, arbitrariness or capriciousness, illegality, error, or a policy violation.

In reviews of disciplinary decisions, the responsibility of the Academic Review Committee is to ascertain the truth (i.e. arrive at a determination of fact). For example, in a matter involving plagiarism, the Committee shall be empowered to determine whether or not the student did in fact commit an act of plagiarism. The burden of proof shall be on the faculty member. If the Committee affirms the decision of the faculty member (e.g. agrees that plagiarism was committed), the determination of appropriate disciplinary measures consistent with institutional policy shall be within the sole prerogative of the faculty member.

Proceedings will normally be conducted on an informal basis, but the Committee may determine that a case requires more formal procedures. A written record of all proceedings, whether formal or informal, conducted by the Committee shall be maintained and shall be available for inspection at all subsequent stages of this review process.

If the student remains dissatisfied by the decision of the Academic Review Committee, she or he may seek a review of that decision by the Academic VP. A written request for this revision must be submitted to the Academic VP; the request shall include a statement which explains the basis for the request. The Academic VP shall have the authority to reverse or modify the decision in question. The Academic VP shall inform the student in writing of his or her decision. The decision of the Academic VP shall be final.

It is expected that all informal and formal review stages shall be initiated by the student and administratively concluded during the semester or academic year in which the decision, action or judgment at issue was rendered.

No student, faculty member or administrator shall be subjected to any form of harassment as a result of utilizing or assisting others in utilizing these review procedures.

ADVERTISING ON CAMPUS

Advertisements posted on campus for off-campus events may not contain information which specifies, implies, or suggests that alcohol and/or other drugs will be present. Also, see regulation listed under "Solicitation".

BETHANY COLLEGE LOCAL AREA NETWORK ACCEPTABLE USE POLICY

Each student, faculty member and staff member at Bethany College may request an account on the Bethany College Local Area Network (LAN). The network may be accessed from any computer containing a network card. Access to the LAN must be considered a privilege, not a right. The LAN is connected to the Internet, and each account can access this with email and full Internet privileges.

Local Area Network Acceptable Use Policy:

Access to the LAN is a privilege, not a right. Violation of the guidelines and prohibitions, both in this document and as may be subsequently added, may result in consequences listed in the policy statement. The Director of the Computer Services is the designated System Administrator.

Guidelines

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

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

The following are examples of unacceptable use of the network:

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

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

- Restricted network access.
- Loss of access to one's account.

Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

COLLEGE OWNED VEHICLES

College owned vehicles may not be used to transport alcoholic beverages nor may they be used to transport individuals to or from an off-campus function where alcohol is present.

COMPUTER PROGRAM COPYRIGHTS

The acquisition and use of computer programs for education purposes, in addition to the integration of computer programs into the library collections, has become commonplace at Bethany College. Users of such programs should be aware that in December 1980 the Copyright Act of 1976 was amended by Congress to extend federal protection to the copyright owners of computer programs, just as the copyright owners of literary or audiovisual works enjoy similar protection. While the legal interpretation of the sections of the Copyright Act pertaining to the protection of computer programs may not be fully established, it is evident that unauthorized copying of computer programs not owned by the individual user constitutes a violation of applicable laws. Owners of certain programs may legally make a single backup copy for archival purposes, and other programs noted as being in the "public domain" may be freely copied. It should be noted, however, that computer programs not in the public domain, including those borrowed from Wallerstedt Library at Bethany or some other source, may not be duplicated by the user without infringing the copyright laws now in effect.

Intentional violation of federal copyright laws applicable to computer programs may include the following penalties:

- injunctions against use;
- impoundment and destruction of copies;
- assessment of actual damages and profits attributable to the illegal copying;
- statutory damages;
- costs and attorney's fees; and
- criminal prosecution.

In addition, the copying of a computer program and any subsequent attempt to use the copied material as one's own work constitutes plagiarism, thus running counter to the institutional definition of academic integrity.

SPEECH, ASSEMBLY AND EXPRESSION

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

BETHANY COLLEGE POLICY PROHIBITING ILLEGAL DISCRIMINATION

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

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

Individuals who feel that they have experienced discrimination or harassment based on one of the prohibited characteristics may, make a report with Bethany's Director of Human Resources, who serves as the Equal Opportunity Officer (Presser Hall, 785-227-3380, x 8115). This process is discussed more below.

RESIDENCE HALLS, CAMPUS AND WORKPLACE VIOLENCE/WEAPONS

Zero Tolerance. Bethany College has a policy of zero tolerance for violence. Students engaging in any violence on or off-campus and in the campus workplace, or who threaten violence on or campus and in the campus workplace will be dismissed immediately. 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 employees and students, never feels physically threatened by any person's actions or conduct.

Workplace Security Measures. In an effort to fulfill this commitment to a safe work environment for employees, students, and others, a few simple rules have been created. These are:

Access to Bethany College's property is limited to those with a legitimate business interest.

All employees may be required to show Bethany College identification card and all employee vehicles entering the property must display Bethany College identification.

All Weapons Banned in Campus Buildings, on Campus Grounds and in the Residence Halls. Bethany College specifically prohibits the possession of weapons by any student and employee 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 and Employees are also prohibited from carrying a weapon while performing services off Bethany College's business premises. Weapons include guns, knives, hunting knives, switchblades, explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to and including termination and dismissal or referral to law enforcement officials, will be taken against any student and employee who violates this policy.

BETHANY COLLEGE POLICY PROHIBITING SEXUAL HARASSMENT

Bethany College Prohibits Sexual Harassment.

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

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

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

What is Sexual Harassment?

Sexual harassment takes a variety of forms. Bethany defines sexual harassment per the Equal Employment Opportunity Commission Guidelines, as follows:

- Unwelcome sexual advances;
- Request for sexual favors; and
- All other verbal or physical conduct of a sexual or otherwise offensive nature, especially where,
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education or participation in extra curricular activities.
 2. Submission to or rejection of such conduct is used as the basis for employment, academic, athletic, or other decisions affecting an individual; or
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work, or in academics, athletics, or other extra curricular activities, or of creating an intimidating, hostile, or offensive environment.

Repeated or unwanted sexual attention or sexual advances are forms of sexual harassment. Students, faculty, or staff should not be penalized in the evaluation of their performance, whether at work, or in academics, athletics, or other extracurricular activities, for refusing to accept unwanted sexual attention or advances as a condition for receiving awards for such performance. Sexual harassment occurs when acceptance of such attention is made a condition of reward, or of penalty, for such performance.

Sexual harassment may occur when there is a power difference between the persons involved, such as when a faculty member or supervisor exploits his or her relationship with students or subordinates. Sexual harassment may also occur between persons of the same campus status, e.g. student-student, faculty-faculty, staff-staff, or between persons of the same sex.

All members of the campus community who become aware of such harassment shall contact Bethany's Director of Human Resources, who serves as the Equal Opportunity Officer (Presser Hall, 785-227-3380, x 8115), so that steps can be taken to prevent continuation of the harassment.

EXAMPLES OF SEXUAL HARASSMENT

Examples of the types of conduct expressly prohibited by this policy include, without limitation, the following:

- Touching, such as rubbing, massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body;
- Sexually suggestive touching;
- Grabbing, groping, kissing, or fondling;
- Violating someone's "personal space,"
- Whistling; improper gestures, or offensive remarks;
- Lewd, off-color, sexually oriented or explicit comments or jokes;
- Foul, derogatory, obscene or otherwise offensive language;
- Leering, staring, or stalking;
- Suggestive or sexually explicit posters, screen savers, calendars, photographs, graffiti, or cartoons;
- Unwanted or offensive letters or poems;
- Sitting or gesturing sexually;
- Offensive electronic mail or voice mail messages;
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess;

- Questions about one's sex life or experiences;
- Unwelcome and repeated flirtations, propositions, or advances;
- Repeated requests for dates;
- Sexual favors in return for employment, athletic, academic, or other rewards, or threats if sexual favors are not provided; or,
- Sexual assault or rape.

