The Student Handbook is prepared by the Office of Student Life 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. McPherson College is accredited by the Higher Learning Commission of the North Central Association [https://www.ncahlc.org/](https://www.ncahlc.org/).

The handbook does not contain all the standards or regulations of the College. Students should also be familiar with information provided by other offices on campus, 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

THE COLLEGE SEAL

“Light and Life”

“Light and Life,” John 1:4, is a translation of the Greek motto on the College seal.  The horizontal line (zoe) means life, the vertical line (phos) means light.  An international exchange student interpreted this to mean, “We receive only to give.”  The light comes from above, and through us is spread to other persons throughout the world.  The seal was designed in 1920 by W. E. Brubaker.  The year 1887, which appears on the seal, is the date of the founding of the college.  The seal is reserved for use on official McPherson College documents and publications.  It is stamped in raised letters on diplomas and transcripts, and is stamped in gold on Citations of Merit from McPherson College.

BULLDOG CONNECTIONS

Admissions .......................................................... 620-242-0400
Athletic Trainer .................................................. 620-242-0584
Bookstore .......................................................... 620-242-0457
Cafeteria/Food Service and Catering .......................... 620-242-0460
Computer Services ............................................. 620-242-0455
Counseling .......................................................... 785-823-7400/620-242-0496
Dean of Students .................................................. 620-242-0500
Health Clinic ....................................................... 620-242-0404
Financial Aid ....................................................... 620-242-0415
Library .............................................................. 620-242-0487
Office of the President .......................................... 620-242-0405
Vice President for Academic Affairs ......................... 620-242-0506
Sport Center Offices ............................................. 620-242-0578
Student Accounting/Student Billing .......................... 620-242-0459
Spiritual Life and Service ....................................... 620-242-0503

McPherson College is accredited by the North Central Association of Colleges and Schools to offer the Bachelor of Arts degree, the Bachelor of Science degree, the Associate of Arts degree, the Associate of Science degree, and the Certificate of Merit from McPherson College.
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.
A freshman.

Yes, in the catalog, there is a section for Classification with a brief description on how many hours you need to be classified as something other than a freshman. Is there a way to find what?

Yes, students can take more than 16 hours in a semester. However, for each credit hour taken over the 16 hours students must pay an extra fee. Is there a way to find what year I am classified as based on credit hours?

Yes, in the catalog, there is a section for Classification with a brief description on how many hours you need to be classified as something other than a freshman.
Are there any “rules” about transferring credits?
For students transferring to McPherson College, the last 60 hours of the Bachelors degree must be completed at a four-year institution. In other words, once you become a Junior, transfer work from a junior college won’t count towards the 124 hours needed to graduate. For further information on transferring credits please refer to the catalog which may be accessed from the McPherson College website under the Academics tab at the top of the page.

How can I find a copy of my semester course schedule?
Students can find a copy of their schedules online on their Bulldog Connect account. Just go under CURRENT STUDENTS -> Academic Information -> Student Schedule

### IMPORTANT DATES AND RESOURCES

**Residence Halls Open/Closing Dates:**

**FALL SEMESTER**
- **New Students**
  - 9:00 a.m., Saturday, Aug. 15, 2015
- **Returning Students**
  - 9:00 a.m., Tuesday, Aug. 18, 2015
- **RESIDENCE HALLS CLOSE**
  - 12:00 p.m., Friday, Dec. 11, 2015

**INTERTERM**
- **RESIDENCE HALLS OPEN**
  - 9:00 a.m., Saturday, Jan. 2, 2016

**SPRING SEMESTER**
- **RESIDENCE HALLS CLOSE**
  - 12:00 p.m., Friday, May 13, 2016

Students needing to stay for commencement ceremonies need to make arrangements with the Dean of Students prior to finals week.

**Food Service Dates for 2015-2016:**

- **Begin**
  - First regular meal all students Breakfast – Monday, Aug. 17, 2015
- **End**
  - Last regular meal all students Lunch – Friday, May 13, 2016

**Limited/No Food Service:**

- **Labor's Day**
  - Monday, Sept. 7, 2015 (Brunch and Dinner)
- **Fall Break**
  - Thurs.-Friday, Oct. 15-16, 2015 (Brunch and Dinner)
- **Thanksgiving Break**
  - Tuesday, Nov. 24 @ 7:00 p.m. -- Sunday, Nov. 29th (closed)
- **Winter Break**
  - Friday, Dec. 12 @ 5:00 p.m. – Sunday, Jan. 3, 2016
- **Martin Luther King Jr. Day**
  - Monday, Jan. 18 (Brunch and Dinner)
- **Spring Break**
  - Saturday, Mar. 19th – Sunday, March 27, 2016

**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 and for admission to athletic events and student activities. Notification of lost cards should be made immediately to the Office of Student Life. Cards may be replaced at the cost of the user.

**Computer:**

- **Personal**
  - Please 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 and upper levels of Miller Library, Hoffman Student Union, Melhorn Science Hall and the Residence Halls—check posted hours for the buildings.
- **Internet**
  - There is 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. Except Baer apartments-only Wi-Fi access is available. Wi-Fi access is also available.
- **E-mail**
  - Your address is assigned by Computer Services; the account will exist during study at McPherson College and will be closed eleven months after graduation.

**Mailboxes:**

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

Your Name  
McPherson College  
1600 E. Euclid St.  
McPherson, KS 67460

**Faxing:**

Fax machines available for student use can be found in Miller Library and in Mohler Hall at the switchboard.

**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.
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.

ACADEMIC SUPPORT
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 Writing Center, a tutored writing lab. The Center also provides academic accommodation services for students with learning disabilities.

ADMISSIONS
Admissions-financial aid counselors and the Directors 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 re-admission. Admissions staff 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. McPherson College now uses an online bookstore; students may purchase textbooks through the virtual bookstore with a debit or credit card. The Bookstore sells a variety of McPherson College t-shirts, jackets, sweatshirts, and other items. Personal checks for amounts up to $75 can be cashed at the Bookstore (with ID card).

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.

COMPUTER SERVICES
Assistance with connectivity issues to gain access to the College’s networks and online resources. For a detailed list of support services offered, please refer to the “Student-Owned Computer Support Policy” located on the Computer Services website. http://www.mcpherson.edu/computer-services/student-information/ For assistance, please email helpdesk@mcpherson.edu for assistance.

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. Everyone has the right to enjoy their meal in the dining hall in an atmosphere free of loud and vulgar language. Should any guest become disruptive to other guests, they will be asked to leave by the dining services staff.

FOOD SERVICE
McPherson Dining Services provides meals on campus. All students are billed for the semester at the time of enrollment. All resident students and off campus student-athletes are required to be on a meal plan. Housing location dictates the student’s meal plan option. Meal plans are designed for one student alone and cannot be shared. Your student ID gains you access to your meal plan. Meal plan participants who miss a meal because of a College-sponsored activity may request a box lunch. These requests are due to the Dining Service Director at least 48 hours prior to the activity.

