



THE STUDENT HANDBOOK 2009-2010

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The Student Handbook is prepared by the Office of the Dean of Students to help students become more aware of and involved in campus life at McPherson College. It is a ready reference to policies and the many services, personnel, and resources available.

The handbook does not contain all the standards or regulations of the College. Students should also be familiar with information provided by organizations on campus and the academic departments, and that which is included in the *College Catalog*.

Although we believe the information provided in the book to be accurate and current, changes may occur. The College reserves the right to make changes in regulations, policies, procedures, and other matters as necessary. Students will receive information on any such changes from the appropriate College office. Students enrolled at the College agree to comply with the College's rules and regulations and to accommodate any changes necessary.

McPherson College
McPherson, Kansas 67460-1402

OUR MISSION

McPherson College is a vibrant community of persons from diverse faiths and cultural backgrounds committed to its mission:

To develop whole persons through scholarship, participation and service.

Chartered in 1887 by leaders of the Church of the Brethren, McPherson College has a 122-year history of providing excellent liberal arts and career-oriented education shaped by the essential values of its founding denomination. The Church of the Brethren is a Christian denomination founded in Germany in 1708. It accepts the New Testament as the rule of faith and emphasizes the inherent value of all persons, the communal discernment of truth, the necessity of putting faith into action, and the biblical calls to simplicity, non-violence, non-conformity and transformation through education. Brethren strive to “continue the work of Jesus – peacefully...simply...together.”

McPherson College's programs integrate career guidance and practical experiences into a traditional liberal arts curriculum that upholds the highest standards of academic excellence. Our goal is to help students discern a vocational call consistent with their gifts and interests and to prepare them for a life of meaningful work.

Community is central to McPherson College. We affirm diversity within the community, emphasizing unity and acceptance rather than judgment and rejection. Because we believe that the pursuit of truth is a collective endeavor, and that the point of scholarly learning is to advance the common good, McPherson College aspires to be a healthy community of learning where whole persons nurture and balance their physical, intellectual, and spiritual components; develop and live in respectful, reciprocal relationships with others; and are committed to responsible service to the world.

To accomplish our mission, McPherson embraces the ideals of scholarship, participation and service.

Scholarship: All absolute Truth is God's Truth and humankind must labor diligently in the pursuit of truth we can know; thus, McPherson College upholds the highest standards of academic excellence. Faculty strives to teach students to think critically and independently, to communicate clearly and effectively, to integrate knowledge across the disciplines, and to assess the value conflicts in issues. This is done without coercion, letting the evidence lead the search, and with respect for the consciences and value differences of others.

Participation: Students apply knowledge, practice skills, and deepen and broaden their understanding of themselves and others through active participation in diverse learning experiences. A smaller community requires greater participation from its members. For these reasons, McPherson College is committed to being a small college and encouraging student participation in a variety of activities.

Service: God's love is personified in the life of Jesus who came to serve the world. Through works of peacemaking and compassion, humanity responds to God's love and becomes an instrument of God's servant hood in the world. Therefore, McPherson College emphasizes service to others, encouraging all members of its community to give selflessly of themselves to others.

THE MCPHERSON COLLEGE GRADUATE

McPherson College's general education program provides an opportunity for the development of a life-long learner who...

1. Speaks and writes clearly and effectively;
2. Acquires and evaluates information;
3. Understands and is able to use mathematical properties, processes, and symbols;
4. Understands religion and spiritual traditions as a quest for human identity and has examined his/her own beliefs;
5. Understands the concept of holistic health and is conscious of his/her physical, emotional, and spiritual well-being;
6. Understands the cultural diversity of our global community;
7. Assesses value conflicts in issues and makes informed ethical decisions;
8. Understands the role of service and peace-making in the historical context of McPherson College and the Church of the Brethren;
9. Integrates knowledge and experience with exploration and choice of career;
10. Appreciates the arts and literature and is able to make informed aesthetic responses;
11. Understands his/her relationship to the physical and biological world and the methods of science;
12. Understands the economic, social, and historical contexts of society;
13. Thinks critically and creatively;
14. Demonstrates the appropriate use of technology within his/her academic discipline.

ACADEMIC REGULATIONS

ACADEMIC INTEGRITY/PLAGIARISM

Strict honesty is fundamental to education. The college expects that both student and teachers will be honest in all their academic dealings. Academic dishonesty includes (but is not limited to) cheating on tests, turning in others' work as your own (plagiarism), and submitting false reports about required activities. A student who is guilty of academic dishonesty can be failed on the project or failed in the course. In extreme cases, or if a pattern of dishonesty is evident, a student can be suspended from the college.

CLASS ATTENDANCE

Regular class and convocation attendance is expected of all students. Students with excessive absences may likely earn a failing grade. Individual instructors will establish the attendance policy for their own courses. Students should contact the instructor as soon as a need for an absence becomes apparent. Make-up work for all absences is determined by the instructor of the class.

CLASSROOM CONDUCT

Each faculty member at McPherson College has the full authority to maintain an atmosphere conducive to learning consistent with the mission of the College. In addition to disciplinary responses by the appropriate College hearing boards and/or officials, a professor may withdraw a student from the class if the student's behavior disrupts the learning atmosphere in the class. The process for withdrawing a student in these circumstances should include written notification from the instructor to the student, and the Vice President for Academic Affairs. Examples of such disruptive behavior include violence, threatening words or actions, or persistently disruptive behavior. Students have the right to appeal a professorial decision through the Office of the Provost and Dean of the Faculty.

RE-ADMISSION

Students who are absent from the College for a semester or longer or who have withdrawn from the College for any reason, must apply for re-admission. The Student Enrollment Services Office can assist persons through the re-admission process.

WITHDRAWAL

To withdraw from McPherson College at any time during the academic year, a student must first pick up a form from the Office of Student Enrollment Services, which will require the signatures of appropriate College personnel. A student who fails to withdraw properly may forfeit his or her room damage deposit.

OTHER ACADEMIC REGULATIONS

The McPherson College Catalog provides the academic information and requirements for the current year. The College Catalog also provides information on academic advising, credit requirements, student records, and a variety of other topics that are related to academics.

ACADEMIC CALENDAR 2009-2010

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|--------------------------------|--|
| Fri 28 – Sun 30, Aug..... | Freshman and transfer student orientation |
| Mon 31, Aug..... | FIRST DAY OF CLASS! |
| Fri 04, Sept..... | Last day for course change or enrollment |
| Fri 02, Oct..... | End of first five weeks; special academic counseling |
| Fri 02, Oct..... | Classes meet until 1:00p; Honors Convo at 1:30—afternoon seminars |
| Sat 03, Oct..... | Homecoming & Family Weekend |
| Mon 19 – Tues 20, Oct..... | Fall Break (<i>TUESDAY EVENING CLASSES MEET</i>) |
| Wed 21 – Mon 26, Oct..... | Enrollment for Seniors due for Spring term |
| Fri 23, Oct..... | Midterm |
| Fri 23, Oct..... | Applications due for Interterm study outside ACCK colleges |
| Tues 27, Oct (12:00 noon)..... | Midterm grades due in Student Enrollment Services Office |
| Wed 28, Oct..... | Assessment half day—morning |
| Tues 27 – Fri 30, Oct..... | Enrollment for Juniors due for Spring term |
| Mon 02 – Wed 04, Nov..... | Enrollment for Sophomores due for Spring term |
| Thurs 05 – Mon 09, Nov..... | Enrollment for Freshmen due for Spring term |
| Fri 06, Nov..... | Last day to drop courses without grade |
| Wed 25 – Sun 29, Nov..... | Thanksgiving Break |
| Mon 30, Nov (8:30 a.m.)..... | Classes convene |
| Mon 14 – Thurs 17, Dec..... | Final examinations for Fall term |
| Mon 21, Dec (12:00 noon)..... | Final grades for Fall term due in Student Enrollment Services Office |

Interterm 2010

| | |
|---------------------------------|--|
| Mon 04, Jan..... | FIRST DAY OF CLASS! |
| Fri 08, Jan..... | Last day to drop courses without grade |
| Mon 18, Jan..... | Martin Luther King, Jr. Day activities; no classes |
| Thurs 28, Jan..... | Final examinations for Interterm |
| Fri 29, Jan..... | Workday for faculty and staff; holiday for students |
| Thurs 04, Feb (12:00 noon)..... | Final grades for Interterm due in Student Enrollment Services Office |