Whether or not the offending individual meant to give offense, or believed his or her comments or conduct were welcome, it is not significant. Rather, Bethany's sexual harassment policy may have been violated when other members of the Bethany community, whether recipients or observers are, in fact, offended by sexual comments or conduct.

Consensual Sexual Relationships:

It is also essential to understand that consenting romantic and sexual relationships between administrators, faculty, subordinates, and students may lead to unforeseen complications. The respect and trust accorded a supervisory person by lower-level staff member, or between a Bethany administrator or faculty employee and a student, as well as the power held by the administrator, faculty employee, or supervisor in evaluating or otherwise supervising the lower-level employee or student, could diminish the extent to which the lower level employee or student really feels free to choose. Accordingly, Bethany specifically prohibits faculty employees from dating any student enrolled in, or otherwise attending their class(es), or over whom the faculty employee has any authority concerning the student's matriculation through Bethany, whether in academics, athletics, or other endeavors. In addition, each administrator, supervisor, and faculty employee should be aware of the possible risks of even an apparently consensual sexual relationship. An administrator, supervisor, faculty employee, or student-employee who enters into a sexual relationship with another employee, where there exists a difference in seniority or power between the individuals involved, or with a student should be aware that, if a complaint of sexual harassment is subsequently made, it could be exceedingly difficult to prove immunity for the individual with the superior authority on grounds of mutual consent. With this in mind, Bethany may reassign or rearrange reporting functions or other roles of parties engaged in a consenting relationship to avoid potential problems in this regard.

WHAT TO DO ABOUT ILLEGAL DISCRIMINATION AND SEXUAL HARASSMENT

Any member of Bethany's campus community may initiate a complaint of discrimination, including sexual harassment that occurs on Bethany's campus or at a Bethany-sponsored activity occurring off campus. Visitors and other persons attending Bethany programs, utilizing Bethany facilities or participating in a Bethany-sponsored activity may also initiate a complaint of discrimination or sexual harassment. Persons who experience such behavior or actions should carefully document all incidents, noting dates, specific behaviors, and their effect.

A person who has been subjected to discrimination or harassment may be reluctant to report an incident. All employees and students should be reassured that Bethany takes complaints of discrimination and harassment very seriously and will endeavor to keep such matters in strictest confidence to the extent reasonably possible. Bethany also will endeavor to provide a supportive framework within which a person may seek resolution of a substantive complaint without fear of reprisal.

In many cases individuals will take corrective action when they are made aware of how their behaviors and actions are perceived. Bethany encourages individuals who believe they are being sexually harassed or subject to other unlawful discriminatory behavior to promptly make it clear to the offender that his or her behavior is unwelcome and that it must stop. Bethany also recognizes, however, that it is not necessary for an individual to talk directly to an offender if that individual feels uncomfortable doing so. If the individual is not comfortable confronting the offender, or if the individual has spoken to the person and the behavior does not stop, the individual may speak to his or her supervisor to intervene to resolve the problem, or contact the Equal Opportunity Officer.

A person who believes he/she is being discriminated against or sexually harassed, or is concerned about the treatment of someone else should:

- *Make his/her disapproval immediately known to the accused;*
- *Make a written and signed record of all incidents, noting dates, specific behaviors, their effect and the name of any witnesses; and,*

- *Report the incident to the Equal Opportunity Officer or the accused's supervisor. Notwithstanding anything to the contrary stated above, there is no need to follow any formal chain of command and the complaining person may bypass anyone in his/her direct chain of command.*

Individuals filing complaints ("complainants") are encouraged to file their complaints within one calendar year of the most recent occurrence of the alleged harassment or discriminatory activity. The Equal Opportunity Officer will consider complaints received after one calendar year of the alleged unlawful behavior, however, the Equal Opportunity Officer may determine that the complaint cannot be investigated effectively due to a significant lapse of time.

Disciplinary Action: If a student is found to be in violation of the Illegal Discrimination or Sexual harassment policy, the following sanctions may apply:

- *Disciplinary Warning*
- *Disciplinary Probation*
- *Suspension*
- *Expulsion*

The imposition of discipline will be administered in accordance with the established procedure for administration of the policy. The policy is available from the EEO Officer or the Student Life Office.

If after investigating any complaint of discrimination or harassment it is determined that the complaint is not bona fide and was not made in good faith, or that an employee or student has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information. Failing to cooperate or providing false information during an investigation shall be grounds for discipline, up to and including termination or expulsion.

Documentation of any disciplinary action taken may be included in the personnel file of an employee-respondent if the investigation concludes that the complaint is substantiated. Disciplinary action taken against a student based on a substantiated complaint may be noted on his or her academic transcript if the resulting discipline is suspension or dismissal. No record of a complaint is kept in the complainant's file, unless the investigation concludes that the complaint was false, frivolous, or vexatious.

RETALIATION

Retaliation against persons who file discrimination or sexual harassment complaints is also a violation of this policy and the law. Bethany prohibits any form of retaliation against any person for filing a bona fide complaint under this policy or for assisting in a complaint investigation. Retaliation can result in disciplinary action up to and including termination of employment, or expulsion from Bethany.

CONFIDENTIALITY

All inquiries, complaints, and investigations are treated confidentially to the extent reasonably possible and appropriate under the circumstances. Confidential information will be revealed only on a "need to know" basis. Discussions with Bethany management for the purpose of obtaining general information or advice will remain confidential. No action will be taken if it is the individual's wish to only make an inquiry and no disclosure of any identifying information about themselves or the accused (e.g. names, departments, positions) is provided. However, the anonymity described above cannot always be maintained if the individual wishes to have Bethany take some sort of corrective disciplinary action. Moreover, Bethany may be legally obligated to take action once it is informed that alleged discrimination, harassment, or retaliation occurred, or may be occurring. If an individual discloses identifying information, and if that information is complete and specific enough to allege a claim of discrimination, harassment or retaliation, then the individual will be considered to have filed a complaint. Although confidential information will be revealed only on a "need to know" basis, the identity of the complainant must be revealed to the respondent and any alleged witnesses.

CAMPUS SUPPORT

If an individual knows someone who is being discriminated against or harassed, they may provide important support. They should encourage the person to take action, or report it themselves. Any supervisor, faculty, or administrator who sees or hears about conduct that in his or her judgment constitutes harassment under this policy must immediately contact the Equal Opportunity Officer. No one should accept sexual harassment as something to be endured in the academic environment. Even though confronting discrimination and harassment is difficult and takes personal courage, each individual who comes forward to stop such behavior improves the campus community. When co-workers or fellow students leave the campus or are unable to function properly because of discrimination and harassment, every member of the campus is negatively affected.

Inquiries regarding these issues, including sexual harassment, affirmative action, gender discrimination, racial harassment, or equal opportunity on the Bethany campus, may be made to Jo Ann Mattison, Director of Human Resources and Equal Opportunity Officer, Presser Hall, 241 N. First Street, Lindsborg, KS 67456, phone 785-227-3380, ext. 8115.

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 Life 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 Life 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 Life 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 Area Coordinator of the respective halls.

STUDENT IDENTIFICATION (ID) CARDS

All students are required to have an official and validated Bethany College identification card. All new students are issued the identification card at the time of their first registration. Returning students retain the same card for their academic career at Bethany. 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 Life Office at a cost of \$10.00.

VEHICLE AND PARKING REGULATIONS

All motor vehicles (including automobiles, trucks, motorcycles, and motor bikes) parking on Bethany College property must be registered with the Student Life Office. Registration of vehicles is usually completed during the first week of each term at the time of registration for classes, but can be done throughout the year at the Student Life Office. Within 24 hours after registration or acquisition of a motor vehicle, the decal (issued at registration) must be affixed to the lower driver's-side corner of the rear window of cars and trucks, for motorcycles, motor bikes and cars with tinted windows, place the sticker on the (driver's-side) lower portion of the front windshield.