Sick trays are provided to meal plan students who are ill and unable to come to the cafeteria. Sick tray requests should be made to the Resident Director or Resident Assistant. Special diets may be available with proper medical authorization. There is limited food service over Thanksgiving, Christmas, Spring Break, and Easter Break.

Food Services can be contacted at 620-242-0460.

Hours are posted at http://www.mcpherson.edu/students/dining-services/

*NOTE: Hours are subject to change. Changes in hours are sent via email to the campus community.

FINANCIAL AID
Housed on the first floor of Mohler Hall, the Office of Financial Aid helps students and their families gather information and process the necessary documents to apply for financial aid. Appointments can be made with the Director.

HEALTH AND ACCIDENT INSURANCE
All students are encouraged to have medical insurance coverage.

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 students’ insurance plan.

HEALTH SERVICES
McPherson College has partnered with Partners in Family Care as our on campus health care provider. This is a walk-in clinic for the McPherson College Community ONLY.

Location: Harter Hall 106 (campus map)
Days: Monday – Friday
**Time:** 8:00am – 1:00 pm (subject to change)  
*Open to the public, drop ins are welcome, but patients with appointments and the McPherson College community receive priority.*  
FREE for full-time McPherson College students (lab services will be submitted to insurance). Faculty and Staff will be submitted to insurance.  
**Emergency Services**

Students are encouraged to call 911 for assistance in situations where there is a life threatening illness or injury. When an incident occurs, Resident Staff should be contacted as quickly as possible after emergency services have been contacted.

**Chronic Illnesses**

Students who have a history of chronic illness such as allergies, diabetes, and those who take medications on a regular basis should notify the Office of Student Life.

**Special Diets**

Special diets are prepared to meet the needs of students under medical care but are limited to the resources of the dining hall. Please notify the Dean of Students and/or Food Service Director.

**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](http://www.mcpherson.edu/library).

**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. Interlibrary loan periods vary depending on the lending library, but 3 weeks is the typical loan period from the time the item arrives at Miller Library. Students should allow at least four days to two weeks for the item to arrive in Miller Library.

**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**

All students are allowed to have one licensed vehicle on campus. All students must register their motorized vehicles with the college and display their parking sticker. Vehicles that do not correctly display their parking sticker will be ticketed and/or towed. Stickers are available in the Student Life office. Parking is allowed in parking lots and angled parking spaces owned by the College. Disabled vehicles left in the parking areas will be towed away at the owner’s expense. **Vehicles are not to be parked or driven on the grass or sidewalks.** The circle drive areas are designated as fire lanes, and vehicles should not be parked there. Vehicles parked there, even for a short while, may be ticketed by the McPherson Police. Any unlicensed vehicle (including vehicles with expired plates) will be brought to the attention of the appropriate officials. Any vehicle that has many parts missing, i.e., tail and head lights, tires that have been left flat for long periods of time, missing body panels, missing engines, anything that looks abandoned or neglected, is a prime candidate to be towed away at the owner’s expense. Oil changes are not to be made in the parking lots. College parking lots should be treated with the same respect as other college property.

**ORIENTATION**

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

**PERSONAL COUNSELING OFFICE**

Free and confidential personal counseling services are available to the campus community. Our student mental health provider is Sandstone Bridge Center. Mindy Nicholson, LCAC, LMFT Services will be provided to all students. However, student insurance maybe charged after initial consultation. Appointments and referrals can be made through the Office of Student Life or directly through Mindy at 785-823-7400 or email at mindy@ssbridgecenter.com. Tell the receptionist that you are a McPherson College student and would like to set up an on campus appointment.

**PERSONAL PROPERTY INSURANCE**

McPherson College offers personal property insurance coverage and the premium for this insurance is paid directly to the insurance company. Residents are encouraged to carry personal property/renter’s insurance for protection of their belongings.

**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 Facilities at 620-242-0438. Reservations for individual classrooms are scheduled through the Office of Academic Records at 620-242-0440.

**SERVICE LEARNING**

McPherson College emphasizes service to others, encouraging all members of its community to give selflessly of themselves to others. On our campus, in our town and our state, around the country and the world, students are engaging and sharing in the lives of other people. With an entrepreneurial spirit, students are stepping out to be part of the solution to our world’s problems. Learning to serve and learning to be served are gifts of the
Spirit which help make our lives complete. Service trips are offered during interterm and spring break. For more information about opportunities, contact the Office of Student Life.

SPORTS CENTER
The McPherson College community has access to the sports facilities, including basketball courts, tennis courts, outdoor tracks, and a racquetball/handball court. To reserve these facilities contact Facilities at 620-242-0438.

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 $1500 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 $1500 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 $1500 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. 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 the Campus Judiciary section of this handbook.

STUDENT UNION
The Hoffman Student Union serves as a center of activity for the College community and includes a fitness room. Areas in the Union can be reserved by contacting Facilities. In addition to the dining hall and food service office, the bookstore, Spiritual Life and Service Office, Student Activities Board, and Student Government are also located in Hoffman Student Union.

TRAVEL POLICY FOR COURSES AT OTHER ACK COLLEGES
McPherson College allows students to enroll in courses at other ACK colleges at no additional tuition charge. 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
LOOKING FOR SOMETHING TO DO? WE HAVE SEVERAL CLUBS TO GET INVOLVED IN, REGULAR DORM ACTIVITIES PLUS LOCAL ATTRACTIONS TO ENJOY.
HTTP://WWW.MCPHERSON.EDU/STUDENTS/ACTIVITIES/

RESIDENCE LIFE

The Office of Student Life and the Dean of Students coordinate 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 arts studios, and 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. In addition, all residents are required to have a meal plan.

McPherson College has residential facilities that are designed for specific population groups.

Residential facilities include:
• Dotzour Hall (co-ed)
• Harter Hall (co-ed, apartment-style)
• Baer Apartments (co-ed)
• Metzler Hall (male)
• Morrison Hall (male)
• Bittinger Hall (female)

OFF CAMPUS POLICY

All full-time students who are married and/or have dependents, live with their parents within McPherson County, or are at least 23 years of age on the official fall enrollment day for the academic year are not expected to live on the McPherson College campus. Exemptions may be granted in cases where persons do not meet the above criteria on an as needed basis. Written requests for exemption to the residency requirement need to be submitted to the Office of Student Life. The below criteria will be used as part of the off-campus exception policy. Remember exception submission do not guarantee approval.