Spring Term 2010

| | |
|--------------------------------|--|
| Mon 01, Feb..... | FIRST DAY OF CLASS! |
| Fri 05, Feb..... | Last day for course change or enrollment |
| Wed 03, Mar..... | Assessment half day—morning |
| Fri 19, Mar..... | Midterm |
| Tues 23, Mar (12:00 noon)..... | Midterm grades due in Student Enrollment Services Office |
| Wed 24 – Fri 26, Mar..... | Enrollment for Juniors due for Fall term |
| Sat 27, Mar – Mon 05, Apr..... | Spring and Easter Break (<i>MONDAY EVENING CLASSES MEET</i>) |
| Tues 06, Apr (8:30 a.m.)..... | Classes convene |
| Tues 06 – Thurs 08, Apr..... | Enrollment for Sophomores due for Fall term |
| Fri 09, Apr..... | Last day to drop courses without grade |
| Fri 09 – Tues 13, Apr..... | Enrollment for Freshmen due for Fall |
| Fri 30, Apr..... | Tentative senior grades due in Student Enrollment Services Office |
| Fri 14, May..... | All Schools Day Holiday |
| Mon 17 – Thurs 20, May..... | Final examinations for Spring term |
| Fri 21, May (12:00 noon)..... | Final senior grades due in Student Enrollment Services Office |
| Sat 22, May..... | Commencement rehearsal and photos; Alumni Day |
| Sun 23, May (2:00 p.m.)..... | Commencement |
| Tues 25, May (12:00 noon)..... | Final grades for Spring term due in Student Enrollment Services Office |

IMPORTANT DATES AND RESOURCES

Residence Halls Open:

| | |
|------------------------------------|------------------------------------|
| Athletes | 9:00 a.m., Thursday, Aug. 20, 2009 |
| New Students | 9:00 a.m., Friday, Aug. 28, 2009 |
| Transfer/Returning Students | 9:00 a.m., Saturday, Aug. 29, 2009 |

Students will be allowed to stay in the residence halls during breaks, but must notify their Resident Director.

Food Service Dates:

| | |
|--------------|--|
| Begin | First regular meal all students Dinner – Saturday, Aug. 29, 2009 |
| End | Last regular meal all students Lunch – Thursday, May 20, 2010 |

No Food Service:

| | |
|----------------------------------|---|
| Thanksgiving Break | Tuesday, Nov. 24 @ Dinner - Sunday, Nov. 29, 2009 |
| Christmas Break | Thursday, Dec. 17 @ Dinner – Sunday, Jan. 3, 2010 |
| Easter & Spring Break | Friday, Mar. 26 @ Dinner – Monday, Apr. 5, 2010 |

Identification Cards

You'll receive a photo I.D. card when you first enroll for classes at McPherson College. You'll present your I.D. card at meals, for admission to athletic events and student activities. Notification of lost cards should be made immediately to the Office of the Dean of Students.

Computer:

| | |
|----------|--|
| Personal | use a surge protector, the college cannot assume responsibility for damage of property belonging to or in the custody of a student. |
| Labs | 2nd floor Mohler, the main level of Miller Library, Hoffman Student Union, Melhorn Science Hall and the Residence Halls—check posted hours for the buildings. |
| Internet | access in all labs and the Residence Hall rooms via the campus LAN. Two Ethernet connections are available in each Residence Hall room for student connection to the campus LAN for Internet access. |
| E-mail | address is assigned by Computer Services; the account will exist during study at McPherson College and will be closed six months after graduation. |

Library Hours:

Hours will be posted at the library entrance.

Mailboxes:

Get your key from the Bookstore. All mail should be addressed to:

Your name
McPherson College
P.O. Box 1402
McPherson, KS 67460

Publicity:

| | |
|-----------|---|
| Spectator | bi-weekly, student published newspaper |
| Posters | use and review bulletin boards near building entrances |
| E-mail | primary means of communication for the campus community |

Telephone:

Fax Machine located in Mohler Hall at the Switchboard. In the U.S. faxes are \$.50 to send and \$.50 to receive. International faxes are \$2.50 to send and \$.50 to receive. The MC fax number is 620-241-8443.

Where to find what you need to know

Look in the Offices in Mohler Hall for MC catalogs, class schedules, degree plan forms, course by examination applications, course by appointment forms, student work contracts and time sheets.

Cabinet Members and areas of responsibility

Amanda Gutierrez, ext. 2424

- Alumni/Events Coordinator
- Advancement
- Communications
- Career Services

Shane Netherton, ext. 2451

- Facility Management
- Business Office
- Financial Aid
- Campus Rental Properties
- Human Resources

LaMonte Rothrock, ext. 2501

- Food Service
- Residence Life
- Student Activities
- Student Government
- Campus Ministry
- Personal Counseling
- Diversity Services

Kent Eaton, ext. 2505

- Enrollment/Registration
- Faculty
- Degree Completion

Jenni Richardson, ext. 2540

- Athletics

Dave Barrett, ext. 2412

- Admissions Recruiting

Christi Hopkins, ext. 2414

- Admissions Operations

GENERAL SERVICES

ACADEMIC ADVISING

Your faculty advisor will assist you with overall curriculum planning, specific course selections, monitoring academic progress, etc., and provide you with information on curricular and co-curricular opportunities related to your college goals.

ADMISSIONS

Admissions-financial aid counselors and the Director of Admissions and Financial Aid are housed on the first floor in Mohler Hall. Students seeking readmission to McPherson College after an absence of one semester or longer should contact Admissions to make application for readmission. The staff of Admissions provides services for prospective, new, and continuing students in the areas of admissions, financial aid, and student records. The office is located on the first floor of Mohler Hall.

BOOKSTORE

The College Bookstore is located in the lower level of the Hoffman Student Union. Bookstore hours are 9:00 a.m. to 2:00 p.m. Monday through Friday. All required textbooks and supplies may be purchased here, as well as a variety of McPherson College t-shirts, jackets, sweatshirts, and other items. Students may charge textbooks to their student account if a credit appears on their account and they permission from the Business Office. Personal checks for amounts up to \$75 can be cashed at the Bookstore (with ID card).

CAMPUS MINISTRY

The Director of Campus Ministry directs and coordinates religious life programming and the service program. Religious life programs, activities and worship experiences are open to all students. The Campus Ministry Office is located in the Hoffman Student Union.

CAREER SERVICES

The Career and Internships Office provides planning for career direction, internships, job search, resume writing, interviewing and other relevant aspects of life planning. Various career instruments are available to aid in this process. The office is located on the main floor of Miller Library.

CENTER FOR ACADEMIC DEVELOPMENT

Located on the main floor of Miller Library, the Royer Center for Academic Development assists students, individually and in small groups, in improving their academic skills. The Center offers instruction in time management, study skills, test-taking, and other college success skills. The Center offers tutoring in any subject area and manages The Write Place, a tutored writing lab. The Center also provides academic accommodation services for students with learning disabilities

COMPUTER SERVICES

Assistance with hardware and software problems with student-owned computers is available through the campus' Computer Services Department, extension 1632, or via email (from on-campus accounts) to helpdesk@mcpherson.edu.

DINING HALL & DINING ROOMS

The Dining Hall and Mildred Siek Dining Room are located on the main floor of the Hoffman Student Union. The Mildred Siek Dining Room can be scheduled for special meals and meetings.

FOOD SERVICE

McPherson Dining Services will provide meals on campus—ext. 2460. The meal plan consists of 19 meals per week; all residential students are required to participate in the meal plan. Non-residents are required to purchase a \$110.00 block of meals per semester. All students will be billed for the semester at the time of enrollment. Meal plan participants who will miss a meal because of a College-sponsored activity may request a box lunch. These requests are due to the Food Service Director at least 48 hours prior to the activity.

Sick trays will be provided to meal plan students who are ill and unable to come to the cafeteria. Sick tray requests can be made to the Resident Director or Resident Assistant. Special diets may be available with proper medical authorization. There is no food service over Thanksgiving, Christmas, Spring Break, and Easter Break.

Hours (*ID card with meal number or cash purchase required*):

Monday-Friday

| | |
|-----------------------|------------------------|
| Breakfast | 7:30 a.m. - 9:00 a.m. |
| Continental Breakfast | 9:00 a.m. - 11:00 a.m. |
| Lunch Regular: | 11:00 a.m. - 2:00 p.m. |
| Salad & Deli | 2:00 p.m. - 5:00 p.m. |
| Supper | 5:00 p.m. - 7:30 p.m. |

Saturday/Sunday

| | |
|---------------|------------------------|
| Buffet Brunch | 11:00 a.m. - 1:30 p.m. |
| Salad & Deli | 1:30 p.m. - 5:00 p.m. |
| Supper | 5:00 p.m. - 7:30 p.m. |

FINANCIAL AID

The Director of Admissions and Financial Aid will help students and their families gather information and process the necessary documents to apply for financial aid. Appointments can be made with the Director. Financial Aid is housed on the first floor of Mohler Hall.

HEALTH AND ACCIDENT INSURANCE

All students are required to have medical insurance coverage. McPherson College offers insurance coverage and the premium for this insurance will be automatically added to the student's billing if proof of coverage under their family's health plan is not provided. This policy provides minimal coverage. Students who participate in the school insurance plan will receive a brochure describing the coverage. Questions regarding filing claims or other concerns should be directed to the Business Office. If students are covered on their family's health plan and do not wish to be included in the College's student health plan, a waiver form must be completed and returned to the Business Office before Enrollment Day. Upon receipt of the waiver, the premium charge may be removed. Please contact the Business Office regarding the necessary procedure.