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

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

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

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 Life Office.

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

All parking on public streets (which includes the area west of Deere West and Anna Marm Circle) 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 Sticker, 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. Requests to leave motor vehicles on campus should be directed to Campus Security. You can call Campus Security and leave a message at extension 8125 (office) or extension 1010 (pager).

VIDEOTAPES

Persons who rent or purchase a videotape from a local rental agency or video club are entitled only to make "home use" of that cassette. "Home use" has been generally described to consist of "Mom, Dad, the kids and maybe a couple of friends in the den." "Home use" does not include situations where a group of college students rent a videotape and view it in the residence hall lounge.

The showing of a videotape movie in lounges or other public areas is considered to be a "public performance" of a copyrighted work and, as such, must be authorized by the holder of the copyright. Local or area dealers or clubs are not able to give such authorization. Generally, the copyright owner is the film company (e.g. MGM or United Artists).

Persons who rent or purchase a videotape from a local dealer or video club and who then show the videotape to a public audience in a lounge or other commons area are violating the copyright laws and are subject to possible criminal penalties. Intentional violation of the copyright law is a federal crime, punishable by a fine not to exceed \$25,000 and/or one year in federal prison.

Bethany College students and organizations will be expected to comply with the copyright laws. This means that no student or organization will be allowed to rent or purchase a videotape through a local rental agency or video club and then show the videotape in a public setting. Organizations and students desiring to make legal use of videotapes will be expected to secure proper permission from the holder of the copyright. Information on the proper steps to secure this permission can be obtained from the Coordinator of Student Activities or from Student Activities Board (SAB).

Bethany College is not attempting to make it difficult for organizations to plan and conduct entertaining programs. However, the College does insist that all members of the College community comply with local, state and federal law. It is clear that the public viewing of a videotape rented or purchased from a local rental agency is a federal crime. Bethany insists that students and campus organizations show good faith in following these laws and to not look for "loopholes" or ways to avoid or bend the guidelines.

Violations of this policy will subject the responsible student(s) or organization(s) to disciplinary action.

OTHER GENERAL INFORMATION REGARDING STUDENT RELATIONS

CAMPUS SAFETY

Providing for the safety and well-being of members of the Bethany College community is the major responsibility of campus security personnel. Campus security officers are on duty primarily during the night hours, usually from about 8:00 p.m. until 4:00 a.m. In addition, campus security personnel provide safety/security coverage for sports events, concerts, and other special events. During regular duty hours, they check all buildings including residence halls and perimeter houses. Campus security personnel are equipped with radios and cell phones so they can respond to emergencies. In an emergency situation call 9 – 911 to connect with the McPherson County dispatcher or Campus Security pager at 1010.

DEMONSTRATING AND EXPRESSING DISSENT ON-CAMPUS

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

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

STUDENTS WITH DISABILITIES

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

There is an elevator in Pihlblad Memorial Union. There are key-operated elevators in Presser Hall, and Wallerstedt Library, and wheelchair lifts at Warner Hall and in Nelson Science Center. Individuals who may need to utilize these elevators may obtain keys to this equipment by contacting the Equal Opportunity Officer or the Student Life Office.

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

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

DRUG FREE SCHOOLS STUDENT INFORMATION

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

STANDARDS OF CONDUCT

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

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

LEGAL SANCTIONS

Local, state, and federal statutes clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol. Sanctions vary depending on the scope of the violation. A brief summary of these sanctions appears on page 35. It is important to note that Bethany College (an independent institution) reserves the right to establish its own rules, procedures and sanctions for selected criminal codes.

HEALTH RISKS

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

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

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

COUNSELING AND TREATMENT OPPORTUNITIES

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

APPLICABLE SANCTIONS FOR USE OF ILLICIT DRUGS OR ALCOHOL

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

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

GREEK ORGANIZATIONS

Within the Greek System at Bethany College, there are four active social sororities and four active social fraternities. These seven organizations are governed by the Greek Council. Within the structure of Greek Council, each Greek organization responsible for upholding and adhering to the rules and regulations set by the Greek Council. Among those rules and regulations are: "Bethany College Greek Council Statement of Position on Alcohol," "Bethany College Greek Council Statement of Position on Hazing," and "Bethany College Greek Council Disciplinary Procedures." Copies of these policy statements are available in the Student Life Office.

GRIEVANCE PROCEDURES

Under the provisions of Title IX of the Education Amendments of 1972 Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992 all institutions of higher education receiving federal funding are required to adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging discrimination on the basis of color, sex, race, religion, age, veteran's status, disability or national origin.

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

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

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

Grievances or concerns unrelated to a student's employment by the College may be addressed through the following procedure:

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

PHILOSOPHY STATEMENT ON HIV/AIDS

Acquired Immune Deficiency Syndrome (AIDS) is a life-threatening disease capable of inflicting devastating harm to the human population. Despite medical advances in knowledge about the manifestation and spread of the virus, it remains a disease without a cure. People who have AIDS or who have tested positive for Human Immunodeficiency Virus (HIV), are the victims not only of the disease's potentially debilitating effects, but also of the discrimination and moral condemnation that is born of the fear and ignorance of others. Discrimination may take the form of derogatory remarks or jokes, social isolation, verbal and physical harassment, and even the denial of housing, employment and education. It is imperative that all societal institutions address the seriousness of this disease and its impact upon those afflicted with or threatened by it.

- In response to the tragedy of this disease, Bethany College is committed to the following goals which affect all members of the College community
- An atmosphere of respect for human dignity and an appreciation for human diversity and inclusiveness, and compassion for those with disabilities, such as persons with HIV/AIDS, who are members of the College community
- Continuing education for students and employees in the College community about the disease and its prevention
- Fair and equal treatment of any student or employee in the College who has HIV/AIDS
- A just and equitable balance between the rights and responsibilities of individuals with HIV/AIDS and the rights and responsibilities of the College community.

In order to implement these goals, a Bethany College Policy Statement on HIV/AIDS has been developed. The statement articulates specific policies and practices through which the College will insure the fair and equal treatment of persons with HIV/AIDS in all facets of life within the College community. As medical advances occur, these policies and practices will be amended as appropriate to incorporate the most recent information.

POLICY STATEMENT ON HIV/AIDS

The most current information available indicates that neither students nor employees with HIV/AIDS pose a health risk to other students or employees in an academic setting. Medical research indicates that HIV is spread mainly through the exchange of bodily fluids, for example blood and semen. It may also be contracted at birth from an infected person or by sharing infected needles. The greatest risk to most people today is through unprotected sexual contact.

Current evidence indicates that HIV can not be transmitted through casual physical contact. Living in the same building or room as an infected person, caring for an HIV patient, eating food handled by an infected person, being coughed or sneezed upon or even kissed by an infected person does not place an individual at risk of contracting the HIV.

Bethany College will not discriminate in the admissions or employment process and will not restrict regular classroom attendance, access to campus facilities, jobs and activities solely on the basis of someone having HIV/AIDS. Individuals with HIV/AIDS will be able to choose their associations and activities as long as they are deemed to be physically and mentally able to function as a member of the College community.

The latest medical information does not indicate any risk to those who share residence rooms with someone with HIV/AIDS. However, there may be in some circumstances reasonable concern for the health of students who are infected when they might be exposed to other diseases or are exhibiting risk behavior. The Director of Residence Life in consultation with the Director of Health Services and the infected person will make appropriate housing decisions for each situation.

While Bethany College will not exclude someone with HIV/AIDS from being a member of the College community, it is highly encouraged that such an individual inform the Health and Counseling Services to enable the College to provide whatever medical, counseling, educational or social support may be needed.

To the fullest extent possible, the College will protect the privacy of HIV-infected members of the College community. Appropriate College staff members will be informed of the existence or identity of infected persons only on a need-to-know basis, and specific or detailed information will generally be provided only with written consent of the individual.