Guidelines to Apply to live off-campus:
• 21 or junior academic status by the upcoming academic year
• 2.75 or above gpa-New student to McPherson College after transcript review 2.50 or above gpa-Residential McPherson College GPA
• Proof of reliable transportation
• A student in good standing academically
• A student with a positive conduct record

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 primarily responsible for the daily operation of each hall. The role of the Resident Director is to provide education for students. 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. RAs are intended to build community in their halls.
GENERAL RESIDENCE HALL GUIDELINES

OFFICE OF STUDENT LIFE
TERMS OF CONTRACT FOR COLLEGE RESIDENCES

The student and parent, guardian or other guarantor is urged to read carefully the content of this Housing Contract. When the official Housing Contract form is signed and submitted to McPherson College, or when the student occupies a space in a residence, this contract becomes a binding agreement – a contract between the student (and parent, guardian, or other guarantor) and the College. The terms and conditions of this contract are outlined below.

A. CONTRACT PERIOD: This contract is binding for the entire academic year; except during vacation periods as noted below, except when the student completes graduation requirements midyear, or except when the student withdraws or is withdrawn from the College at the conclusion of a semester, or except when the student enters into the contract at the beginning of the second semester. No room shall be occupied prior to 48 hours before the first day of classes for a semester without permission from the Dean of Students. The room must be relinquished within a 24-hour period following the student’s last scheduled examination but no later than noon following the last day of examinations. All residence halls will be vacated locked at that time.

B. VACATION OCCUPANCY: The contract does not cover regularly scheduled vacation periods. A special living area may be established for students who are not able to leave the campus during these periods. Application must be made (by established deadline) through the Office of Student Life prior to a scheduled vacation period for permission to occupy a room. An additional charge will be assessed for housing during vacation periods.

C. TERMINATION OF CONTRACT: The College may terminate a contract and take possession of a room at any time for: (a) violation of the Residence Hall Community Code as outlined in this contract; (b) violation of any College regulation, including disorderly conduct, interference with the rights and privileges of other residents, or destruction of property; (c) whenever the room is vacated or the relationship between the student with the College as a student is terminated. Furthermore, in their utilization of residential facilities, students are expected to obey laws of the general community. If the College terminates a contract for any of the reasons noted above, the room rent will not be refunded.

D. ROOM ASSIGNMENTS: The College will not discriminate in room assignment on the basis of gender, race, color, religion, creed, national origin, ancestry, age, physical ability, or sexual orientation. Room assignments will be made according to departmental procedures and, when possible, in accordance with student preferences. No specific assignment based on the resident's request is guaranteed. Failure to honor housing preferences will not void this contract. The College reserves the right to: (a) assign the remaining space(s) of a room whenever a vacancy in occupancy occurs; (b) increase the number of occupants per room in the event of emergency need; (c) assign students to temporary accommodations, in the event of emergency need; (d) reassign rooms for occupancy during vacation periods; (e) consolidate roommates, for space management purposes, when vacancies occur; (f) change room assignments for health, safety or repair services, for disciplinary reasons caused by the resident, or for irresolvable incompatibility of roommates; and (g) designate the occupancy level for each room.

E. ROOM RESPONSIBILITY: Students are responsible for all activities within their residence including policy violations, damages, and other restrictions stated in this contract. It is expected that rooms will be in the same condition at the end of the occupancy period as when first occupied. All personal belongings must be removed from rooms. Trash must be removed and placed in containers provided by the College. All College-owned furniture and furnishings must be present in the room and properly assembled. Any personal items left in a room will be discarded 24 hours following the last scheduled examination. Should a room require more than the normal amount of cleaning by the College when occupants move out, a fine may be imposed and a bill for the additional time will be charged to the student or students involved. Any damages not claimed by individual residents will be divided equally among all residents of the room.

F. LOSS OR DAMAGE: The College does not assume responsibility for damage or loss of personal property of residents due to fire, theft, or other causes.

CONDITIONS OF OCCUPANCY

The following regulations have been instituted by the College to insure that the rights and welfare of all students will be protected. Violations of these regulations may result in disciplinary action consistent with the Statement On Rights and Responsibilities of Students and the Code of Conduct. All of the regulations listed below apply to the residents and visitors of all College owned or operated residences, including College-owned houses, and off-campus apartments.

1. ALCOHOL AND NARCOTICS: It is illegal for students under the age of 21 to possess, consume, or transport alcohol. Alcohol is not permitted on College property. Refer to the Student Handbook for more detailed information about the alcohol policy. The unlawful possession or use of narcotics and any controlled substances is not permitted. Students who violate this condition will be subject to severe disciplinary action.

2. ASSESSMENT FOR DAMAGE: Residents will be held responsible for any damage done to their rooms or any part of the residence hall and its equipment. When damage occurs in a public area, it will be billed on a per capita basis to the students of that area. It is the discretion of the Residence Life Staff to assess community billing charges for other actions not considered vandalism. The College will not absorb the cost of damages and vandalism that occur in the residence halls during the academic year. In the event the perpetrator(s) cannot be identified, the cost for repair is prorated among the residents of the hall/building. There will be a $5 minimum assessment for community billing charges. Students are responsible for reporting to the Office of Student Life any damages done outside of the door of their room; otherwise, they will be billed for such damage. In cases of extreme damage or vandalism, students will also be subject to fines and disciplinary action.

3. BARBELLS: Barbells and other weight lifting equipment may not be used or stored in a student’s room.

4. CABLE AND TELEVISION: Exterior satellite dishes and receivers are not permitted. Students are not permitted to split the television cable; this practice is illegal and constitutes theft of that service.

5. CARE OF ROOMS: Students are expected to keep their rooms clean and in order and to cooperate in maintaining the lounges, corridors, and common areas in satisfactory condition. Waterbeds are not permitted. Furniture lofts or partitions may not be built in.

6. CONTRACT SUSPENSION: Any student whose physical or mental health might jeopardize the safety or well-being of that individual or that of any other resident may be required to have an examination by a physician or a consultation with a College counselor. Should the physician or counselor determine that a health or safety concern exists; the Dean of Students may amend or suspend the student’s housing contract as appropriate.
7. **COOKING OF MEALS**: Cooking of meals is not permitted in student rooms. This practice is a fire hazard and a health hazard. Appropriate cooking areas exist in all halls. Students are expected to monitor food as it is being cooked.

8. **ELECTRICAL APPLIANCES**: No appliances containing open heating elements may be used in student rooms as they pose distinct fire hazards and overload existing electrical circuits. Prohibited appliances include: hot plates, heaters, and toaster ovens. Compact, personal-sized refrigerators (no larger than 6 cubic feet in capacity) are permitted. Microwave ovens are not permitted in student rooms. Personal electronic equipment (computers, stereos, televisions, etc.) is permitted, provided it is operated with the proper regard for quiet hours and does not disturb other residents. Speakers must not be placed in or near an open window.