ATHLETIC INSURANCE

All student-athletes must enroll in the athletic insurance plan at the beginning of fall semester. This insurance is in addition to either the parent's or student's insurance plan.

HEALTH SERVICES

McPherson College attempts to assure adequate medical care to students in two ways: required health and accident insurance and referral to local physicians for more serious medical problems. Either the personal counselor or assistant to the Dean of Students can help students make appointments with local physicians. Normally the physicians are able to see the students that same day. Over the counter medications for minor illnesses are available from the Resident Director, Resident Assistant, or the personal counselor.

MAIL SERVICE

U.S. and internal mail are distributed daily Monday-Friday. Mailboxes are located in the lower level of the Hoffman Student Union next to the Bookstore. All students, including those who live off-campus, are strongly encouraged to obtain a campus mailbox in order to receive campus communications. Mailbox numbers and keys are assigned by the Bookstore staff. Lost keys should be reported to the Bookstore staff immediately. There is a \$30.00 charge for changing locks and replacing the lost key. Mail can also be sent out from the distribution area near the mailboxes. The U.S. Post Office in McPherson is located at 115 East Kansas Avenue.

MILLER LIBRARY

Miller Library provides library and media services to the students, faculty, and staff of McPherson College in support of their classroom activities, independent research and personal interests. The library attempts to maintain a well-balanced collection of materials, both non-print and print and audio-visual equipment. Reference assistance and library instruction are available at the public services desk or online via the library's website, <http://www.mcpherson.edu/library>.

The library houses computers, binding, photo duplication, and much audio-visual equipment, several meeting rooms, and the ACCK Courier pickup point. The main level features lounge areas with comfortable seating and free coffee.

The Public Services Desk will...

- answer your questions; help is always available
- receive reports of lost or stolen library card (make reports immediately);
- check out materials

Loan Periods

- Reserve materials (for use in the library only) — 2 hours
- Periodicals and circulating reference materials — 1 day
- All other materials — 1 academic term
- Any item that has been out for 30 days or more is subject to recall if needed by another patron.

There are no fines for overdue materials; however, patrons are billed for lost or damaged materials. Future enrollment is prevented and no diplomas or transcripts are issued until all materials are returned or costs paid.

Interlibrary Loan

Books or periodical articles not available in Miller Library may be requested on inter-library loan (ILL). Request forms for both books and periodicals are available in the rotary file at the Public Services Desk.

The Collections

MacPAC, the online catalog, lists the book and non-print materials as well as periodical holdings in Miller Library. Also available are many online reference and periodical databases. The library's homepage, which can be accessed on the campus network and off-campus with your e-mail login name and password, has links to all resources.

MOTORIZED VEHICLES

Students are permitted to operate and park licensed motor vehicles on the McPherson College campus. All operators of motor vehicles are required to register their vehicle license plate numbers and must pick up a parking decal from Student Services (located in Mohler Hall). McPherson College parking decals must be prominently displayed on the lower left hand corner (driver's side) of the front windshield. The College will permit two registered vehicles for each student, in campus parking lots at a given time, if the second vehicle is a properly licensed, completely operational two-wheeled vehicle.

The speed limit is 5 mph in all parking lots. Drivers should always be cognizant of the large amount of pedestrian traffic on campus and adjust to slower speeds as necessary. All persons and motor vehicles, including motorcycles,

golf carts, mopeds and any motorized vehicles entering the private property of McPherson College are bound by all Kansas state traffic laws.

Only college authorized vehicles are permitted on pedestrian walkways or on the campus lawns. Faculty, staff, student and visitor vehicles are **not** permitted on pedestrian walkways or on the campus lawn and should only be driven on surrounding streets and parked only in available parking spaces. All Vehicles should be park within the lines of a given parking space. Motor vehicles that are parked on the streets they should not block driveways, garages, other cars, or in any way violate city parking regulations.

There are no guaranteed spaces for a particular parking area, however during the most days the Sport Center parking lot has spaces available. The College would like to encourage faculty, staff, students, and visitors to use the spaces available in the Sport Center parking lot as an alternative to parking on the street. **Parking in restricted areas, such as *No Parking zones, handicapped or fire lanes, etc.*; vehicles parked on lawns or walkway, disabled vehicles, vehicles taking more than one parking space, or expired license vehicles will be towed at the owners' expenses.**

ORIENTATION

Before each enrollment period, all new and transfer students participate in orientation programs and activities to get to know each other and the College community.

PERSONAL COUNSELING OFFICES

Free and confidential personal counseling services are available for students five days per week. Personal Counselor, Kelli Johnson, maintains her license and is available through her office on the main floor of Hoffman Student Union. McPherson College also maintains professional relationships with licensed mental health care providers in the community, including the staff at Prairie View Mental Health Center. Services at Prairie View are available to students on a sliding fee basis.

SCHEDULING FACILITIES

All campus events that require the use of campus facilities (academic, social, athletic, or organizational meetings) sponsored by students, faculty and staff must be scheduled through the Campus Event Coordinator, ext. 2438. Reservations for individual classrooms are scheduled through Facilities Management, ext. 2470.

SPORTS CENTER

The McPherson College community has access to the sports facilities, including an exercise room, basketball courts, tennis courts, indoor and outdoor tracks, and a racquetball/handball court. To reserve these facilities contact the Campus Event Coordinator at ext. 2438.

STUDENT ACCOUNTS

It is the policy of McPherson College that no individual will be permitted to enroll for any classes if that person has a balance due on their student account. If the balance is in a current status through the authorized payment plan, the above restriction will not apply. Returning students with an account balance of \$500 or less and who are current in all payments will be allowed to pre-enroll for the next semester. However, if for any reason the account is not current, restrictions will be placed on the student's ability to pre-enroll. A student in this category may be permitted to start the pre-enrollment process, but the process will not be finalized and classes will not be confirmed until the account is made current. After financial aid has been applied, full payment of any remaining balance is required at enrollment each term. Account balances under \$500 or in a current status through the authorized payment plan are not subject to this requirement. Students who do not meet this requirement will not be allowed to move into the residence halls, eat meals in the dining hall, attend classes or participate in any athletic practices. In addition, the policy will adhere to the following criteria:

1. All necessary applications and forms for financial aid, including grants, scholarships and loans, must be completed, signed and submitted no later than one month prior to the start of the academic year.
2. Students are expected to make full payment for all tuition, fees, room and board, and other charges prior to, or at the time of enrollment.
3. At the conclusion of the enrollment process, students with a small balance remaining of not more than \$500 will be required to sign a promissory note, and agree to pay off the note in four equal payments.
4. Interest on student accounts will be charged at the rate of 1% per month; however there will be no penalty for early payment of the account balance.
5. Amounts earned by students working for the college, either directly or through Federal Work Study, may be applied by the student towards payment of their account balance.

STUDENTS WITH DISABILITIES

Efforts are made in every department to inform students and prospective students of the rights of disabled persons under the law and the commitment of McPherson College to non-discrimination toward disabled persons. Students who have either temporary or permanent disability are welcome at McPherson College under the regular admissions

requirements. These students are urged to inform the College of their disability and special needs prior to their arrival on campus to allow the College ample time to determine necessary resources and accommodations. For assistance, contact Kelli Johnson, Personal Counselor, at ext. 2502. The Campus Hearing Board has been designated as the hearing body to review complaints disabled persons may have about their treatment at McPherson College. A description of Board procedures is outlined in Campus Judiciary section of this handbook.

STUDENT UNION

The Hoffman Student Union serves as a center of activity for the College community. Areas in the Union can be reserved by contacting the Campus Event Coordinator. In addition to the dining hall and food service office, bookstore, meeting room for chapel, Campus Ministries, the Personal Counselor, Student Activities Board, and Student Government also located in the Hoffman Student Union.

TRAVEL POLICY FOR COURSES AT OTHER ACCK COLLEGES

McPherson College allows students to enroll in courses at other ACCK colleges at no additional tuition charge. A limited budget for travel reimbursement is available for individual students who are required by their major department to travel to another ACCK campus for a required course in the major. Reimbursement does not apply when the course is regularly offered on the McPherson College campus or when the student has not been continuously enrolled as a full-time student, beginning with the semester of matriculation at McPherson College.

OPPORTUNITIES FOR PARTICIPATION

ALPHA PSI OMEGA

A national honorary dramatics fraternity

AMERICAN MARKETING ASSOCIATION STUDENT CHAPTER

BEHAVIORAL SCIENCE CLUB

A club that encourages discussion and interaction between students and behavioral science faculty.

TRI BETA - National Biological Honor Society

An organization which promotes scholarship, participation and service in the biological sciences through invited speakers, field trips, tutoring and recognition of student achievement.

BUSINESS CLUB

A club that encourages discussion and interaction between students and business faculty. The group promotes practical experience by sponsoring trips and guest speakers.

