

# 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
Cafeteria/Food Service and Catering .....	620-242-0460
Campus Store .....	620-242-0457
Computer Services .....	620-242-0455
Office for Student Life .....	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

## THE STUDENT HANDBOOK 2018-2019

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/>.

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**; contact the Registrar to be provided with this.

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.

## 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 130-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.

## ACADEMIC REGULATIONS

### ACADEMIC INTEGRITY

As a community of scholars, we expect academic integrity from both students and professors. The policy that outlines the repercussions for students who behave in academically dishonest ways may be found in College's catalog. Students not in compliance with the College's standards for academic integrity may need to complete an educational program, all of which will be managed by the Vice President for Academic Affairs or designee.

### CLASS ATTENDANCE

Every professor has the autonomy to establish his or her own class attendance policy, which is explained in the course syllabus. Students are responsible for understanding and complying with each professor's policy. Instructors may lower final grades or fail students who do not comply with the attendance policy set forth in the syllabus. The Vice President for Academic Affairs may withdraw chronically absent students from one or all their courses. Unless the instructor's attendance policy specifies otherwise, students should notify instructors of necessary absences well in advance and arrange alternative means for completing class activities, if appropriate. When prior notification for absences is not possible, the student should explain each absence to the instructor at the next class meeting. The instructor will determine whether make-up work is allowable.

### CLASSROOM CONDUCT

Faculty members have the responsibility to maintain an atmosphere conducive to learning in their classrooms and labs. Therefore, when, in the judgment of the instructor, a student's behavior undermines the learning atmosphere, the instructor may remove that student from the classroom for the remainder of the class period. Students who repeatedly undermine the learning environment, or whose disruptive behavior includes violence, threats, or harassment, may be subject to permanent ejection from a course. Unless the instructor specifies otherwise, ejected students fail the course. Students have the right to appeal an instructor's request for permanent

removal from a course to the Vice President for Academic Affairs. Students should submit their appeal, in writing, to the Vice President for Academic Affairs within 48 hours of their notification of removal or ejection.

## LEAVE OF ABSENCE

Students wanting to leave college for a period of time are eligible to apply for leave of absence status, which provides a continuing contact between the college and the student. Students granted leave of absence status will not be charged the re-admission fee if they decide to re-enroll. They should contact the Vice President for Enrollment Management in writing.

## CHANGING COURSE SCHEDULES (ADDING/DROPPING CLASSES)

Student may change their course schedules only with the permission of their advisor. During the first week of the term, students may drop or add courses. (Upon written request and the presentation of valid reasons, the Vice President for Academic Affairs may approve adds after the first week of class.) During the second week of classes, students may continue to drop courses without a fee. Beginning the third week of class, students will be charged a \$50 fee to withdraw from a course, and a grade of W will be posted on their transcript. Students may withdraw from courses until one week after midterm grades are due. Students who withdraw from a class before that deadline will receive a notation of "W" on the permanent record in place of a letter grade. Students may not withdraw after that deadline without the grade earned at the end of the term being reported on their transcript. The dates of all deadlines are published in the annual Academic Calendar.

## ENROLLMENT STATUS (FULL OR HALF TIME)

Students must be responsible for knowing how their enrollment status affects other factors at the college. For example, their financial package or housing status may be altered. Students may only live in campus housing if they are at full-time status. Once they drop to part-time status, they have 48 hours to vacate the residence halls unless they receive written permission from the Director of Residence Life or other Student Life administration.

## RESIDENCE HALL OPENINGS AND CLOSINGS 2018-2019

### FALL SEMESTER

**Football Student Athletes**

9am Wednesday, August 8, 2018

**Volleyball, Soccer, and Cross Country** 9am Thursday, August 9, 2018

**New Students** 9am Friday, August 17, 2018

**Returning & Transfer Students** 12pm Sunday, August 19, 2018

**RESIDENCE HALLS CLOSE\*** 3pm Friday, December 7, 2018

*\*Please note: unless required by the College to stay, all students need to vacate the residence halls on time during break. Students should leave the residence halls within 24 hours of their last final. Students who wish to remain on campus during break will need to apply to the Office of Student Life at least two weeks prior to the beginning of break. Students who live on-campus extra days must pay \$15.00 per day to the Office of Student Life.*

*Students who wish to apply for Early Arrival must receive approval from the Director of Residence Life who can be contacted by emailing [stulifeasst@mcpherson.edu](mailto:stulifeasst@mcpherson.edu). There is a \$150.00 early arrival fee plus \$15.00 per day charge assessed to bring in extra staff to prepare for the early arrival.*

## **INTERTERM**

**RESIDENCE HALLS OPEN** 12pm Wednesday, January 2, 2019

*Students must be enrolled in Interterm classes to be on campus during interterm.*

## **SPRING SEMESTER**

**RESIDENCE HALLS OPEN for New Students** 12pm Sunday, January 27, 2019

**RESIDENCE HALLS CLOSE for All Students** 12pm Monday, May 20, 2019

## IMPORTANT DATES FOR FOOD SERVICES 2018-2019

<b>First meal for all students</b>	Breakfast	Friday, August 17, 2018
<b>Last meal for all students</b>	Lunch	Friday, May 17, 2018

### DAYS OF LIMITED/NO SERVICE

Food Service is generally **unavailable** during breaks, as students are encouraged to return home or travel during times that the college closes.