9. **FIRE SAFETY AND EQUIPMENT**: Fire equipment is to be used only as necessary in case of fire; its use or misuse must be reported to Residence Life staff immediately so that it may be restored to useful condition without delay. Anyone identified as responsible for tampering with or theft of any College-owned Fire Extinguisher or other fire apparatus in any College-owned residence will be subject to a $500 fine and severe disciplinary action. If a person or persons responsible for tampering with fire equipment are not apprehended, the students living on the floor, wing, or section of the residence hall will be billed $500 on a per capita basis. Decorations or furniture must never hinder exit from a room. Students are expected to leave the building for all fire alarms and drills. Lack of cooperation during fire drills or alarms will result in disciplinary action. Students must not decorate their rooms with combustible materials (paneling, combustible fabrics, etc.). Fiberglass or other fire-resistant hangings are acceptable if hung from picture molding. No items may be affixed to, installed in or suspended from the ceiling in any student room. Fabric decorations may only cover a maximum of 50% of one wall in any student room. Posters may only cover a maximum of 50% of the wall space in any student room.

10. **FOOD STORAGE**: Food may be stored in student rooms only if it is stored in appropriate containers. Food and drinks may not be stored on exterior windowsills. No dishes or silverware may be taken from the dining facilities to student rooms.

11. **GENERAL PROVISION**: The College reserves the right to change these regulations or make rules as it deems necessary for the protection of the community and/or the general welfare of the residents. Students are expected to abide by statements in the College Housing Contract, the Code of Conduct, and the Statement of Student Rights and Responsibilities.

12. **GUESTS**: Guests may visit in residences under the provisions specified in the McPherson College Code of Conduct. Students are allowed to have guests for short periods of time. Overnight guests are not permitted in College housing without advance permission from all students in the room/suite in which they reside. The host student is responsible for the conduct of his/her student and non/student guests, including damages caused by them. Overnight guests must be at least 16 years old.

13. **HAZARDOUS MATERIALS**: Firearms, air guns, weapons of any other kind, and other hazardous items, including ammunition, firecrackers, gun powder, and chemicals are strictly prohibited and, if found, will be confiscated and the owner subject to disciplinary action. Possession of burning or previously burned candles, incense, or kerosene lamps for any purpose is prohibited. Lamps may not use a halogen bulb.

14. **INSPECTION**: Inspections will be conducted at the beginning and end of each academic year to establish the basis for assessing damages. All College residential facilities will be inspected at least once per semester for the purpose of damage assessment. The right is reserved for College authorities to enter any room at any time for the purpose of inspection or repair. Filling out complete and accurate Room Inspection Reports by residents will facilitate appropriate billing. In addition, routine safety inspections are conducted between semesters. Students are subject to disciplinary actions for violations in view during any room inspection or repair call.

15. **KEYS**: Residence hall keys are not to be duplicated except by the College locksmith. When keys are reported lost or stolen, a charge will be assessed for a lock change and key replacement. A charge will be assessed if keys are not returned when a student vacates his/her residence. A separate charge is also assessed for electronic access tag replacement. Keys and access tags are issued to students individually; they are non-transferable.

16. **LEAVES OF ABSENCE AND STUDY ABROAD**: It is the responsibility of students who are returning to the College from abroad or from a leave of absence to communicate their housing requests to the Office of Student Life in advance of their return. The office will attempt to accommodate students’ hall and room preferences; however, preferred assignments cannot be guaranteed. Students returning in January will be assigned to residence hall space based on class seniority and the date their request for housing is received. Students who are abroad during the spring semester must notify the Office of Student Life, in writing, of their arrangements for a fellow student to serve as proxy and select a room for them during the housing room reservation process. Students taking a leave of absence during the spring semester will be assigned Fall housing through the summer waitlist process. All students must live in College housing unless they apply for and receive permission, in writing, from the Dean of Students to live elsewhere or they meet the off-campus living requirements before the beginning of the academic year.

17. **MOVING FURNITURE**: All College supplied furniture must remain in student rooms. Common area furniture is for use by all students and may not be removed or relocated. Unauthorized removal of furniture will be considered theft of college property and students will be disciplined and fined for such behavior.

18. **MUSICAL INSTRUMENTS**: Musical instruments should not be played in residence halls. Practice rooms are available upon request in Hess Fine Arts Center.

19. **PESTS**: Residents are not permitted to keep pets of any kind. Lab specimens are also prohibited. Violations will warrant a fine and disciplinary action. (See Service Animal Policy)

20. **QUIET HOURS**: To maintain conditions conducive to academic achievement, quiet hours are established and maintained in all residence halls. *Excessive noise at any time will not be tolerated.* During exam periods 24-hour quiet hours will be observed.

21. **ROOFS AND LEDGES**: Students are not permitted on residence hall or apartment roofs or ledges.

22. **ROOM CHANGES**: No student will be allowed to move off campus, exchange a room or substitute one occupant for another without permission from the Dean of Students or his/her designee. If one of the occupants of a room moves, the student(s) who remains agrees to accept an assigned roommate(s). Students who misrepresent the truth intimidate assigned occupants, or otherwise attempt to manipulate the housing assignment or lottery process will be subject to disciplinary action that may include fines, reassignment, and/or contract termination.

23. **ROOM DECORATIONS**: Decals, pictures, posters, stickers, labels, etc., which are fastened to walls, doors, woodwork, and ceilings must be removed without damage to paint or finished surfaces of the room. Pictures, decorations, etc., should be hung from the picture moldings or attached in a method that does not damage the walls. Double-faced tape, Scotch tape, and masking tape and duct tape will damage walls, causing possible assessment for damage/fee. The use of nails, tacks or screws is forbidden. Writing instruments must not be used on any building surface.
24. SANITATION: Each resident is expected to maintain his/her room in an acceptably safe and sanitary condition. Students within suites and apartments are responsible for regularly cleaning their bathroom, kitchen, and common area.

25. SEARCH AND SEIZURE: Except under emergency circumstances, College premises occupied by students and the personal possessions of students will not be searched unless authorization is obtained from the Office of Student Life. Authorization shall be made before a search is conducted. The authorization shall specify the reasons for the search and the objects sought. The student should be present, if possible, during the search. However, residence life staff reserves the right to enter any residence without notice in emergency situations.

26. SECURITY: Students agree to abide by the safety rules and procedures of the College. Residents who leave the residence hall by locked doors are responsible for leaving the doors in a locked position. Doors should never be propped open. Residents are urged to lock the windows and doors during periods of absence. During holiday periods, additional precautions should be taken to include removing small portable items and closing curtains or shades. Any losses should be reported to the Office of Student Life. The Office of Student Life will file an Incident Report that may help facilitate the settlement of insurance claims. A student has the right to file a police report with local law enforcement as well.

27. SMOKING: Smoking is not permitted in any College-owned residence, including individual bedrooms, suite bedrooms and common rooms, lounges, bathrooms, and hallways.

28. SOLICITING-SALES: Soliciting, canvassing, or the use of College housing as a location for selling and advertising is prohibited unless written permission is granted by the Office of Student Life.

29. STORAGE: Limited storage closet space is available in some residence halls for student use. There are restrictions on the type of items that may be stored in College storage closets. McPherson College assumes no responsibility for loss, theft, or damage of property stored in residence halls.

30. SUBLET: Assigned rooms may not be sublet. The housing contract is personal and may not be transferred to another person.