C.A.R.S. CLUB

For students interested in learning more about the area of Auto Restoration. Activities typically include car washes, seminars, and field trips.

CHOIR

The choir performs on-campus concerts and takes an annual tour.

CREATIVE ARTS SOCIETY

An organization which promotes art appreciation through exhibitions, films, art festivals, and various other events.

G-CLEF

Provides interested persons an opportunity to learn about and to pursue interests in music beyond the classroom setting. G-Clef is the student chapter of the Music Educators National Conference.

HALO

Hispanic American Leadership Organization.

INTRAMURALS

Organizes intra-college athletic and recreational activities.

PHI ALPHA THETA

Membership into this national fraternity is determined by scholastic achievement and accomplishments in the field of history.

SPECTATOR

The official college newspaper.

STUDENT ACTIVITIES BOARD (SAB)

Provides a variety of activities for students during the school year.

STUDENT GOVERNMENT ASSOCIATION (SGA)

Provides student representation in college governance. The SGA consists of sixteen members and provides input on matters that affect students.

TEACHERS OF TOMORROW

This pre-professional organization acquaints students with a national program of the united teaching profession and promotes quality K-12 education.

RESIDENCE LIFE

The Dean of Students coordinates all areas of residence hall management, staffing, and enforcement of campus policies.

RESIDENCY

McPherson College commits to offering on-campus residence. The residential campus encourages active involvement in and responsibility for the life of the college; it offers close proximity to faculty, library resources, labs, fine art studios, athletic and recreational facilities. The residential nature of the college fosters student, faculty and staff development in interpersonal communication skills and knowledge of self in relationship to others.

McPherson College has residential facilities that are designed for specific population groups up to the age of 24. Dotzour Hall is co-ed, Metzler Hall houses male students, Bittinger Hall houses female students, and Morrison Hall houses male students.

All full-time students except those who are married and/or have dependents, or are at least 23 years of age on the official fall enrollment day for the academic year are expected to live on the McPherson College campus and participate in the college meal plan. Exemptions may be granted in cases where persons do not meet the criteria, but extenuating circumstances are proven to exist. Written requests for exemption to the residency requirement need to be made by way of a letter to the Dean of Students. Requests must be received by the last class day of the semester prior to the semester in which the student desires to live off campus.

INTERTERM RESIDENCY

Interterm costs are included as part of a student's fall semester fees. Residential students who are enrolled full-time during interterm are permitted to live in the residence halls and participate in the meal plan. Students who are not enrolled for interterm are not permitted to live in the residence halls and are not permitted to participate in the meal plan, and will not receive reimbursement for their room or meal plan. Students who are enrolled for interterm are permitted to live in the residence halls and participate in the meal plan only when their class is in session.

RESIDENCE HALL STAFF

Resident Directors (RDs) live in apartments in the residence halls. They are the persons primarily responsible for the daily operation of each hall. In addition, each hall has student staff known as Resident Assistants (RAs). The RA is a resource and program person who works with the residents on a daily basis.

GENERAL RESIDENCE HALL GUIDELINES

AIR CONDITIONERS

Fans are permitted, but must be provided by the individuals. All residence halls are air conditioned.

ALCOHOLIC BEVERAGES & OTHER DRUGS

McPherson College does not allow the use of alcoholic beverages or illegal drugs on its campus. The College believes that the use and abuse of these substances is counterproductive to the educational process, and often contributes to behaviors that are disruptive to everyone in the campus community. In addition, health risks are associated with misuse and abuse of such substances.

McPherson College prohibits the possession or use of alcoholic beverages or illegal drugs by any student, faculty member, or staff person anywhere on campus or at College functions. In addition, legal consequences for illicit drug

use can be quite severe and greatly impact a person's future. Students participating in the PELL Grant Program are required by the federal government to sign the "Anti-Drug Abuse Act Certification."

- a) The possession, consumption or being under the influence of alcoholic beverages or illicit drugs at College-sponsored events on or off campus is prohibited.
- b) Gatherings where alcoholic beverages or illicit drugs are being consumed or are on open display are prohibited on campus and at College-sponsored activities off campus. This includes occupying a room or area where alcohol or drugs, containers, or paraphernalia are evident. To avoid confusion over the enforcement of this particular policy, students should refrain from bringing alcohol containers on campus for any purpose including such apparently innocent purposes as can/bottle and/or shot glass collections and room decorations. Containers being used for designed art class projects are exempt.
- c) Students are responsible for their guests for any violation of policy including disorderly conduct or damages that are associated with the consumption of alcohol or the use of illicit drugs.

It is also important to know that under the current Kansas statute, "no person under the age of twenty-one (21) can legally purchase, possess or consume liquor or cereal malt beverages." In addition, "anyone who directly or indirectly sells to, buys for, gives or furnishes intoxicating liquor or cereal malt beverages to a person under 21 years of age is guilty of a Class B Misdemeanor."

Parents/legal guardians of students under age 21 may be notified of community code violations involving alcohol use or possession, and/or illicit drug use or possession.

ATHLETIC EQUIPMENT

In-line skates, Frisbees, basketballs, footballs, tennis balls, etc. may not be used in the Residence Halls or any other building on campus except the Sport Center (appropriate equipment only). In-line skates and skateboards are not to be used on any steps, seating areas or ramps on campus.

BICYCLE STORAGE

If space is available, a bicycle storage area will be provided in the residence halls. Students may store their bikes in their rooms. Bicycles are not to be left in hallways, corridors, or public lounges. Students are encouraged to purchase and use sturdy locks and chains for their bicycles. The College cannot be responsible for damaged or stolen bicycles.

BLOCKING, PROPPING, OR JAMMING DOORS

Due to the potential danger associated with blocking, propping, or jamming outside doors, students who are involved in this action are subject to approved disciplinary action and have legal liability for the safety of the occupants in the residence hall. This includes jamming interior doors by any method including the use of coins wedged in door jams. Residence hall room doors may be propped open as long as the resident is inside the room.

CANDLES, OPEN FLAMES, AND FLAMMABLE SUBSTANCES

Candles, oil lamps, potpourri burners, incense, etc., that have flames or must be ignited with a flame are not allowed to be burned in campus buildings, including the residence halls, because of their potential fire danger. The storage or use of flammable liquids such as gasoline, kerosene, etc., is strictly prohibited.

CIRCUITS

The College cautions against overloading circuits in rooms. Electrical equipment should be used in moderation in rooms. The Fire Chief has cautioned against the use of numerous extension cords and recommends the "use of approved multiple outlet strips that feature a self-activating circuit breaker which would shut off power when power overloading and short circuits occur."

COMPUTER SERVICES POLICY

McPherson College strives to provide access to computer technology necessary to assist all members of its community to master computer and other emerging technologies appropriate to each individual's educational and personal needs. This service is based on an ethical and fair utilization of the resources available, as established both on campus and through connections to off-campus service providers. Students may not contract with outside internet service providers such as AOL.

McPherson College computer facilities are for the use of McPherson College community members only. Anyone using McPherson College computer facilities agrees not to install software, modify the system configuration, or modify the hard drives in any manner without specific prior permission from the designated contact. Each member of the campus community agrees, in addition, to allow no one else to use his/her account, to use the account for any unlawful and/or commercial purpose or for the harassment of another person, and to obey all Copyright Laws which prohibits the unauthorized copying, reproducing or redistributing of another's music, movies, computer software, text or graphics. Persons in violation of this policy are subject to the full range of sanctions and discipline, up to and including dismissal. Some violations may constitute criminal offenses, under local, state or federal laws. The college

will carry out its responsibility to report criminal offenses to the appropriate authorities. Abuse of these restrictions should be reported to the Dean of Students.

COOKING

Due to fire safety and sanitation requirements, students are not allowed to cook in the rooms. The use of microwave ovens, hot plates, hot pots, toaster ovens, blenders, and other cooking appliances is not allowed in student rooms. Kitchenettes are available for use in the Residence Halls.

FIRE SAFETY

All campus buildings are equipped with fire alarms, smoke detectors, and fire extinguishers. In order to protect and possibly save lives, persons must assume that there is a fire when an alarm sounds. Failure to leave the building during an alarm is a violation of policy and may result in disciplinary action. Everyone must evacuate the building immediately. Do not return to your room for any reason until authorities give instructions to do so. If you discover a fire, pull the nearest fire alarm. The fire alarm system and hallway smoke detectors are directly connected with the automated emergency dispatch system. The McPherson City Fire Department will respond immediately. Each of the student rooms is equipped with a smoke detector. If a smoke detector is not working properly, please report it immediately to your Resident Assistant or Resident Director. Mechanisms such as door closures and smoke detectors are considered devices for fire safety. A fine will be assessed when these items are dismantled or vandalized. For fire safety purposes, facility management staff conducts monthly checks of all room smoke detectors.