A team, comprised of the infected person's physician, a College administrator (as appropriate for the student, faculty member, or staff member), the Director of Health Services, the infected person or person's representative, and the College Counselor or College Pastor will evaluate each individual case to deal with special considerations and policies as necessary. The team will study and determine risks and benefits for the infected person and the other members of the College community. Determinations by the group will be periodically updated based on medical information, legal considerations and condition of the infected person.

All members of the Bethany College community will be provided opportunities for education on the most current information available on HIV/AIDS. Furthermore, all members who, in their work and activities on the campus come into contact with bodily fluids, may be required to receive in-service education and training in the procedures to use to safeguard health and welfare regarding HIV/AIDS.

Bethany College encourages all members of the community to take effective precautions against contracting and/or spreading the HIV/AIDS virus, and to be aware of activities and behaviors that would place them at greater risk. Safe health practices will reduce the risks. For further information, contact the Director of Health Services, the College Counselor, the Campus Pastor or a member of the Student Life staff.

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 himself or herself from the financial burden of accident or injury through a personal insurance policy.

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

LEGAL ASSISTANCE FOR STUDENTS

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

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

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

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

POLICY AND PROCEDURES FOR STUDENT RECORDS

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

RESIDENCE LIFE

MISSION

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

LIVING IN THE RESIDENCE HALLS

The essence of community is a sense of common bond, the sharing of an identity, membership in a group holding something physical or spiritual in common esteem, coupled with the acknowledgment of rights and obligations with reference to all others. A college residence community is one in which the bonds that unite the members are common habitation and the objective to further one's education. A community environment is first and foremost the interaction of individuals, and so at the root of developing community is the individual student's interaction with others.

This living-learning community complements the classroom learning and provides for the holistic development of the student. Bethany recognizes that its students are adults and must assume responsibility for their behavior. Mutual respect and consideration coupled with an awareness and sensitivity to the needs of others have shaped the standards for group living. Behavior that infringes on the rights of others or violates the standards of the college will be handled in an educational and developmental manner.

RIGHTS AND RESPONSIBILITIES

Consider the needs of the other's right...

- to read and study free from undue interference in one's room.
- to sleep without undue disturbance from noise, guests of a roommate, etc.
- to expect that a roommate and others will respect one's personal belongings.
- to a clean environment in which to live.
- to free access to one's room and facilities without pressure from a roommate or others.
- to privacy.
- to host guests with the exception that guests are to respect the rights of community members.
- for redress of grievances. Residence Hall staff members are available for assistance.
- to be free from fear of intimidation or physical and/or emotional harm.
- to be free from peer pressure or ridicule regarding their personal choices.

REGULATIONS OF HOUSING

Bethany College promotes positive and holistic development of each student within a community of inclusiveness and mutual respect. This CODE OF BEHAVIOR has been developed to foster a community of faith and creative learning within the residence halls. In addition to the General Rules and Regulations of the college found under Student Conduct, the following sets forth basic **inappropriate forms of behavior and conduct**

that run counter to this CODE OF BEHAVIOR and for which students are subject to educational sanctions.

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.

Note: Presence of articles can be interpreted as actual possession of those articles. Students determined to be in locations where violations of College regulations are taking place can be considered to be in violation even though they may not have engaged in the behavior or have the prohibited items on their person at the time of the report.

ALCOHOL

Alcohol is prohibited on the Bethany College campus.

APPLIANCE POLICY

Only cooking appliances with self-contained heating units may be used in student rooms. Such appliances include coffee makers, hot air popcorn poppers, microwave ovens, George Foreman grills, etc. Appliances with an exposed element or that use oil are not permitted. Candle warmers are prohibited. Only small appliances are allowed in residence halls. Full-size or apartment-sized refrigerators, freezers, or similar items are prohibited. **Refrigerators may not exceed 4.0 cubic feet in size.** Refrigerators exceeding the above guidelines are prohibited, and if found in a resident's possession, will be removed, and appropriate sanctions imposed.

All appliance units are subject to inspection by the College and failure to comply with the college policies will result in removal of the unit. **Please be reminded that only automatic shut off power strips with fire surge protection may be used in rooms.**

BABYSITTING/CHILDCARE

Student rooms are not to be used for baby-sitting/childcare purposes paid or unpaid.

BICYCLES AND MOTORED BIKES

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

CABLE TELEVISION

Basic Cable television services are provided by the College to each room. Specialty or premium channels are not available. Tampering with any of the cable company equipment can result in termination of service without refunds, disciplinary action from the College, and/or criminal charges by the cable company. In addition, antennas cannot be strung outside of the building. Cable problems should be reported to the Area Coordinator.

DAMAGE TO HOUSING UNITS

Any damage to a room, common use area, or its furnishings will be assessed to the student(s) who is responsible for the damage. ***For any damage outside of individual rooms for which personal responsibility cannot be determined, all residents of the floor (or hall) may be assessed equally.*** A minimum fine assessed will be no less than \$20.00. Fines that are not paid within one month of issuance are subject to a \$25.00 late fee.

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. Residents are not to remove any of the College furniture from the rooms or other areas of the hall without prior approval of the Area Coordinator. 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).

Students are responsible for the community areas of the residence halls. If vandalism occurs, if the responsible parties cannot be identified, the community will be held responsible. The Area Coordinators and the Director of Residence Life reserve the right to implement a "trash" policy if the residence halls become unkempt due to excessive trash in and around the hall. The sanction for excessive or continual trash in the residence hall for the community will be \$10 per residence per incident.

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.

DECORATING

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

The following are **Not Permitted**:

- Painting
- Pornographic posters or signs.
- **Alcohol beverage bottles, cans, bottle caps, boxes, containers, etc.**
- Posters placed on inside of doors.
- Elevating floors.
- Additional wiring for electrical equipment or lighting effects.
- Construction or decoration that obstructs a 90-degree swing of the room entrance door.
- Furniture obstructing full view of the room from entrance door.
- Construction or decoration that obstructs the air circulation of the heating/cooling unit.
- Beds on blocks are prohibited.
- Furniture from lounges or lobbies.
- Lights/Lamps that utilize halogen bulbs.
- **Candles, incense, or other incinerating items.**
- Candle warmers.
- Foam-backed carpeting and rugs.
- Christmas lights suspended from ceilings.

The College has the right to remove items that are judged to objectionable and/or a safety concern. Decorations may not be hung or fastened to the ceiling.

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 Residence Life Official. **Any student failing to evacuate a building during a fire alarm or drill will be assessed a \$500.00 fine and face disciplinary action.**

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.**

To promote a safe environment, the following items are prohibited in campus residence halls:

- Tapestries on ceilings
- Tapestries/posters covering windows
- Furniture arranged in a manner that prevents access to any window/door
- Tapestries hanging from a bunk bed
- Hot pots
- Hot plates
- Immersion coils
- Candles (decorative or not)
- Incense
- Electric blankets
- Extension cords
- Free weights
- Amplified instruments/amps
- Halogen lamps
- Lights (Christmas lights or other) may not be suspended from the ceiling
- Stereo speakers over two (2) feet (either standing or laying down)
- Toaster ovens
- Toasters
- Non-automatic coffee pots
- Live Christmas trees
- Bikes (in the building)
- Objects/decorations hanging from the ceiling
- Beds bunked in an unsafe manner
- Chain saws
- Gas/Charcoal grills
- Combustible chemicals, gas, etc.
- Personal air conditioners
- Fire arms/ammunition
- Knives longer than 4 inches (and only used for food preparation)
- Firecrackers
- Explosives
- Chemicals of any kind
- Waterbeds
- Space heaters
- Hammocks
- Chairs hanging on/from the ceiling
- Any non-approved cooking item/appliance (see appliance policy)
- Tampering with fire equipment
- Smoking in non-designated smoking areas

Tampering with fire alarms, hoses, extinguishers, pull stations, sprinkler systems, or smoke detectors is a serious offense, and a student found responsible for such behavior will be assessed a minimum of \$500.00 fine and/or dismissal from Bethany College. Moreover, persons causing false alarms, tampering with fire safety equipment, or interfering with lawful efforts of firefighters are subject to prosecution under Kansas Ordinance 3400 Section 5-6.04, punishable by \$200 fine and/or six (6) months imprisonment.