31. TELEPHONES: Any misuse of telephone equipment may result in College disciplinary action, including fines, and civil and criminal charges against the student by the telephone company.

32. TRASH DISPOSAL: All waste paper and other trash must be deposited in the designated wastebaskets, dumpsters, or in recycling containers. Littering or improper disposal of trash or recycling is not permitted.

ALCOHOL AND DRUG POLICY

McPherson College prohibits the possession or use, processing, distributing, manufacturing, selling or being under the influence of alcohol or illegal drugs by any student, faculty, or staff person anywhere on campus or at college functions. 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 the entire campus community. In addition, health risks are associated with misuse and abuse of such substances and legal consequences for illegal drug use can be quite severe and greatly impact a person’s future.

Alcohol containers and/or drug paraphernalia including beer cans, bottles and/or shot glass collections displayed in a room are prohibited on campus. Containers being used for art class projects are exempt. McPherson College partners with local law enforcement and will periodically use canines and other related tools to sweep for contraband. Residence Life staff will periodically and randomly performs health and safety checks, too.

Students are responsible for their guests and for any violation of these policies including disorderly conduct or damages that are associated with the consumption of alcohol or the use of illegal drugs.

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.” Students participating in the PELL Grant Program are required by the federal government to sign the “Anti-Drug Abuse Act Certification.”

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

ALCOHOL POLICY

McPherson College does not encourage nor promote the consumption of alcohol. McPherson College’s expectations and policies have been designed to provide a positive environment to promote personal development and growth through accountability and reflective practices.

Alcohol is prohibited on McPherson College campus, including residence halls and apartments. Facilities are considered substance free. Institutional funds may not be used to purchase alcoholic beverages. Promotion or references to alcohol at institutional funded events or on institutional material is prohibited. Disregard for College alcohol policies may result in disciplinary action, including loss of residential privileges, suspension, and expulsion.

MINOR VIOLATIONS may include but not limited to:

- Public consumption - public areas are defined as those areas of the campus that are readily accessible to students, faculty, staff, and guests. Such areas include all outside areas, athletic fields, lobbies, classrooms, lounges, building corridors, and offices
- Public intoxication
- Providing false information
- Possession of alcohol on college property including residence halls and apartments or at a college sponsored event

MAJOR VIOLATIONS may include but not limited to:

- Driving under the influence and driving while intoxicated either on or off campus
- Intoxication leading to harm to self or others
- Intoxication leading to property damage, disruption to the community, or other violations of McPherson College Policy

In the absence of clear mitigating circumstances (resident away for the evening, etc.), all residents of the room or apartment in which an Alcohol Policy violation occurs will be charged with the violation.

CONSEQUENCES FOR ALCOHOL POLICY VIOLATIONS

Students in violation of the McPherson College Alcohol Policy will be subject to a number of possible conduct consequences, some of which may not be listed. Details of the judicial process are located in the McPherson College Student Handbook. In all cases involving fines, the entry will read
as a “Fine” on the individual’s bill from the College. Unlike McPherson College policies regarding the release of grades and other academic information, the College may notify parents/guardians in case of alcohol violation. In all complaints involving suspension, readmission will be contingent upon successful completion of treatment.

FIRST OFFENSE, MINOR VIOLATION
Possible Consequences:
• Participation in an on-line educational site such as 3rd Millennium (student is responsible for any associated costs).
• up to 5 hours of work for the College
• Possible notification of co-curricular supervisor(s)
• Fine of up to $100
• Parent/Guardian notification upon completion of the conduct process
• Conduct Warning
• College Policy/Student Handbook quiz

SECOND OFFENSE, MINOR VIOLATION
Possible Consequences:
• Participation in the Substance Abuse Screening Inventory through the McPherson College Counseling Services (2 Counseling sessions minimum)
• up to 10 hours of work for the College
• Fine of up to $150
• Required notification of co-curricular supervisor(s)
• Required Parent/Guardian notification upon the completion of the Conduct process
• Removal from McPherson College housing or change in housing assignment
• Conduct warning

Note: The next Alcohol Policy violation of any kind will be classified as the First Offense, Major Violation, and so will be referred automatically to the Conduct Board.

FIRST OFFENSE, MAJOR VIOLATION
Possible Consequences:
• Participation in an on-line educational site such as 3rd Millennium (student is responsible for any associated costs).
• Personal counseling (off-campus referrals to be undertaken at the student’s expense)
• Up to 16 hours of work for the College
• Fine of up to $200
• Required Parent/Guardian notification upon completion of the Conduct process
• Removal from McPherson College owned housing or change in housing assignment
• Repayment of any costs to repair/replace property
• Required notification of co-curricular supervisor(s)
• Conduct Warning
• Conduct Probation
• Suspension
• Expulsion

SECOND OFFENSE, MAJOR VIOLATION
Possible Consequences:
• Participation in the Substance Abuse Screening Inventory through the McPherson College Counseling Services (2 Counseling sessions minimum)
• Personal counseling (off-campus referrals to be undertaken at the student’s expense)
• Up to 25 hours of work for the College
• Fine of up to $400
• Required Parent/Guardian notification upon completion of the Conduct process
• Removal from McPherson College housing or change in housing assignment
• Repayment of any costs to repair/replace property
• Conduct Warning
• Conduct Probation
• Suspension
• Expulsion

THIRD OFFENSE, MAJOR VIOLATION
Possible Consequences:
• Personal counseling (off-campus referrals to be undertaken at the student’s expense)
• Up to 35 hours of work for the College
• Fine of up to $600
• Required notification of co-curricular supervisor(s)
• Required Parent/Guardian notification upon completion of the Conduct process
• Removal from McPherson College housing or change in housing assignment
• Repayment of any costs to repair/replace property
• Conduct Probation
• Suspension
• Expulsion

DRUG POLICY
McPherson College defines the possession of controlled or illegal substances as the presence of such substances or associated paraphernalia on the student’s person, in his or her room, automobile, or among properties controlled, owned or used by the student. All parties who are present at the time that illegal drug possession or consumption is established are subjected to the same sanctions as the individual(s) who brought the drug into the environment or were possession or consuming it. Given reasonable cause, drug testing may be required if students suspected of a drug related offense. Refusal to participate in testing may be used as grounds for disciplinary action.

Student(s) who possess expired prescription drugs and/or unreasonable, large quantities of prescription drugs will be asked to provide independent, medical verification that the quantity and the prescription is valid. If medical verification is not obtained, he or she will be subject to the sanctions outlined in this policy.

Drug Sanctions
Any student found in violation of the McPherson College drug policy will be subject to disciplinary actions. When large quantities of illegal drugs are involved or there is evidence of drug distribution, the implicated student will be subject to criminal charges by law enforcement.