FALSE FIRE ALARMS

Fire extinguishers and fire alarms are for the protection of life and property. Tampering with emergency fire equipment and activating false alarms endangers lives. Such actions result in very serious disciplinary consequences. Persons responsible will be billed for any expenses related to the false alarm, and will be held accountable by the campus judicial system. The responsible persons may also expect to be dealt with by civil authorities. In situations where direct blame cannot be assessed to the individual(s) responsible, the residence hall account will be charged.

FIRE DRILLS

Fire drills are scheduled for the residence halls during the year. Each student is responsible for cooperating and following evacuation plans; when an alarm sounds:

- Evacuate the building immediately
- Go out the nearest exit
- Assemble at least 200 feet from the building
- DO NOT return to the hall until an "all clear" signal is given by the Resident Director
- Violation of these directives will result in judicial action

FIREARMS, WEAPONS

The use or possession of weapons (firearms, bows, knives, etc.), ammunition, firecrackers, fireworks, and explosives is not permitted on the College grounds or in the buildings.

FURNITURE

Student rooms and public lounges in the Residence Halls are provided with College-owned furniture. The furniture that is in the student room when you check in must be present when you check out. Furniture in the public areas is meant for the use of all residents. Do not move lounge furniture into student rooms. Residents may bring extra furniture (chairs, computer tables, etc.) of their own into their rooms. Waterbeds are not permitted. In the interest of fire and personal safety the following policies have also been established:

1. Any materials used must have a flame spread number no greater than 75. A label or manufacturer statement to this effect must be available for fire inspectors.
2. Carpeting and rugs may be used, but floors may not be elevated. Carpet must not inhibit opening/closing of the door.
3. Beds can be bunked only to the height of standard bunk beds (60" from floor to mattress platform). This safety requirement includes lofts.
4. Doors or passageways that limit egress may not be installed.
5. Additional wiring for electrical equipment or lighting effects may not be used. This refers to improvised wiring. Only wiring approved by the College and installed by a licensed electrician is acceptable.
6. Location of furniture must not obstruct air circulation through the convector units. This regulation pertains to all heating and air conditioning units. No placement of furniture will be allowed which hampers the building's heating and air conditioning system.

GAMBLING

McPherson College does not allow gambling on campus.

GUESTS

If you wish to have an overnight guest of the same sex, discuss it with your roommate first and then notify your Resident Director. Opposite sex guests are not allowed to stay overnight. A student's right to have a guest is, in all cases, superseded by the roommate's right to the uninterrupted use of the room and the resident's rights to the uninterrupted use of the common space. A guest is defined as anyone not assigned to the room, including students of McPherson College. Guests may stay for a total of three days during a one-month period in one resident's room. Guests may not stay more than three days total in any given month in any campus housing. Your guests should be aware of expected conduct and the College and Residence Hall policies. The host is also responsible for the behavior and actions of his/her guests. No keys will be issued to guests who share a resident's room. McPherson College is private property. Underage and/or nonstudents can be asked to leave the campus.

HEALTH AND SAFETY ROOM INSPECTIONS

Residence life staff respects the privacy of each resident but reserves the right to enter a resident's room for a monthly inspection in order to ascertain health and safety conditions, check the physical condition of the room, aid in emergency situations or check for compliance of residence hall policies. An inspection can be made by any member of the Residence Life or Facility Management staff. Residence life staff will also inspect all rooms prior to or during holiday breaks. All attempts will be made to have the inspections scheduled when one or both of the residents are available; however, the residence life staff reserves the right to enter without the resident(s) present. When appropriate, during room inspections, the residence life staff reserves the right to confiscate items found to be in violation of campus policies.

HOLIDAY DECORATIONS

Any and all holiday decoration must be approved by your Resident Director or the Director of Facility Management.

KEYS

Each resident is provided with a key that allows access to his/her room and Residence Hall. Residence Hall exit doors remain locked 24 hours a day with the exception of the main entrance, which is unlocked from 9:00 a.m. to midnight each day. Resident students may enter the locked entrances of their building with a key. It is imperative that students carry their keys at all times and refuse to loan them to others. Students are also asked to ensure that exit doors close securely after they enter or exit a building. Report malfunctions in door locks immediately to the Resident Director or Resident Assistants.

All keys are property of the College and must be returned when the student checks out of the Residence Hall. If a key is lost it should be reported to the Resident Director immediately. A replacement fee of \$50.00 will be charged. All keys must be returned at the end of the academic year. Students employed by the College often are given keys to College buildings. Keys are to be used only by the student to whom they are issued for the purposes for which they are issued. Any person possessing unauthorized keys or who misuses College keys will be subject to campus judiciary action. The duplication of any College key is prohibited.

LAUNDRY FACILITIES

Coin operated washers and dryers are available in Residence Halls for residents' use only. If you need to receive a refund, or report a machine that is not working, please contact a Residence Hall staff person. Commercial laundromats are located in the city of McPherson.

MAINTENANCE

All repair work in the Residence Halls is completed by the College maintenance staff, or persons contracted to make the repairs. Reports of needed repairs should be submitted to a Residence Life Staff member (i.e., RA, RD). The housekeeping staff provides a neat and clean environment in the Hall. However, they are not responsible for cleaning unnecessary messes made by the residents in public areas (including cleaning up after haircuts). Nor are they responsible for disposing of personal trash left by the residents. All personal trash must be disposed of by the resident in dumpsters located outside each hall. Your cooperation in caring for the facilities will make their jobs easier and will make the Halls a more pleasant place to live.

PERSONAL PROPERTY LOSS AND DAMAGE

The College cannot assume responsibility for destruction, theft, or damage of property belonging to or in the custody of the student. Residents are encouraged to carry the appropriate personal property insurance for their protection. Students are also encouraged to lock their doors. Students are also requested to lock their doors, bikes and cars.

PETS

Animals present concerns to residence hall living due to noise, health, and possible damage to the facilities. For these reasons, dogs, cats, reptiles, rodents (i.e. hamsters, gerbils, mice, guinea pigs, etc.), and birds of any type are prohibited in the residence halls. Furthermore, these animals are not allowed in any campus building even "temporarily" or for a "visit", unless they are being used for academic research in those buildings.

PUBLIC NUDITY

As a matter of consideration for other members of the community, genitals and women's breasts should be covered while in public spaces.

QUIET HOURS

Hours are the same for all residence halls. The hours are 10:00 p.m.-10:00 a.m., Sunday through Thursday; 12:00 a.m.-10:00 a.m., Friday and Saturday. The right to study or sleep takes precedence over all other activities in the residence hall. The responsibility for quiet hours is a shared one. It is the student's right and obligation to let offenders know of annoying activities. Quiet hours are a time when noise levels from public spaces to rooms and from one room to another should not be detectable by others. Noise levels at any time which are disturbing to students in the community may be addressed. During finals week, quiet hours are in effect from midnight on Friday prior to the start of finals through when the halls close. Quiet hours expand to a 22-hour period during this time; the exception is during the hours between 5:00 p.m. and 7:00 p.m.

REFRIGERATORS

Students are allowed personal refrigerators that are no larger than 3.0 cubic feet. The College will maintain the right to inspect the contents of refrigerators to assure compliance with Community Code expectations. Any violation of the Community Code associated with the use of the refrigerator may result in the forfeiture of this privilege and the refrigerator being removed from the room and held for the student until privileges are restored.

RESIDENCE CHECK-IN/OUT PROCEDURES

When checking into a new room at any time, contact your Resident Assistant or Resident Director for the necessary forms and to receive a room key. At that time a residence hall staff member will go over the room check form with you. To check out of the room you will need to clean your room, remove all personal belongings from the room, and arrange to check out with the Hall staff. Students wishing to check out during the semester must contact the Dean of Students before departure. Failure to complete the checkout procedure will result in the forfeiture of the room damage deposit. Professional staff will check each room in detail after you have completed check-out procedures and may assess additional charges. Nothing may be stored in the Residence Halls over the summer.

RESIDENCE HALL RESTROOMS

Restrooms on the floors are to be used by the gender of the residents assigned to that floor only. Anyone of the opposite gender should use the restroom in the front lobby of the hall.

ROOM CHANGE REQUESTS

Since living with a roommate is a significant learning experience, you will be encouraged and assisted by staff to work out difficult situations. The roommate requesting a change will be the person who will have to move to another room. If you are approved to move, you must formally check out of your old room, and check in to your new room. No room changes will be allowed before the end of the first two weeks of the semester.

ROOM CONSOLIDATION

At times students prefer double rooms but are for some reason left without a roommate. Students in this situation will have two weeks from the time they have no roommate to choose one of the following options: A) Accept or choose a new roommate, or B) Pay for the room as a single. The Resident Director will provide a list of the names of students who can be contacted as potential roommates. It is the student's responsibility to make arrangements for sharing a room. Any student who has not moved into a double room by the end of the two-week deadline may be charged the single room rate. If a student chooses option A they must be willing to find someone willing to move into the vacancy **or** move in with someone else who has a vacancy. If no new roommate is available, the student may remain in the single room without an extra charge with the understanding that she/he will accept a roommate when one becomes available. The room must be maintained at all times in a manner which would make it possible for another student to feel comfortable moving in (i.e., all original College furniture must be present in the room; closet, bed, desk, shelf, and dresser space must remain available). Belongings are to be kept only in one portion of the room so that the new roommate has space for his/her possessions and will not feel unwelcome. The student must not discourage students seeking a room change from moving into the vacancy; if this occurs, the student will be billed the additional single room charge.