FIREARMS AND WEAPONS

Fire arms, ammunition, hunting knives, switch-blades, and other weapons are not permitted in the residence halls and other campus buildings and on campus grounds. This restriction includes those individuals who possess a valid license to carry a concealed fire arm in accordance with Kansas law. Guns of any kind—real or fake are prohibited. This includes airsoft, paintball, pellet, etc. Violation of this policy may result in being referred to law enforcement officers, in addition to the results of the College Conduct System.

FLAMMABLE MATERIALS/EXPLOSIVES

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

HEALTH AND SAFETY INSPECTION

Monthly health and safety inspections along with inspections at the beginning of each break (Thanksgiving, Christmas and Spring) will be conducted in each residence hall. Residence Life staff will enter each room to check for potential safety and energy concerns. Residence hall rooms and bathrooms will be inspected for cleanliness at these times. The purpose of these inspections will be to assist students in understanding that proper cleaning and maintenance of residence hall rooms (particularly showers and bathrooms) is a personal responsibility that helps to prevent unnecessary deterioration of campus facilities. Residence Life staff will instruct residents on how to properly clean and maintain one's room during or after the inspection. In the event that items in plain sight indicate possible violations in College regulations, the Residence Life staff member will take appropriate action.

INAPPROPRIATE BEHAVIOR

When living in such an environment as the residence halls and houses, it is important that the rights of property and other people are respected. Behavior such as horseplay, pranks, messes, and any actions which damage property or disturb others will be considered inappropriate for this environment. Additionally, any acts or behaviors that are sexually explicit or can be viewed as offensive by a reasonable citizen are prohibited in and around college housing units.

INAPPROPRIATE SIGNAGE

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

KEYS

Each resident student is assigned the appropriate room and outside door keys when checked into the housing units. The keys are only to be used by that student and not transferred to anyone else. A loss of any key (room or mailbox keys) will result in a charge of **\$100.00** (for each key). All keys must be returned upon checkout (voluntary or involuntary). The College owns all keys for College buildings and prohibits unauthorized duplication. Possession of unauthorized copies of keys for College buildings will result in disciplinary action. If a student is locked out of their hall/room, s/he may contact a residence life staff member to gain entry into his/her room. The charge for excessive lockouts, after two, is \$5.00 per lockout.

LAUNDRY

Washers and dryers are provided to all residents residing in the residence halls. Residents of other units, off-campus students, or visitors are not permitted to use the facilities. A minimum fine of **\$50.00** will be assessed to persons using the facilities without authorization. If a machine is out of order, please inform the residence hall staff as soon as possible. The College assumes no responsibility for the loss of or damage to personal items left unattended in the laundry rooms.

LOCKING RESIDENCE UNITS

Residence halls and houses are locked 24 hours. All guests must be escorted by a resident of the building they are visiting as per the Bethany College visitation policy. Students are prohibited from propping doors (see Residence Hall Safety and Security)

PETS

No pets except harmless tropical fish in aquariums of five (5) gallons or less may be housed in individual student rooms. College personnel do have the right to have the pet removed from the hall. Pets are not permitted in public/common areas of the residence halls. If a pet is found on the premises, the responsible party will be warned and asked to remove the pet. If a person must be repeatedly asked to remove a pet from the premises, s/he will be subject to a \$250.00 sanction per incident (second and third). After the third incident, the responsible party will be subject to a \$500.00 sanction and face dismissal or suspension from the residence halls.

QUIET HOURS

Quiet hours are defined as an atmosphere in which a resident may study or sleep without noisy interruption. Radios, stereos, and televisions should be played in a way that will not disturb other residents. Voices should be kept at a reasonable level as not to disturb others. Quiet hours in all residential buildings will be 9:00 p.m. to 9:00 a.m. Residents in each building may vote to extend the quiet hours for their individual building. Courtesy hours are 24 hours everyday. During courtesy hours, reasonable noise levels should be maintained. If a resident is asked to be quiet, this request should be respected and followed. Twenty-four (24) hour quiet hours will begin at 9:00 a.m. the day before finals begins and will be enforced for the duration of finals week. All residents of the building(s) are responsible for adhering to and enforcing quiet hours.

RESIDENCE HALL SAFETY AND SECURITY

Bethany College is committed to taking all reasonable precautions to protect all students from criminal acts occurring on campus. The College is not, however, an insurer of students' safety. Students are responsible for their own protection and the protection of their property. **Room doors and windows should be locked when no one is present or when asleep, lost keys (or misplaced keys) should be reported immediately to a College official, and students should not work in labs or studios alone at night.** Students are prohibited from propping exterior residence hall doors. (The College reserves the right to implement a community fining system concerning the propping of doors).

RESIDENCE HALL/PERIMETER HOUSE ROOM CAPACITY

Normally, the number of persons allowed in Residence Hall and Perimeter House rooms at one time is 10 as suggested by the state Fire Marshall. Incidents where more than 10 persons are in a room at one time may be grounds for disciplinary action. Residents of the room are responsible for what happens in their room.

ROOM INSPECTION AND SEARCH

The College reserves the right to enter residents' rooms for reasons of maintenance, health, safety of persons or property, or to investigate possible violations of College regulations. When requested, students must provide immediate room access to Residence Life staff, emergency personnel, Campus Safety, or other College staff acting in an official capacity. Staff may access rooms by pass key when necessary in their official duties.

A visual inspection of a room can be conducted by the staff. Anything seen in plain view that is in violation of College regulations can be confiscated and used as evidence in disciplinary proceedings. In an instance where there is reasonable cause to search for violations of College regulations, the search must be authorized by the Director of Residence Life and/or the Dean of Student Life (or his/her designee), or in special emergencies the President of the College. Occupants need not be present for a search to be conducted. Such searches may include college use of local and/or state law enforcement officials as well as the programs and services available through such agencies. Upon completion of a room inspection/search, a written report will be made and the resident(s) will receive a list of all items confiscated. Confiscated items become College property and will be disposed of in an appropriate manner.

ROOFS

Roofs of all buildings on the Bethany College campus are off limits.

SCREEN REMOVAL

Window screens MAY NOT be removed. If a screen is removed without permission, a \$20.00 fine will be assessed.

SMOKING

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

THEFT

Possession of another person's or College property, without consent, is prohibited. This includes property in public areas, both on and off-campus, individual student rooms, etc. The Resident Assistants will notify Area Coordinators about finding stolen items. Residents are responsible for filing a police report. Residents are also responsible for carrying insurance for their personal belongings.

TRESPASSING

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

VISITATION POLICY

The residence hall visitation program is a privilege with the goals of promoting a sense of community and creating an opportunity for social interaction. The intention is to also provide a homelike atmosphere conducive for informational discussions, group and individual studying, entertaining, and personal reflection. Community has been shown to exist when there is mutual respect between residents for each others' rights, safety, and happiness. The Director of Residence Life, the Area Coordinators and the Resident Assistants have been given the responsibility for implementing the visitation program and for interpreting any guidelines or regulations for the program when necessary. It is expected that all students in the hall will assist in ensuring that all residents cooperate with the College and comply with visitation policies to ensure the success of the program. Residents as well as employees of the College are expected to report violations of the College policies to Residence Life staff members. Residents violating established guidelines are subject to the withdrawal of visitation privileges for a time period deemed necessary through the disciplinary process and/or serve community restitution hours.

A **guest** shall be defined as any person not assigned to the given room/suite.

Visitation shall be defined as the right of an individual student to invite or entertain guests in his/her room/suite.

Visitation Hours:

Sunday through Thursday	9:00am to 1:00am
Friday and Saturday	24-hour
	Open Visitation

There are no restricted hours in any of the Halls or in the Perimeter Houses on weekends [Friday 9:00 am through Monday 1:00 am].