Drug Dogs on Campus
In an effort to maintain a drug-free learning environment, McPherson College Student Life Department in conjunction with local authorities, will periodically utilize drug dogs in conducting sweeps for illicit drugs in all of the parking lots, common areas and buildings on campus. The Dean of Students or his/her designee will arrange supervision and coordinate all canine searches with law enforcement.

These sweeps will be performed by handlers and canines trained and certified in the detection of illegal drugs/narcotics. Canines will be allowed to make sweeps through all common areas, parking lots, and will be utilized inside of the buildings when it is deemed necessary. Searches will be conducted of vehicles, rooms, and other areas once the canine alerts which will provide probable cause to believe that drugs are present in that area.

Once the canine alerts of possible presents of illegal drugs/narcotics, the occupant(s) assigned to the room will be contacted immediately, in order to be present for an official search. Upon discovery of suspected illegal drugs/narcotics, persons who are determined to be in violation of State or Federal law and/or College rules and regulations, will face College disciplinary actions and possible arrest. In the event, a search occurs and no evidence of a violation was found, the incident will be documented and monitored.

INFORMATION/REFERRAL SERVICES ALCOHOL AND OTHER DRUGS
Counseling..................................................785-823-7400/620-242-0496
Dean of Students .........................................................620-242-0500
Health Clinic .................................................................620-242-0404
Spiritual Life and Service..............................................................620-242-0503
McPherson Police Department ..............................................................620-245-1200
Sexual Assault/Domestic Violence Center ........................................1-800-701-3630/620-663-2522

ATHLETIC EQUIPMENT
In-line skates, scooters, skateboards, 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
This statement constitutes a college-wide policy for the appropriate use of all McPherson College computing and network resources. It is intended to provide effective protection of individual users, equitable access, and proper management of those resources. These guidelines are intended to supplement, not replace, any and all existing laws, regulations, agreements, and contracts that apply to those resources.

Access to the McPherson College network and computer systems is granted subject to College policies and local, state and federal laws. Appropriate use should always be legal and ethical, reflect academic honesty and community standards, and show restraint in the consumption of shared resources. The use should demonstrate respect for intellectual property, ownership of data, system security, each individual’s rights to privacy, freedom of speech, and freedom from intimidation and harassment.

McPherson College is not responsible for unlawful, unethical, or otherwise unacceptable use of the information technology environment, including computers and computer networks or other electronic communication systems.

It is the responsibility of every user to be aware of the possible effects of manipulating information in the electronic form, to understand the changeable nature of electronically stored information, and to continuously verify the integrity, correctness and completeness of all information that is compiled, created or used.

Use of McPherson College network and computer systems is conditioned upon compliance with this and other College policies and applicable laws. Though not exhaustive, the following is a partial list of activities that are NOT allowed:

- using facilities, accounts, access codes, privileges or information that you are not authorized to use;
- viewing, copying, altering, or destroying anyone’s files without the individual’s permission;
- representing yourself as another user;
- harassing others;
- creating and/or forwarding chain letters;
- Viewing, posting or mailing obscene materials;
- playing games that interfere with academic or administrative use; or gambling at anytime.
- making, distributing, or using unauthorized copies of licensed software;
- unauthorized copying, reproducing or redistributing of another’s text, photos, sound, video graphics, or information formats;
- obstructing another’s work by consuming large amounts of system resources;
- introducing or producing destructive software (viruses, etc.);
- attempting to cause or intentionally causing system crashes;
- running or configuring software or hardware to intentionally allow access by unauthorized users;
- attempting to circumvent or subvert any system’s security measures;
- e-mailing unsolicited advertising or otherwise using College network and/or equipment for commercial gain;
- disrupting services, damaging files or intentionally damaging or destroying equipment, software or data belonging to others;
- using computing resources for unauthorized monitoring of electronic communications.

All users should report any improper usage of McPherson College’s computers, networks or other information processing equipment to Computer Services, ext. 2456 or 620-242-0456.

Persons in violation of this policy are subject to the full range of sanctions and discipline, up to and including termination. 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.

For reasons of efficiency and security, McPherson College reserves the right of access to all data contained on any computer equipment owned by the College. Employees are advised that, as against the College, they have no legitimate expectation of privacy with respect to their use of such equipment.

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, indoor or outdoor grills, and other cooking appliances is not allowed in student rooms. Kitchenettes are available for use in the Residence Halls. Students are expected to maintain a clean and sanitary environment.

EMERGENCIES
To ensure the safety of the campus community, McPherson College uses a warning system called the “Rave System.” In the event of an emergency that threatens the campus community, students and faculty can be warned via text message and/or email. Students are encouraged to enroll in this free program during their enrollment. Students should contact the Office of Student Life or the Dean of Students for more information. Residence Life staff reserves the right to enter any resident’s room without notice during emergency situations.

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 addition to being charged a fee of $500.00. 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 organized 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 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 residents’ 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 with residence hall policies. An inspection can be made by any member of the Residence Life or Facility Management staff. Residence Life Staff will 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 present; 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. 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 to 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. Change can be provided at the bookstore. 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 requested to lock their doors, bikes and cars. Personal Property Insurance is available at the business office.

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.

Assistance Animals Policy- Assistant animals may be used by individuals with disabilities on campus. This is defined as an animal that either (1) works, provides assistance, or performs tasks for the benefit of a person with a disability; or (2) provides emotional or other type of support that alleviates one or more identified symptoms or effects of a person’s diagnosed and documented disability. Assisted animals on campus must be approved through the Office of Student Life.

PUBLIC NUDITY
As a matter of consideration for other members of the community, nudity is not allowed.

QUIET HOURS (NOISE VIOLATIONS)
Hours are the same for all residence halls. 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.

Quiet Hours:
- Sunday – Thursday: 10:00 p.m. – 10:00 a.m.
- Friday and Saturday: 12:00 a.m. – 10:00 a.m.

Quiet Hours During Finals Week: 7:00 p.m. – 5:00 p.m. (a 22-hour span)

Refrigerators
One personal refrigerator, no larger than 3.0 cubic feet, is allowed per student. 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. Baer Apartments and Harter Hall are already furnished with refrigerators.

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.

Residence Hall Selection Process
Each spring students are given the opportunity to indicate their desired residence hall and roommate for the following year. The procedures and requirements for the resident hall selection process will be sent to each returning resident student in advance of the sign-up dates. In addition, the dates and locations for resident hall 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 Student Life Staff.

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 without approval from the Resident Director.

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 Office of Student Life must be contacted, and the Housing Office and/or Dean of Students will handle the situation on a case-by-case basis.

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 each academic year. 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 (FORMAL) AND RANDOM SEARCHES ON CAMPUS
A formal room search is performed in response to a report of a violation of campus community code. A formal room search is a thorough check of the room and its contents including personal belongings. In order to carry out a formal room search, 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 as follows:

If illegal drugs are suspected, local law enforcement will be contacted and the student(s) will be required to stay in the room until said law enforcement arrives on campus.

McPherson College and the Office of Student Life reserve the right to conduct random searches of residence halls and parking lots, with the assistance of local law enforcement, in order to maintain a safe campus.