ROOM DECORATING

The College recognizes that each resident needs to feel comfortable and encourages residents to decorate their rooms to suit their own individual preferences and tastes. Alterations such as paint, contact paper, or wallpaper are not permitted. Electrical cords may not be positioned between the door and the door frame. If you question what is allowed, contact the Resident Director or Resident Assistant before you make changes. This also includes removal of any furniture from the room. Residents may not display alcohol paraphernalia including, bottles (full or empty),

glasses, corkscrews, etc. Students displaying pornographic posters in public view on the windows or in hallways of the residence halls will be asked to remove them.

ROOM/KEY DEPOSIT

A \$100.00 room/key deposit is required for room assignment in the residence halls. This deposit will be maintained as long as you stay in the residence halls. It is not applied toward room and board payments; it is a guarantee against damages and assurance of room check-in/check-out fulfillment. This deposit is refunded to you after the 20th day of classes the semester after you leave the College. If damage charges are assessed against this deposit and the student returns for the following academic year, the deposit will be put back to \$100.00.

ROOM SEARCH

A room search is also performed in response to a report of a violation of campus standards. A room search is a more thorough check of the room and its contents including personal belongings. In order to carry out a room search written authorization must be obtained from the Dean of Students or designee. The authorization for the search will identify the alleged violation, the persons authorized to conduct the search, and will identify what, if any, items were removed from the room. The search will be conducted by at least two persons, including at least one professional Residence Life staff member. In the event a violation is discovered an incident report will be filed and appropriate action will be taken.

ROOM SELECTION PROCESS

Each spring students are given the opportunity to indicate their desired room and roommate for the following year. A \$50 non-refundable deposit will be required to reserve the student's room of choice. This deposit will be applied against the student's fall semester bill. The procedures and requirements for the room selection process will be sent to each returning resident student in advance of the sign-up dates. In addition, the dates and locations for room selection will be posted in each of the residence halls. New students will be assigned to a room following receipt of the room and board application and the reservation deposit. Students who do not occupy their assigned room by the first day of classes will be considered as "no shows", and will forfeit their room assignment. Any student who does not sign up for a room prior to the fall semester, and no rooms are available, will be classified as an off campus student and appropriate charges will be assigned. Any students who will not be able to check in at the residence hall before the first day of classes should contact the Resident Director of their assigned hall. Students, who are classified as "no shows" and arrive late, may be assigned to another available space by the Resident Director.

SATELLITE DISHES

The use of satellite dishes in residence halls is prohibited.

SCREENS, LEDGES, AND ROOFS

In the interest of safety students are not permitted to be on the ledges or roofs of the buildings for any reason. If you need to reach an item that is on a roof or ledge, please contact a residence hall staff person. Screens have been fastened to the windows. They should not be removed, and a fine will be assessed and the screen put back if missing. There will be a charge to replace screens and/or repair damaged screens.

SOLICITATION

Canvassing or solicitation of funds, sales, votes, membership, literature, or subscriptions by non-student groups is not permitted on campus. Student groups wishing to sell items in the residence halls must have prior approval from the appropriate Resident Director. Signs and posters regarding activities sponsored by recognized campus organizations are permitted on appropriate bulletin boards or other designated areas. Non-student groups may post advertisements with prior approval from the Dean of Students. Notices posted by non-approved groups will be removed.

TOBACCO

McPherson College seeks to provide a safe and healthy environment for everyone on campus. The use of tobacco seriously and unnecessarily jeopardizes the health and comfort of those who are exposed to it. In an effort to limit exposure to smoke and other tobacco residue, the College places the following restrictions on tobacco use: Smoking is not permitted in campus buildings or at outdoor athletic facilities. The use of smokeless tobacco is not permitted in campus buildings or at outdoor athletic facilities.

TORNADOES

Two types of tornado alerts are issued by the Weather Bureau. The first is a tornado watch. A watch indicates that the conditions are right for a tornado to develop. The second type of alert is a tornado warning. This usually means that a tornado has been sighted or is moving in the direction of McPherson. If a tornado is sighted, the McPherson area emergency siren will sound. When a warning has been issued everyone must proceed to take shelter in the designated areas. If time does not permit that, try to find the safest place in the building where you are. The following shelter areas have been designated for each of the campus buildings:

Campus Buildings

Brown, Mingenback
 Melhorn, Facility Management
 Templeton
 Hess
 Miller Library, Mohler
 Sport Center, Athletic Fields
 Beeghly, Hoffman Student Union
 Dotzour
 Metzler
 Bittinger
 Morrison

Shelter Area

Brown Auditorium Basement
 Melhorn Basement
 Melhorn Basement
 Hess Basement
 Miller Library Basement
 Miller Library Basement
 Hoffman Student Union Basement
 Hoffman Student Union Basement
 Hess Basement
 Bittinger Hall Basement
 Morrison Hall Basement

You must remain in the designated shelter until the warning has been lifted. Violation of this directive will result in judicial action.

VANDALISM

As members of the same community, it is our responsibility to address acts that damage or destroy College and personal property. When damage occurs, those persons responsible will be held accountable for their actions, and will be expected to make full restitution. He/she will also be subject to disciplinary action.

VISITATION

The Residence Life Staff, under the direction of the Dean of Students, have the responsibility for implementing the visitation program in the halls and setting any guidelines or regulations for the program when necessary. It is expected that all students in the hall will assist in making sure that all residents cooperate with the College and comply with visitation policies to insure the success of the visitation program. Residents as well as employees of the College are expected to report violations of visitation to a Residence Life staff member. Students are permitted to have visitors in their rooms only if there are no objections from their roommate. Residents violating established guidelines are subject to withdrawal of visitation privileges for a period deemed necessary by the Campus Judicial Council as well as other appropriate disciplinary actions. The visitation hours and guidelines, approved and established in spring 2004, are as follows:

1. Sunday through Thursday: 9:00 a.m. – 1:00 a.m.
 Friday and Saturday: 9:00 a.m. - 2:00 a.m.
2. Each residence hall has the opportunity to set its own hours within this range, with the freedom to close entirely for one day if it chooses.
3. In the fall on the Saturday the time change occurs, visitation will end when the initial 2:00 a.m. time occurs.

COMMUNITY CODE**PURPOSES OF COMMUNITY CODE**

McPherson College strives to allow students to grow as persons and to learn, and works to provide an environment that serves to that goal. It is thus important that all members of the College community conduct themselves responsible and in a way that is consistent with the mission of the College. When we become members of the College community we agree to comply with the College's policies and rules. When these are violated, the community is harmed. The Community Code has been established to maintain standards of conduct, and to protect the rights of everyone.

DISCIPLINE

Ideally, discipline is an educational process by which a student's behavior is responded to constructively and in a way that serves the welfare of the student, the other members of the College community, and the public at large. The seriousness of discipline for a particular violation of the Code will depend, for example, on the nature of the misconduct and the student's previous conduct. The College will suspend or expel a student only with great reluctance, but must reserve the right to do so when the misconduct is serious enough to warrant it. In the event that the Dean of Students (or his or her designee) judges that a student presents a serious potential threat to the safety of him or herself or others or to property, the student can be excluded from campus immediately until such time as it is safe to re-admit the student to the campus.

Discipline for Code violations may include the following: oral and/or written warning, disciplinary probation, fine, restitution, referral for counseling, physical, chemical, or mental health evaluation, alcohol assessment, suspension,

dismissal, or any appropriate combination. When the discipline includes a fine or restitution, the payment due date will be given on the written notice.

1. WARNING PROBATION - This involves a written reprimand which indicates that further violations will result in more severe disciplinary action. It is imposed for a specific period of time and may carry any appropriate conditions. A record will be kept in the office of the Dean of Students.
2. DISCIPLINARY PROBATION - This is imposed in most cases upon one who is currently on Warning Probation. It may state that further violations of College rules may result in suspension. It may also provide other conditions, such as that the student shall not hold office in a campus organization or shall not represent the College in intercollegiate events. The probation is imposed for a specific period of time. A review will be held at the end of the probationary period to determine whether the student has satisfactorily completed the probation.
3. SUSPENSION - Suspension is used for serious and/or repeated violations of the College Community Code. The individual is separated from the College for a specified time. Conditions may be placed on the student's right to return following the suspension.
4. DISMISSAL - Dismissal is the most serious discipline. When a person is dismissed, he or she is separated from the College indefinitely or permanently.