Guidelines of the Visitation Policy:

- Guests are subject to all rules of Bethany College and the residence hall in which they are staying.
- **Residents are responsible for conduct of their guests, and must accompany their guests at all times.**
- The rights of a roommate supersede those of a guest in the room. If a roommate is inconvenienced by the presence of a guest, even if it is during a time when guests are permitted in the residence halls, the guests may be asked to leave. If cooperation is not obtained, a staff member may be contacted for assistance.
- Overnight guests must be sponsored by a resident. Non-sponsored guests are not permitted. No more than two (2) guests per resident shall be permitted to stay overnight.
- Approved guests will be allowed to stay for a three day period, a reasonable number of times per semester (as determined by the Area Coordinator) with the approval of the roommate(s)/suite(s).
- Guests of the same gender are permitted in your room/suite past the specified visitation hours provided that the guest's presence does not disrupt the normal activities of your roommate/suitemates or other hall residents.
- Guests of the opposite gender are not permitted in your room/suite past the specified visitation hours.
- Each residence hall will have a 24-hour lounge where people can study and entertain guests.
- Siblings under the age of 13 and over the age of 8 may stay overnight with their Bethany College student sibling with permission of the Area Coordinator.
- Any conflict resulting within the visitation policy guidelines can be resolved through the Conflict Mediation Process found in this handbook.
- Residents of single rooms are also subject to the above policies and procedures.
- Any resident's guest who does not comply with the conditions listed above may face disciplinary action. College personnel reserve the right to direct guests to leave the premises.

VISITORS TO THE COLLEGE

Visitors under the age of 18 years old are not permitted in the residence halls and/or houses unless they are family members of a resident or have special permission of the Area Coordinator. Please be reminded that only siblings under the age of 13 and over the age of 8 are permitted to stay overnight in the residence halls.

Individuals who are not invited into the halls or houses (members of Bethany College or hosted visitors) are to be reported to Residence Life staff members. Appropriate action will be taken to maintain the halls and houses for the residents and their guests.

WATERBEDS

Waterbeds are not permitted in residence hall/ house rooms.

WINDOWS

Objects and liquids MAY NOT be dropped or thrown from the windows. Excessive noise from windows is also prohibited.

RESIDENCE HALL ADMINISTRATION

CONFLICT RESOLUTION PROCEDURES

Interpersonal conflict within a residence hall community is inevitable. Within each community are individuals with different backgrounds, ideas, and goals. Bethany does not attempt to avoid such conflict, but instead strives to confront the conflict in order to create a healthy resolution for all parties involved. All members of the residence hall community will have the opportunity to be proactive both in a community and roommate/suitemate setting. This will happen through the Roommate/Suitemate Agreement, and the Floor/Section Agreement processes.

ROOMMATE/SUITEMATE AGREEMENT

The purpose of this agreement is to decide on items such as cleanliness, visitors, personal belongings, noise level, study habits, sleep habits, and other expectations within the confines of the room/suite. All roommates/suitemates will have the opportunity to work on this agreement with one another and turn in the resulting agreement to their RA. The RA will review their agreement and keep it on file. At any occasion where there is question or conflict in the room, the RA will be able to look up the agreement, and meet with the individuals to help them negotiate any needed changes to the agreement.

FLOOR/SECTION AGREEMENT

The purpose of this agreement is for the entire community (floor or section) to discuss and decide upon items such as use of the lounge, noise level, cleanliness of the hallway, community bathrooms and laundry room, communication patterns, kitchen use and responsibility, and other expectations. All floors/sections will have the opportunity to participate in the agreement construction at the first floor meetings of the year. Once the agreement is created, the RA will ensure that all members of that community have an opportunity to sign the document, and will post the agreement in appropriate locations in the section. If the agreement comes into question, and the community determines the need to review and revise the document, the RA will make every effort to ensure that the conflict resolution process is followed and that a new agreement is created, if necessary.

HOUSING POLICY

All full-time Bethany College students are required to live in College-owned housing. Please check with the Office of Student 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.

No refund of room fees will be issued if a student changes housing status after the first class day of each semester. Only a pro-rated board refund will be issued. ***Students who live off-campus without receiving permission will be charged the minimum fees for room and board.*** If a student is denied permission to live off-campus by the Director of Residence Life, s/he may appeal to the Dean for Student Life. The Dean for Student Life may refer the appeal to the Student Life Committee. The only granted grounds for consideration of an appeal is if discrimination is detected in the process.

Students must be full time status to live in the Residence halls. All off campus students must complete the off campus housing application/verification form each semester. This applies even if you have always been a local resident.

INTERTERM HOUSING

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

MANDATORY HALL MEETINGS

Many times through the academic year, hall meetings will be conducted. These meetings are necessary in order to conduct hall business as well as convey necessary information. A minimum of twenty-four hour notice will be provided for a hall meeting unless it is an emergency hall meeting. If a mandatory meeting is scheduled, and a resident cannot attend due to classes, athletic contests, or other prior engagements, the resident is responsible for notifying their Area Coordinator prior to the meeting. The absence must be approved by the Area Coordinator in advance. If a resident misses a mandatory meeting without prior approval, s/he will be subject to a \$25.00 fine (per meeting missed). The fine will be added to his/her student account.

OPENING/CLOSING OF HOUSING UNITS

Hall and house opening and closing dates and times will be published well in advance. Please refer to the campus calendar for more information. Opening and closing dates are published for your information. Please make travel plans according to the dates and times published. Buildings will be locked and key cores will be changed during break periods and are not accessible during those times. Room and board contract fees DO NOT include break periods.

Special housing over breaks MAY be provided under extreme circumstances. Students granted permission to stay should expect to pay a nominal fee. [Students granted permission to stay should expect to stay in one building, therefore, may need to move themselves and necessary belongings from their assigned room to another room on campus during the break period.]

ROOM CHANGE POLICY

No room changes will occur during the first two weeks of each semester. Students found to be occupying a room to which the resident is not officially assigned will be subject to disciplinary action.

The next week (following the first two) of the semester will be considered "Room Change Week." At this time anyone can request changes for any reason. If granted, all moves will need to be completed by the Third Friday after opening day. Phones will be changed.

No room changes will occur from the third Friday of the semester until closing week. If a room change occurs after this point, there will be a room change fee of \$150.00.

For semester break, during the first week of December, room changes may be requested and as granted will need to happen before the student leaves for the semester (unless approved otherwise).

No room changes will occur during Interterm unless administratively determined.

ROOM CHECK-IN/OUT

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

Personal belongings (including but not limited to carpets, curtains, pictures, etc.) may not be left in a resident's room upon checkout. The College will not be responsible for any items left in the residence halls after check-out, and the items remaining will become property of Bethany College, and the College will dispose of the items in a manner deemed appropriate.

ROOM RESERVATIONS

Returning students receive room assignments at the reservation period during the second semester. The initial deposit paid at initial entry will be rolled over each year. Rooms and roommates are assigned based on a student's housing selection number and in accordance with students' requests insofar as circumstances permit.

New students are assigned rooms upon payment of the \$100.00 enrollment fee and return of the Enrollment Data Form.

STAFFING

Each residence hall and each house is under the supervision of an Area Coordinator and Resident Assistants. The residence life staff is primarily responsible for assisting students with personal, academic, and social concerns, providing activities, participating in hall activities council, and responding to maintenance problems. They are also tasked with the duty of enforcing the rules and regulations. They are trained in their responsibilities through attendance at workshops, seminars, and in-service meetings. The Director of Residence Life directs the responsibilities of the housing staff and works with the Dean for Student Life and the Director of Business and Finance to work toward the missions of Residence Life and Bethany College.

VACATIONS

The room and board contract (fees) does not include any vacation periods during Thanksgiving, Christmas, Spring break, or summer. College housing will normally close at 9:00 a.m. on the day after the vacation period begins, and open at 2:00 p.m. the day prior to classes resuming. Please refer to the Campus Calendar/Planner for more specific information. Residents with housing problems during the vacation periods should contact their Area Coordinator or the Director of Residence Life in the Student Life Office for assistance well in advance of the vacation period.