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 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
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:

<table>
<thead>
<tr>
<th>Campus Buildings</th>
<th>Shelter Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baer Apartments</td>
<td>Melhorn Basement</td>
</tr>
<tr>
<td>Brown, Mingenback</td>
<td>Brown Auditorium Basement</td>
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<tr>
<td>Melhorn, Facility Management</td>
<td>Melhorn Basement</td>
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<tr>
<td>Templeton</td>
<td>Melhorn Basement</td>
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<tr>
<td>Harter</td>
<td>Melhorn Basement</td>
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<tr>
<td>Hess</td>
<td>Hess Basement</td>
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<tr>
<td>Miller Library, Mohler</td>
<td>Miller Library Basement</td>
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<tr>
<td>Sport Center, Athletic Fields</td>
<td>Miller Library Basement</td>
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<tr>
<td>Beeghly, Hoffman Student Union</td>
<td>Hoffman Student Union Basement</td>
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<tr>
<td>Dotzour</td>
<td>Hoffman Student Union Basement</td>
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</tbody>
</table>
Students who violate the law, either on or off campus, may be prosecuted by civil authorities. Members of the College community should remember that College discipline is not a substitute for the law. "Disciplinary Procedure." If a party to a disciplinary case believes the procedure or the result was unfair, the decision can be appealed. It is important that all members of the College community conduct themselves responsibly 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.

**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 responsibly 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 is consistent with the mission of the College. 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 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.
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,
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.

SEXUAL VIOLENCE POLICY

This policy applies equally to all members of the McPherson College community: students, faculty, administrators, staff, contract employees, and visitors.

The college is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. It strongly condemns sexual offenses, will not tolerate sexual offenders, and supports those who have been victimized.

Sexual assault includes the attempt or act of rape (sexual intercourse without consent or with a child under the age of thirteen, by a stranger, an acquaintance or an intimate), forced sodomy (forced oral or anal sex), or the forced penetration by a foreign object either animate, such as a finger, or inanimate. Non-penetration sexual assault includes the act of touching an unwilling person’s intimate parts such as genitalia, anus, groin, breast, or buttocks, or the clothing covering these parts, or forcing an unwilling person to touch another’s intimate parts.

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of the relationship is determined by the following indicators: length of the relationship, type of relationship, and frequency of interactions with the persons involved in the relationship.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others. Another indicator is when the person is suffering substantial emotional distress.

Domestic violence is considered a felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim. The person with whom the victim shares a child in common, cohabitates with or has in the past with the victim, or by a person who is similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from the person’s acts under the domestic or family violence laws of the jurisdiction.

The above acts constitute sexual assault when they are committed against a person’s will as evidenced by refusal of consent or through the use of force, threat, manipulation, or intimidation, or against a person who, by virtue of mental incapacity or physical helplessness, is unable to give or withhold consent. This includes, but is not limited to, incapacity or helplessness caused by alcohol or other drugs. Intoxication of the assailant shall not diminish the assailant’s responsibility for the sexual assault.

The college will respond promptly, fairly, and decisively to all reports of sexual assault. Additionally, members of the college community, if made aware of an alleged incident of sexual assault, shall be mandated to promptly report the alleged incident to the Dean of Student/Title IX Coordinator (students), Chief Academic Officer (faculty) or the Director of Human Resources (staff) for prompt investigation in a discrete and confidential manner.

Members of the college community accused of sexual assault, if the allegation is found, will be subject to the college’s disciplinary policies when the alleged incident has occurred on-campus or when the incident has occurred off campus and materially affects the learning environment or operations...
of the college. Person(s) accused of such behavior also have the right to appeal any disciplinary process, as well as the victim. Members of the college community, who are aware of an incident of sexual assault, and fail to report the incident to any of the designated parties in this policy, shall likewise be subject to the college’s disciplinary policies.

Sexual assaults are serious violations of the college’s student code of conduct, faculty standards and college employee and administrative policies. They are crimes under state law and punished by fines and/or imprisonment. In addition, these actions are subject to civil suit for damages.

This college policy is compliant with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) as amended in 1998, which requires all postsecondary institutions to publish and distribute certain information regarding campus crimes, including reports of campus sexual assault, sexual assault policies and security programming to all current students, employees, and to any applicant who so requests.

McPherson College shall make 24-hour assistance available to those, who have been affected by sexual assault, through the Dean of Student's Office (also the Title IX Coordinator) or the college’s Human Resources Department.

SOCIAL MEDIA POLICY

McPherson College recognizes the power and ability of social media to build community, relationships, and promote free expression. Students should also be aware of the consequences of the abuse of social media. They should always keep in mind that information posted on social networks is public, and is a direct representation of themselves, their families, teams and/or McPherson College. Uncivil behavior and harassment will not be tolerated.

Please keep in mind the following guidelines as you participate on social networking web sites.

- Before participating in any online community, be aware that any information you post becomes public knowledge. Whether it is a photo, video and/or text, that message becomes out of your control once posted online
- You should not post information that would cause embarrassment to yourself, family, team or McPherson College.
- Be aware that posting specific information such as your address, birthday, phone number, etc., puts you in a situation where you could be vulnerable to predators.
- Exercise caution with who you add as a “friend” or “follower” on social networking sites. There are people looking to take advantage of students.
- McPherson College staff can and do monitor these web sites
- The use of college copyrighted material is prohibited.

Students could face discipline and even dismissal for violations of stated policies.

OFF-CAMPUS CONDUCT

Although the College is not legally responsible or financially liable for the behavior of students off campus, it does reserve the right to take disciplinary actions against students when their off-campus behavior violates College expectations and policies or when the behavior affects the College community. This rule applies whether or not the College sponsors the off-campus activities.

CAMPUS JUDICIAL COUNCIL

Membership on the Campus Judicial Council may include a Student Government Representative from each residence halls (Dotzour, Metzler, Bittinger, Morrison, Baer Apt., and Harter) and one student from each residence hall elected by the residents of the facility. The Council may also include a Resident Director and/or an appointed designee (each chosen by the Dean of Students) to serve as advisors to the Campus Judicial Council. They 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.

CONDUCT COMMITTEE

Membership of the Conduct Committee will include the Dean of Students, 2-3 faculty/staff representatives, and a student (as needed and appointed by the Dean of Students). It is provided, however, that the Dean of Students, within his/her discretion, may determine that the matter involves confidential information or sensitive statements and evidence and may convene a limited Committee consisting only of faculty or college officials. Unanimous attendance of the Committee is not required to conduct the hearing and the Dean of Students shall have the discretion to determine whether the Committee’s attendance is sufficient to proceed with the hearing. After statements and evidence have been presented to the Conduct Committee, they make the final decision and may impose any appropriate sanctions on the student(s).