A record of all disciplinary actions will be placed in the student development file, which is kept in the office of the Dean of Students. A student's prior violations are considered if a student again violates the Community Code. Students suspended or dismissed - because of misconduct are not entitled to any refunds.

APPEAL RIGHTS

If a party to a disciplinary case believes the procedure or the result was unfair, the decision can be appealed. The process is specified below under "Disciplinary Procedure."

VIOLATIONS OF THE LAW

Members of the College community should remember that College discipline is not a shelter from the law and that the College may cooperate with police or other authorities in the investigation of possible crimes. Students who violate the law, either on or off campus, may be prosecuted by civil authorities, whether or not the College has disciplined the offending student.

STANDARDS OF CONDUCT

Anti-Discrimination (Including Anti-Harassment) Policy

McPherson College is committed to maintaining respect for individuals without regard to race, color, creed, religion, sexual orientation, national or ethnic origin, or physical or mental limitations. All members of the College community should be free from harassment and unfair discrimination, which destroy opportunities for learning and for developing strong relationships, positive self-concepts, and self-confidence, deny the community an opportunity to be a living, learning, and supportive place, may violate the law, and may impose upon the College a legal duty to take action.

So that McPherson College may have a healthy community that respects the value and rights of all persons, all forms of harassment or other discrimination on grounds of race, color, creed, religion, sexual orientation, sex, national origin, ethnicity, or physical or mental limitations ("prohibited grounds") are prohibited.

Policy against Harassment

Abuse of anyone on any of the prohibited grounds ("Harassment") subverts the mission of the College and threatens the well-being of students, faculty, and staff. It can also violate federal and state law. So that the College may provide an environment which emphasizes respect for the dignity of all persons, harassment will not be tolerated at McPherson College.

For the purposes of the policy, harassment includes, but is not limited to, the following:

1. Uttering or making any slurs against a student, College employee, or visitor to a College facility on racial, ethnic, sexual, or other prohibited grounds;
2. Using mail, electronic mail, or telephone communications to harass anyone on any prohibited grounds;
3. Threatening, or directing violence toward, anyone because of any prohibited grounds;
4. Posting words or pictures that insult any individual or group on racial, ethnic, sexual, or any other prohibited grounds;
5. Defacing signs or other property in a way that insults any individual or group on racial, ethnic, sexual, or other prohibited grounds;
6. Engaging in speech or actions on the basis of race, ethnicity, sex, or other prohibited grounds that have the purpose or effect of unreasonably interfering with anyone's work or academic performance or of creating an intimidating, hostile, or offensive working, living, or academic environment.

Special Statement on Sexual Harassment

Sexual harassment is one kind of discrimination based on sex. In the academic setting, sexual harassment subverts the mission of the College and threatens the careers of students, faculty, and staff. In order to provide an environment which emphasizes respect for the dignity of all persons, McPherson College prohibits sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of the sexual nature constitute sexual harassment when:

1. Submission to such conduct is explicitly or implicitly made a term or condition of, or is promised or represented to be an opportunity for employment or academic advancement,
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile, or offensive working, living, or academic environment.
4. Sexual harassment can occur when a faculty member or supervisor unfairly exploits power over students or subordinates, but may also occur between persons having the same College status, i.e., student-student, faculty-faculty, staff-staff. Both men and women can be sexually harassed.

Other Prohibited Campus Conduct

1. Conduct that improperly disturbs other members of the campus community is prohibited. The prohibited conduct includes (for example) the following:
 - a. Interference, obstruction, or disruption:
 - i. Research, recreation, study, meetings, assemblies, convocations, public events, or disciplinary proceedings.
 - ii. Interfering with, obstructing, or disrupting the freedom of expression or movement of students or other members of the College community or their guests, including (for example) speakers invited by the College or speaking with the College's permission.
 - iii. Breach of peace or disorderly conduct.
 - iv. Lewd, indecent, or obscene words, gestures, or behavior.
 - v. Engaging in, assisting, inciting, or arming someone for a riot or public disturbance.
 - b. Interfering with, obstructing, or disrupting police or fire responses, including (for example):
 - i. Resisting arrest.
 - ii. Failing to abide by lawful orders of a duly appointed officer of the College, or public official or officer, for a crowd to disperse. (This policy will not be construed to deny any student the right of peaceful, non-disruptive assembly.)
 - iii. Tampering with, impairing, disabling, or misusing fire protection systems, such as smoke detectors, fire extinguishers, sprinklers, or alarms.
 - iv. Failing to evacuate during a fire alarm.
 - v. Committing arson or setting fires.
 - c. Failing to comply with the directions of College officials who are performing their duties.
 - d. Entering or using a College facility in any way that is unauthorized, illegal, or otherwise prohibited, or using College property for any unauthorized or illegal purpose.
2. Stealing, knowingly possessing stolen property, taking property of another without permission, even with the intent to return it, embezzling, or issuing checks with insufficient funds or drawn from closed accounts, is prohibited.
3. Providing false information to College officials or any hearing officer, panel, or board, improperly attempting to influence a judicial body, or retaliating against anyone for, or using intimidation or threats to discourage anyone from, participating in a disciplinary process, is prohibited.
4. Stalking, which is a pattern of conduct that is intended to cause, or does reasonably cause, a person to fear for his or her privacy or safety, such as following or unwanted telephone calls placed repetitively or during normal sleeping hours.
5. Hazing, which includes any action that recklessly or intentionally endangers or harms the health, safety, or welfare of an individual as a condition of initiation or admission into the College or any organization at the College. Hazing includes any abuse of a mental or physical nature, forced consumption of any food, liquor, drugs, or other substances, any forced physical activity that could harm the health or safety of the individual, or any forced activity subjecting the individual to embarrassment or humiliation. (In the preceding sentence, an activity is "forced" if it is a condition of initiation or admission as described above.) A victim's consent to hazing is no defense.
6. Failing to abide by, or to complete in a satisfactory manner, any discipline imposed on the student by the College is cause for additional discipline.
7. The College prohibits violating any housing or residence life policies, such as by:
 - a. Violating the noise policy.
 - b. Throwing items of any kind from windows, balconies, roofs, etc.

- c. Improperly placing personal trash in hallways, bathrooms, or other common areas.
- d. Engaging in any of the following in hallways, lounges, resident rooms, or common areas of a building (except in designated areas), in other prohibited areas, or in any campus area where non-participants could be inconvenienced or endangered: a) playing any type of game involving running, jumping, throwing, or similar physical activity (for example Frisbee, hockey, golf, darts); b) kicking or throwing balls or snowballs; c) participating in water fights; or d) bicycling, skateboarding, or in-line skating.
- e. Engaging in any of the following in resident rooms, common areas, or areas surrounding or adjacent to the residence halls: a) maintaining open flames; b) burning incense or candles; c) using barbecues or grills; d) using prohibited appliances; e) possessing any of these items, even if meant for display only; f) or cooking (meal preparation).
- f. Failing to instruct guest(s) as to College or residence hall rules and policies. Residents are accountable for the conduct of their guests and all activities in their rooms.
- g. Knowingly allowing any alcoholic beverage, drugs or drug paraphernalia to remain in one's room at a residence hall in violation of this Code without informing the proper College authorities.

CAMPUS JUDICIAL COUNCIL

Membership on the Campus Judicial Council will include the Student Government Representative from each of the residence halls (Dotzour, Metzler, Bittinger, Morrison), and one student from each residence hall elected by the residents of the facility. Two Resident Directors, to be chosen by the Dean of Students, shall serve as advisors to the Campus Judicial Council and are expected to attend all meetings of the Council. It will be their duty as advisors to see that the rights of all are respected, that proceedings are orderly and fair, that the actions of the Council are properly recorded, that such records are properly retained and that such records are properly retained, and that copies of such records are sent to the Dean of Students.

PROCEDURAL PRINCIPLES

Disciplinary investigations and hearings cannot and will not be conducted in the manner of civil courts, and proceedings are not governed by technical rules of evidence and procedure. It is important, however, that the basic rights of members of the campus community be protected. The following Principles of Procedure set forth to protect the rights of individuals shall guide all judicial boards on campus, subject to a) the specific procedural provisions of the Community Code and b) the reasonable discretion of all such boards.

1. The individual accused should be timely informed of the alleged violation so that he/she will have a reasonable opportunity to prepare a response.
2. The accused will have the right to select a non-attorney to accompany her/him at any formal hearing.
3. The accused shall know who lodged the complaint.
4. The accused will be given an opportunity to offer a defense. The type and scope of the defense the student may present will depend on circumstances, for example on the seriousness of the offense charged.
5. Records of hearings should be kept, but need not be verbatim or formal.
6. Suspensions or dismissals take effect only when approved by the President of the College, or his or her designee, but such approval need not be in writing.