ADDITIONAL INFORMATION

INSURANCE

The College is not responsible for the loss, theft, or damage to property belonging to the residents. All residents are strongly encouraged to carry their own property insurance. Policy information is available in the Office of Student Life.

LOUNGES

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

STORAGE

A limited amount of storage is available in the residence halls. Students who live outside a 500 mile radius of Bethany College may be permitted to store some items. Due to limited storage, storage of chairs, couches, and other large items is not permitted. The College assumed no responsibility for articles lost, missing, stolen or damaged.

If a student receives permission from the Area Coordinator and/or Director of Residence Life to store his/her personal belongings, s/he must complete a Storage Agreement and obtain storage labels in the Office of Residence Life.

Personal belongings (including but not limited to carpets, curtains, pictures, etc.) may not be left in a resident's room upon checkout. The College will not be responsible for any items left in the residence halls after check-out, and the items remaining will become property of Bethany College, and the College will dispose of the items in a manner deemed appropriate.

STORM PROCEDURES

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

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

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

Lindsborg has two warning sirens that sound when a tornado has been seen. In addition if time allows, the city police will make announcements from a car going through the Bethany College campus during the warning. Finally, the city of Lindsborg will interrupt cable and announce a tornado warning if the city is in immanent danger of a tornado. A tornado warning signal is a 5-minute (or until the danger passes) solid, wavering/warbling blast on the sirens. (Note: the warning siren will be tested the 1st and 3rd Wednesday of every month at 11:00 a.m., weather permitting.)

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

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

Students residing in residence halls/houses will be advised where the designated tornado shelter area is for them by the Residence Life staff.

TELEPHONE SERVICE

The Bethany College telephone system consists of the student telephone system and the faculty/administrative system as well as a switchboard and operator located in Presser Hall. The switchboard is open weekdays during the academic year from 8:00am to 5:00pm. When the switchboard is open, all incoming calls to the faculty/administrative system are received by the operator, and then routed to the various extensions. During the summer months, the switchboard is open from 8:00am to noon and 1:00pm to 5:00pm on weekdays only.

Calls to the student telephone system are routed through an automated switchboard to individual extensions in student rooms. The student telephone system is provided without additional charge, except for long distance services. Students must provide their own touch-tone telephone. **Students are required to use their landline phones in order to receive important voicemail messages from campus constituents.** Students who fail to connect a landline phone and check their voicemails regularly will be sanctioned. There is an outlet for one telephone instrument per residence hall room, but each student has his/her own extension number. The system includes voicemail. Students must provide their own long distance calling cards if they wish to make a long distance telephone call.

COLLEGE COMMITTEES

ADVISORY MEMBERS

A person is an advisory member of a committee by virtue of designation in the description of the committee. An advisory member is invited to attend all meetings, review all committee materials, receive minutes, and advise the committee with regard to the advisory member's special expertise or function. Advisory members are not allowed to vote.

EX-OFFICIO MEMBERSHIP

A person is an ex-officio member of a committee by virtue of his or her office. An ex-officio member is entitled to attend all committee meetings, to vote and to receive a copy of all minutes. The President of the College is an ex-officio member of all faculty and institutional committees. Other ex-officio members are designated in the description of each committee.

Student residing in a residence hall will be advised of the location of a designated tornado shelter area by a Residence Life staff member.

INSTITUTIONAL COMMITTEES

ATHLETIC COMMITTEE

The Athletic Committee has the responsibility for general supervision of the athletic program to insure that athletic policies and procedures are consistent with the philosophy and policies of the college. Its specific responsibilities are:

- review and approve schedules for all inter-collegiate athletic competition
- award letters of athletic competition
- award life-time passes
- review and approve requests for special athletic trips
- develop and submit recommendations to Bethany's representatives to KCAC and NAIA meetings
- award contracts for concession stands at athletic events.

Members:

- a chairperson appointed from full-time faculty by the President, who has voting powers only in the event of a tie vote
- one coach representing the men's athletic program
- one coach representing the women's athletic program
- two faculty-at-large members who are not coaches
- one male student-athlete elected by Student Congress at its first fall meeting
- one female student-athlete elected by Student Congress at its first fall meeting
- two students-at-large who are not student-athletes and who are elected by Student Congress at its first fall meeting
- three ex officio members: The Chief Financial Officer, the Athletic Director, and the Faculty Athletic Representative

Note: *Student-athlete* is defined as a student who is an active

FOOD SERVICE COMMITTEE

The Food Service Committee shall serve as an advisory committee to the Director of Food Service to provide input on the quality of food, menu, service, and suggestions for improvement.

Members:

- ten students including one representative from each class appointed annually by Student Congress and one from each residence hall elected annually by their constituents
- four ex-officio members: Food Service Director, Chief Financial Officer, Dean for Student Life and President of Student Congress

RELIGIOUS LIFE COMMITTEE

The Religious Life committee's primary purpose to oversee, supervise, and coordinate the college-sponsored religious life program on the Bethany College campus. It seeks to stimulate and support the college's church relatedness as a college of the Evangelical Lutheran Church in America, and to pursue various ways to discover and express what it means to be a church related school.

Members:

- three faculty members elected by the faculty (one each year to serve 3 year staggered terms)
- three students in good standing selected by Student Congress at its first fall meeting
- a representative of an officially recognized religious organization on campus as determined by the committee at the first meeting of the academic year
- one ex-officio member: Campus Pastor who serves as Chairperson
- one staff person appointed by the President

Officers: The Campus Pastor shall serve as chairperson of the committee

STUDENT LIFE COMMITTEE

The Student Life Committee reviews and considers matters relating to student life. It studies issues that include campus living, student organizations, extracurricular activities, and college rules and regulations. It makes referrals and recommendations to student and/or faculty committees and organizations and to the President of the College. This committee will also serve to hear appeals for off-campus living.

The Committee is also a consulting and advising committee to the Student Life Office, giving counsel in matters relating to that office. The Chairperson of the Student Life Committee is elected from the membership of the committee at the first meeting of the academic year. This meeting shall be called by the Dean for Student Life.

Members:

- two faculty members elected by faculty for three-year staggered terms
- two students selected by Student Congress at its first fall meeting
- five ex-officio members: The Dean for Student Life, Director of Residence Life, Director of Campus Facilities, and the President and Vice President of Student Congress

STUDENT PUBLICATIONS COMMITTEE

The Student Publications Committee serves as a consulting and advising committee for the planning, financing and publishing of the Bethany Messenger (student newspaper) and the Bethanian (College yearbook). The chairperson of the Committee is elected annually from the membership of the Committee.

Members:

- one faculty member elected at large by the faculty
- three students selected by Student Congress at its first fall meeting
- five ex-officio members: the Director of Communications and College Relations, Vice President for Institutional Advancement, a member of the Student Life Office, the student editor of the Bethany Messenger and the student editor of the Bethanian.

FACULTY COMMITTEES

CURRICULUM COMMITTEE

The Curriculum Committee (CC) is a standing committee of the Faculty Senate as defined in the Faculty Senate Bylaws. The Curriculum Committee makes recommendations to the Faculty Senate concerning college-wide academic policies and reviews particular programs and courses to determine whether they meet established standards. The functions of the Curriculum Committee shall be

- A. to review existing academic programs and new academic program proposals in light of the college's mission statement
- B. to review any academic matter, such as admission requirements, awarding of academic credit, degree and graduation requirements, standards of scholastic achievement, and rules and regulations governing faculty-student relations
- C. to review existing courses regarding issues having significant consequences that cross college lines
- D. to recommend all new credit and no-credit courses for approval
- E. to recommend program changes, major course changes, or deletions for approval
- F. to review master schedule and recommend modifications as necessary
- G. to promote and encourage academic assessment
- H. to recommend graduation requirements and general education requirements
- I. to encourage development of new curricula and dissemination of curricular material
- J. to study and curricular matter it chooses
- K. to study academic matters assigned to it by the Faculty Senate

Members

- Five faculty members elected by the faculty at the February Assembly
- One faculty member representing the Education Department
- Two student members appointed by StuCo

STUDENT STANDING COMMITTEE

This committee makes policy recommendations related to academic progress of students; reviews the academic progress of students; makes recommendations regarding academic probation, suspension and dismissal; and hears and acts on appeals related to academic progress.