If the Conduct Committee determines that the appropriate sanction is dismissal from the institution, the Conduct Committee shall recommend to the President that the student(s) be dismissed from the institution. In such instances, the affected student shall be notified, in writing, of this recommendation and shall be allowed the opportunity to submit a written statement in response to that recommendation. In any case involving suspension or dismissal, 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.

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 shall 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.

**CAMPUS JUDICIAL PROCEDURE**

The office of the Student Life coordinates all student disciplinary proceedings. This Office shall act as the investigator in a campus incident, 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 investigator. Judicial procedure shall incur according to the following steps:

1. Any member of the Services staff has witnessed a violation of the Community Code or has received a verbal or written complaint that the Community Code has been violated. Complains may be made by faculty, administrators, staff, students or others
2. The violation is investigated by the Student Life Staff.
3. After the Student Life Staff has interviewed witnesses and investigated the incident, a written documentation of the incident is recorded and electronically provided to the office of the Dean of Students.
4. Once the Office of Student Life has received the electronic documentation of a campus incident, the Dean of Students evaluates the incident. The Dean of Students shall have the right to ask any witnesses to provide additional information and/or to put an oral complaint into written form.
5. In response to the documentation received, the Dean of Students may choose to take no action, may initiate further investigation, may suggest that the aggrieved party pursue an informal solution to the problem or impose a sanction and fine. If the discipline chosen by the Dean of Students does not consist of suspension or dismissal, paragraphs 1 through 7, below, shall govern. If, however, the discipline chosen consists of suspension or dismissal, then paragraphs 8 through 13, below, shall govern.

**Steps for discipline where there is no suspension or dismissal**

1. The Dean of Students shall 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.
2. If the violation is considered a minor violation of community code, the disciplinary action will be recommended and a sanction will be determined by the Dean of Students. This statement (the “Findings”) shall be delivered to the student through electronic mail as soon as possible. A copy shall be retained in the office of the Dean of Students.
3. If a student wishes to dispute any portion of the Findings, 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 Dean of Students may extend the time for appeal in any situation where the student convinces the Dean of Students that he or she did not under the circumstances have a reasonable opportunity to file an appeal timely. If no timely appeal is filed, the Dean of Students shall cause the findings to be final.
4. If 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/or consider such other testimony and other evidence as it may decide is relevant and appropriate.
5. The Judicial Council shall then make its written recommendation to the Dean of Students. 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.
6. The Dean of Students 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. The Dean of Students 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, and deliver it through electronic mail.
7. The decision of the Dean of Students shall be final.

**Steps for discipline where there is suspension or dismissal**

8. If the Dean of Students has decided that the student’s disciplinary actions warrants a possibility of suspension or dismissal, whenever possible the Conduct Committee will be held to determine institution action. The statement of findings shall be delivered to the student through electronic mail as soon as possible and a copy of said findings shall be mailed to the parents of said student.
9. If a student wishes to dispute any portion of the Findings, 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 Dean of Students may extend the time for appeal in any situation where the student convinces the Dean of Students that he or she did not under the circumstances have a reasonable opportunity to file an appeal timely. If no timely appeal is filed, the Dean of Students shall cause the findings to be final.
10. If an appeal has been properly filed, the case shall be heard by the Conduct Committee, which shall review the Findings and other records and documents, allow the student to present evidence and argument, and/or consider such other testimony and other evidence as it may decide is relevant and appropriate.
11. The Conduct Committee shall then make its written recommendation to the Dean of Students. A majority of the members of the Conduct Committee are considering the case shall be sufficient to make a recommendation. The Committee 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.
12. The Dean of Students shall consider the recommendation of the Conduct Committee, 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. The Dean of Students shall then issue a written decision on the
Conduct Committee’s recommendations, summarizing the relevant facts and stating the discipline, if any, to be imposed, and deliver it through electronic mail.

13. In any case involving suspension or dismissal, 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.

CONSEQUENCES AND FINES

In the event a fine is assessed to a student who has violated the Community Code, the following shall apply:

<table>
<thead>
<tr>
<th>Violation</th>
<th>1st offense fine up to $100</th>
<th>2nd offense fine up to $200</th>
<th>3rd offense min. suspension max expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol and Disruptive/Destructive Acts of Behavior</td>
<td>1st offense an additional fine of $150</td>
<td>2nd offense min. additional fine of $250/max suspension</td>
<td>3rd offense min. suspension/max. expulsion</td>
</tr>
<tr>
<td>Drugs</td>
<td>Min. suspension/max expulsion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open flame</td>
<td>Up to $50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visitation hours</td>
<td>1-30 minutes = $25.00</td>
<td>30 + minutes = $50.00</td>
<td></td>
</tr>
<tr>
<td>Quiet hours/Noise Violations</td>
<td>Up to $50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mattress replacement</td>
<td>$120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room cleaning</td>
<td>$100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apartment cleaning</td>
<td>Up to $200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Screen replacement</td>
<td>$25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Removal of furniture</td>
<td>$75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Removal of personal property</td>
<td>$75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improper check-out</td>
<td>$100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacement of ID card</td>
<td>$5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unauthorized use of college furniture</td>
<td>$100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tampering with AC/fire alarm</td>
<td>$50</td>
<td></td>
<td></td>
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<tr>
<td>Lock out</td>
<td>up to $50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking violations</td>
<td>up to $150</td>
<td></td>
<td></td>
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<tr>
<td>Unauthorized use of keys</td>
<td>Depends on infraction</td>
<td></td>
<td></td>
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<tr>
<td>Tobacco</td>
<td>Minimum warning/Max up to $100 fine</td>
<td></td>
<td></td>
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<tr>
<td>Pets</td>
<td>Minimum warning/Max up to $100 fine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scaling buildings</td>
<td>Minimum warning/Max up to $250 fine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Extinguishers</td>
<td>$500</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 Office of Student Life. 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.

MCPHERSON COLLEGE LINGO

Caf: the entire student union.
Dot: Dotzour Hall.
Metz: Metzler Hall.
Bitt: Bittinger Hall.
Mud Huckers: McPherson College Ultimate Frisbee Team
Bulldog Connect: LMS, found on the McPherson College homepage under “current students”, “JICS/LMS”
MO: Mohler Hall, houses History, English, and Communication courses.
MI: Miller Library, houses Curriculum & Instruction courses, and of course books!
ML: Melhorn Science Hall, houses general education courses, Math, Social & Natural Science courses.
HS: Hess Fine Arts Center, houses the Fine Arts Department.
TE: Templeton Hall, houses the Auto Restoration Program.
Spectator: houses the student ran newspaper, and the Office of Alumni Relations.
SGA: Student Government Association.
SAB: Student Activities Board.
Friendship Hall: Art Gallery that houses student and professional work as well as Brown Auditorium and Mingenback Theatre.
Brown Auditorium: Auditorium which houses theatre productions, convocations, and miscellaneous campus events.
Mingenback Theatre: Home of the First Nighters, houses many theatre productions, dinners, and banquets, as well as miscellaneous campus events.