DISCIPLINARY PROCEDURE

The office of the Dean of Students coordinates all student disciplinary proceedings. Disciplinary cases shall proceed according to the following steps:

A Disciplinary Investigation begins when a complaint is made to the office of the Dean of Students, or the Dean of Students otherwise receives information that the Community Code may have been violated. The complaint may be made either orally or in writing, but the office of the Dean of Students shall have the right to ask the complaining party to provide additional information and/or to put an oral complaint into written form. Complaints may be made by faculty, administrators, staff, or students or others.

In response to any complaint or to information received, the Dean of Students may choose to take no action, may initiate an investigation, or may suggest that the aggrieved party pursue an informal solution to the problem. If the discipline chosen by the Disciplinary Investigator does not consist of suspension or expulsion, paragraphs 4 through 9, below, shall govern. If, however, the discipline chosen by the Disciplinary Investigator consists of suspension or expulsion, then paragraphs 10 through 15, below, shall govern.

1. The Dean of Students shall act as the Disciplinary Investigator in the case, unless the Dean of Students is a witness or otherwise might suffer from a conflict of interest; in such event, a designee shall serve as Disciplinary Investigator.
2. The Disciplinary Investigator shall receive a campus incident report or speak with the alleged offender and shall conduct such other investigation as he or she feels is necessary under the circumstances.
3. The Disciplinary Investigator shall then state in writing a) whether he or she finds that the alleged offender has violated the Community Code, b) if so, how it was violated, and c) the discipline, if any, to be imposed.

This statement (the "Findings") shall be delivered to the student as soon as possible. A copy shall be retained in the office of the Dean of Students.

4. In cases where the discipline chosen is less than suspension or expulsion, if a student wishes to dispute any portion of the Findings of the Disciplinary Investigator, he or she must file a written statement that he or she desires to appeal the Findings. This statement must be filed, in the office of the Dean of Students, within 48 hours from when the Findings are delivered to the student. The Disciplinary Investigator may extend the time for appeal in any situation where the student convinces the Disciplinary Investigator that he or she did not under the circumstances have a reasonable opportunity to file an appeal timely.
5. After an appeal has been properly filed, the case shall be heard by the Campus Judicial Council, which shall review the Findings and other records and documents, allow the student to present evidence and argument, and consider such other testimony and other evidence as it may decide is relevant and appropriate.
6. The Judicial Council shall then make its written recommendation to the case's Disciplinary Investigator. A majority of the members of the Campus Judicial Council who are considering the case shall be sufficient to make a recommendation. The Council may recommend that the previously imposed discipline stand, that lesser discipline be imposed, that the case be dismissed, or that there be further investigation, and shall briefly state its reasons.
7. The Disciplinary Investigator shall consider the recommendation of the Campus Judicial Council, but shall not be bound by it, and shall take such action on the recommendation as he or she believes to be appropriate in the given case.
8. The Disciplinary Investigator shall then issue a written decision on the Campus Judicial Council's recommendations, summarizing the relevant facts and stating the discipline, if any, to be imposed.
9. In all cases not involving suspension or expulsion of the student, this decision of the Disciplinary Investigator shall be final.
10. If the Disciplinary Investigator has decided that the student should be suspended or expelled, and the student wishes to dispute this decision, the student must file in writing a statement that he or she desires to appeal the Findings. This statement must be filed, in the office of the Dean of Students, within 48 hours from when the Findings are delivered to the student.

The Disciplinary Investigator's Findings are "delivered to" the student as of the class day when the Findings are personally given to the student or are placed in the student's campus mailbox. (A "class day" is any weekday when a full day of classes is held at McPherson College.) The Disciplinary Investigator may extend the time for appeal in any situation where the student convinces the Disciplinary Investigator that he or she did not under the circumstances have a reasonable opportunity to file a timely appeal.

If no timely appeal is filed, the Dean of Students shall cause the Disciplinary Investigator's findings to be delivered to the President, who shall make the final decision on the case. The President shall be deemed to have accepted the Findings, and the suspension or expulsion shall take effect when the President, orally or in writing, states that he or she has accepted the Findings, or if the President fails to issue a decision within two (2) class days after the President's office receives the Findings. The President's decision shall be final.

11. After an appeal has been properly filed, it shall be heard by the Campus Hearing Board (the "Hearing Board"). Unless both the accused and the Disciplinary Investigator agree otherwise in writing, the Hearing Board shall hold a formal hearing, and shall give at least one (1) class day written advance notice of its place, date, and time to the accused student and the Disciplinary Investigator. Any request that the hearing be rescheduled shall be delivered in writing to the Dean of Students and shall state the reasons for the request; a copy shall simultaneously be delivered by the requesting party to the other party. The Hearing Board shall review the Findings and other records and documents, allow the student to present oral and/or written evidence and argument (including the testimony of witnesses before the Hearing Board), and consider such other testimony and/or other evidence as it may decide is relevant and appropriate.
12. The Hearing Board shall then make its written recommendation to the Dean of Students. A majority of the members of the Hearing Board who are considering the case shall be sufficient to make a recommendation. The Hearing Board may recommend that the recommended discipline stand, that lesser discipline be imposed, that the case be dismissed, or that there be further investigation, and shall briefly state its reasons.
13. The Dean of Students shall consider the recommendation of the Hearing Board, but shall not be bound by it, and shall take such action on the recommendation as he or she believes to be appropriate in the given case.
14. The Dean of Students shall then issue a written decision on the Hearing Board's recommendations. The written decision shall state the discipline to be imposed, if any, as well as such other facts and conclusions as the Dean of Students shall deem appropriate.
15. In any case involving suspension or expulsion, the student may request a meeting with the President of the College. Such request must be in writing and must be delivered to the office of the President by the end of the second class day following delivery of the Disciplinary Investigator's final decision to the student (or within such extended time as the President may decide to allow if the student can show that he or she did not, under the circumstances, have a reasonable opportunity to file a request timely). When such a proper request has been made, the President shall meet with the student at the earliest reasonable opportunity.

The length and conduct of the meeting shall be under the control of the President. What, if any, additional hearing shall be held or evidence considered shall be at the sole discretion of the President. The President's written decision need not contain factual findings or detailed reasons and shall be final.

STUDENT RECORDS

PRIVACY OF STUDENT RECORDS

Certain information is considered to be public or "directory" information while other information is private in nature. "Directory Information" includes a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance at McPherson College, degrees and awards received, and the most recent previous educational agency or institution attended by the student. A Federal law known as the Family Education Rights and Privacy Act of 1974 gives students and former students the right to inspect, review and copy education records related to them. The only exceptions to this rule are for private notes for teachers and administrators, medical treatment records, financial records of parents, confidential recommendations prior to January 1, 1975, and records to which the student has waived the right of access in writing. Students have ten days following the announcement of Directory Information to notify the College that any or all of the information designated should not be released without his/her prior consent. This notice must be given in writing to the Office of the Dean of Students.

Education records and personally identifiable information from those records will not be released without the written consent of the student involved, except to other College personnel, officials of other schools in which the student intends to enroll, authorized State and Federal government representatives, or unless it is "directory information" or is released in connection with the student's application for financial aid or in response to a judicial order or subpoena, or in a bona fide emergency.

The College maintains, along with education records of each student, a record identifying all persons except other College officials, who have requested or obtained access to the records and indicating the legitimate interest of those persons. This record of access is available upon request to the student in question. Finally, all personal information about a student released to a third party will be transferred on condition that no one else shall have access to it except with the student's consent. A complete list, with location and custodian, of all records kept on College students is obtainable from the Dean of Students.

Upon request, a record covered by the Act will be made available within a reasonable time, and in no event later than 45 days after the request. The student should direct the request to the custodian of the records in question. Copies of the record will be made available to the student at the student's expense (usually limited to cost of materials).

A student may also request explanations and interpretations of the records from the official in charge. If the student believes that a particular file contains inaccurate or misleading information or is otherwise inappropriate, the College will afford an opportunity for a hearing to challenge the content of the record. Prior to any formal hearing, the official in charge of the record is authorized to attempt, through informal meetings and discussions with the student, to settle the dispute. If the student is not satisfied, he/she may request a hearing. Hearings will be conducted by the Campus Hearing Board, and procedures for such a hearing will be those outlined in the student handbook for all cases coming before the board. The student will have the opportunity at the hearing to present any relevant evidence.

ACADEMIC RECORD

A transcript is a student's official record of courses taken and grades earned. The records are kept and maintained by the Associate Dean of Academic Records and located in the Student Enrollment Services Office. Student records are confidential, but are open for inspection by the student. Inspection of records must be made in writing, with the request being made to the Associate Dean of Academic Records for transcripts. The first copy of the transcript is free.

STUDENT DEVELOPMENT FILE

The student development file is maintained in the Dean of Students' office. It contains directory information for the student, emergency contact persons, copies of correspondence between the student and the Dean's office, a record of any disciplinary action which involved the student, and summary records of student involvements on campus such as work or internship experience and achievements through student organizations. Students who wish to review the contents of their student development file should make a written request to the Dean of Students who is responsible for maintaining the files and will notify the student when the file is available for inspection within 45 days of the date of request.