Members:

- three faculty members
- two students elected by Student Congress
- three *ex-officio* members: the Registrar (serves as chair), Academic Dean and the Dean for Student Life

SAFETY AND SECURITY INFORMATION

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

The administrative office responsible for campus safety is the Office of Student Life. The College employs one or more safety officers to be on duty during the nighttime hours, usually from 8:00 p.m. until approximately 4:00 a.m. on weekdays and until 4:00 a.m. on weekends. The safety officers are not commissioned police officers, but are occasionally called upon to work with the Lindsborg Police Department. They maintain an excellent working relationship with the McPherson County Sheriff's Office.

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

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

The following media are used on an as-needed basis to keep the campus informed about safety matters: *The Messenger* (weekly campus newspaper), *The Bethany Insight* (weekly faculty/staff newsletter), periodic letters to the Residence Life Staff, Student Congress meetings, special programs for the campus community, and other memos and announcements.

Visitors to the campus are not normally required to have a formal admission and identification process to have access to the campus. Students and staff are requested, however, to notify Campus Safety or the Office of Student Life 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 and houses 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 at midnight by the Residence Life staff members on duty. Campus Safety officers check exterior doors during their tours of the campus. Students are issued keys for the outside door and their room door, and are urged to use safety features and report any malfunctions to Residence Life staff members. Doors and windows have standard locking mechanisms.

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. In addition, programs on issues such as fire prevention, personal safety, rape and date rape, etc. are presented on a continuing basis.

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

Questions about any of the above statements may be referred to the Dean for Student Life (785-227-3380 ext. 8161).

In accordance with the Student Right To Know and Campus Security Act, a statistical report for crime and code of conduct violations on the campus of Bethany College for the past three academic years is located in the Dean for Student Life's office and on the Bethany website. The crime categories are from the FBI Uniform Crime Reporting System.

Kansas DUI Laws

Offense	Minimum Punishment	Maximum Punishment
Furnishing alcohol to a minor (under age 21) Class B misdemeanor	\$200.00 fine 0 to 6 months jail	\$1000.00 fine 0 to 6 months jail
Purchasing or consumption of alcoholic beverage by a minor (under age 21) Class C misdemeanor	\$200.00 fine, up to 1 month in jail, 40 hours community service and/or attend and complete a suitable education or training program dealing with the effects of alcohol or other chemical substances when ingested by humans	\$500.00 fine, 0-1 month in jail, 40 hours of public service and/or attend and complete a suitable educational or training program dealing with the effects of alcohol or other chemical substances when ingested by humans
Driving Under the Influence of alcohol or drugs First Offense Class B misdemeanor	48 hours to six months jail 100 hours of public service, \$500 fine, completion of an alcohol and drug safety education program	6 months in jail or 100 hours of public service, \$1000 fine, completion of an alcohol and drug safety program
Driving Under the Influence of alcohol or drugs Second Offense Class A misdemeanor	48 hours jail plus three days work release—one year, \$1000 fine, no treatment required unless released on probation/parole	Up to one year jail, \$1500 fine, no treatment required unless released on probation/parole
Driving Under the Influence of alcohol or drugs Third Offense Non-classified Felony	48 hours jail plus 88 days work release—one year, \$1500 fine, optional completion of a treatment program for alcohol and drug abuse	Up to one year jail, \$2500 fine, completion of a treatment program for alcohol and drug abuse
Driving Under the Influence of alcohol or drugs Fourth or subsequent Offense Non-classified Felony	90 days jail, \$2500 fine, mandatory inpatient or outpatient drug and alcohol treatment, mandatory one-year post-release supervision after treatment program completed	Up to one year jail, \$2500 fine, mandatory inpatient or outpatient drug and alcohol treatment, mandatory one-year post-release supervision after treatment program completed
Driving Under the Influence of alcohol or drugs Fifth or subsequent Offense Non-classified Felony	90 days jail, \$2500 fine, Court can revoke license tag or temporary registration for one year, mandatory inpatient or outpatient drug and alcohol treatment, mandatory one-year post-release supervision after treatment program completed	Up to one year jail, \$2500 fine, Court can revoke license tag or temporary registration for one year, mandatory inpatient or outpatient drug and alcohol treatment, mandatory one-year post-release supervision after treatment program completed

Drug Possession, Sale or Manufacture

Depressants, Stimulants, Hallucinogenics, Steroids	Up to 2500 Fine &/or Up to 18 Months Mandatory Drug Treatment, Community Corrections
Depressants, Stimulants, Hallucinogenics, Sale or Intent to Sell	Felony, Up to \$300,000 Fine &/or Up to 16 Months in Prison
Opiates or Narcotics Possession	Felony, Up to \$300,000 Fine &/or Up to 18 Months Mandatory Drug Treatment, Community Corrections
Drug Paraphernalia (with 5 or less marijuana plants)	Up to \$2500 Fine &/or Up to 1 year in jail
Drug Paraphernalia w/intent to use for Planting, Growing, Harvesting, Manufacturing, etc. any Controlled Substance	Felony, Up to \$100,000 Fine &/or Up to 12 Months in Prison
Obtaining a Prescription Drug by Fraud for Resale	Felony, Up to \$100,000 Fine &/or Up to 19 Months in Prison
Obtaining a Prescription Drug by Fraud	Up to \$2500 Fine &/or Up to 1 year in jail
Opiates or Narcotics w/intent to Sell	Felony, Up to \$300,000 Fine &/or Up to 16 Months in Prison
Sim Controlled Substances (deliver/manufacture)	Up to \$2500 Fine &/or Up to 1 year in jail
Sim Controlled Substances (deliver to child under 18)	Felony, Up to \$100,000 Fine &/or Up to 7 Months in Prison
Unlawfully Manufacture of Controlled Substance	Felony, Up to \$500,000 Fine &/or Up to 154 Months in Prison
Drug Conviction for Possession or Sale (Felony or Misdemeanor) Federal Law Passed 10-7-98	Under <i>Student Aid Laws</i> , 1 st Conviction or Possession cannot obtain any Government Student Aid, Loans or Grants for 1 Year, 2 nd Conviction, 2 Years, 3 rd Conviction, Indefinite, 1 st Conviction of Sale, 2 Years, 2 nd Conviction, Indefinite

Crimes Against Public Safety

Carrying Concealed Weapon	Up to \$2500 Fine &/or Up to 1 Year in Jail
Criminal use of Weapons (knives, knuckles, etc.)	Up to \$2500 Fine &/or Up to 1 Year in Jail
Criminal Possession of Firearm (on school property)	Up to \$1000 Fine &/or Up to 6 Months in Jail
Criminal Use of Explosives	Felony, Up to \$100,000 Fine &/or Up to 9 Months in Prison
Convicted Felon in Possession of a Firearm	Felony, Up to \$100,000 Fine &/or Up to 9 Months in Prison
Criminal Discharge of a Firearm	Up to \$500 Fine &/or Up to 30 Days in Jail
Criminal Discharge of a Firearm at Occupied Dwelling/Auto	Felony, Up to \$100,000 Fine &/or Up to 13 Months in Prison

Traffic Violations

Auto Hit and Run (involving death or injury)	Up to \$2500 Fine &/or Up to 1 Year in Jail
Driving with Suspended License	Up to \$1000 Fine &/or Up to 6 Months in Jail
DUI Conviction	Car impounded for up to one year and payment for all towing, impoundment, and storage fees incurred by operation