<b>Labor's Day</b>	Monday, Sept. 3 (Brunch and Dinner)
<b>Fall Break</b>	Thurs-Friday, Oct. 11-12 (Brunch and Dinner)
<b>Thanksgiving Break</b>	Tues-Sun, Nov. 21-25 (lunch served Tues, dinner served Sun)
<b>Winter Break</b>	Fri-Wed, Dec. 7 to Jan. 2 (lunch served Fri, dinner served Wed)
<b>Martin Luther King Jr. Day</b>	Monday, Jan. 21 (Brunch and Dinner)
<b>Spring Break</b>	Fri-Sun, March 14-24 (lunch served Fri, dinner served Sun)

## GENERAL SERVICES

### ACADEMIC ADVISING

Faculty advisors assist students with overall curriculum planning, specific course selections, monitoring academic progress, etc., and provide students with information on curricular and co-curricular opportunities related to their 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/FINANCIAL AID

Admissions and Financial Aid staff 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 and Financial Aid staff provide services for prospective, new, and continuing students in the areas of admissions, financial aid, and student records.

### BOOKSTORE

McPherson College now uses an online bookstore; students may purchase textbooks through the virtual bookstore with a debit or credit card.

### CAMPUS STORE

The Campus Store sells a variety of McPherson College t-shirts, jackets, sweatshirts, and other items. The Campus Store also distributes student mail and packages. Hours vary but are posted on the door; the bookstore is located on the lower level of the Hoffman Student Union.

## CAMPUS EMPLOYMENT / PAYROLL

The College offers on-campus employment in different departments. Students must provide all necessary documentation to the Student Accounts office before beginning employment. International students must check their visa status before gaining employment. No student can work more than 20 hours per week on campus. Before gaining employment, students must be able to show two forms of identification. Two forms commonly used are the student's social security and driver's license. Please note that students must present the original version of these documents, not a photocopy.

Students are paid monthly unless other arrangements are made or specified. Students may pick their checks up in the business office.

## 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 in Miller Library.

## 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.

## COMPUTER SERVICES

For a detailed list of support services offered, please refer to the "Student-Owned Computer Support Policy" located on the Computer Services website:  
<http://wwwi.mcpherson.edu/computer-services/student-computers.pdf>

For assistance, please email [helpdesk@mcpherson.edu](mailto:helpdesk@mcpherson.edu).

## DINING HALL & DINING ROOMS

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

meals and meetings. 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 may be asked to leave by the dining services staff.

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.** Student athletes are considered to be of athlete status for an academic year and not an athletic season. Students can enter the cafeteria only after scanning their student ID. 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. Food Services can be contacted at 620-242-0460.

Students who wish to appeal their meal plan shall complete the meal plan appeal form at <https://www.mcpherson.edu/students/dining-services/meal-plan-appeal/>. Appeals are only accepted one week into the fall and one week into the spring semester. Meal plan refunds are prorated based on the academic refund schedule.

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 no food service over Thanksgiving, Christmas, Spring Break, and Easter Break.

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

## HEALTH AND ACCIDENT INSURANCE

All students are required to have medical insurance coverage by law. Students must submit proof of insurance to the Office of Student Life.

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; international students can also purchase this insurance. Please contact the Athletic Trainer to arrange for this.

## HEALTH CLINIC

McPherson College has partnered with Partners in Family Care as our on campus health care provider. This is a walk-in clinic and is located in Harter Hall 106. The clinic is typically open Monday to Friday, 8am to 4pm, but hours are subject to change. The clinic is open to the public and drop ins are welcome, but patients with appointments and the McPherson College community receive priority. The clinic is FREE to full-time McPherson College students (lab services will be submitted to insurance); faculty and staff will be subject to insurance submission.

## MAIL SERVICE

U.S. and internal mail are distributed daily Monday-Friday except during breaks. 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 \$50.00 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>. A fax machine is also located in the library, which students are allowed to use.

## ORIENTATION

Before each enrollment period, all new students participate in orientation programs to get to know each other and the McPherson College community. The Office of Student Life coordinates this.

## SCHEDULING FACILITIES

All campus events that require the use of campus facilities (academic, social, ath-

letic, 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. Service trips are offered during various times of the year. For more information about opportunities, contact the Office of Student Life.

## 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 time to determine necessary resources and accommodations. Find more information at

<https://www.mcpherson.edu/academics/academic-support/disability-services/>.

## STUDENT UNION & "THE POUND"

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. Inside the Student Union is the McPherson College Dog Pound. The Dog Pound is located in the lower level of the SU and offers food, multiple televisions, the Residence Life office, air hockey, pool, ping pong, shuffleboard, and other forms of entertainment.

## RESIDENCE LIFE

The Office of Student Life coordinates all areas of residence hall management, staffing, and enforcement of campus policies. Student Life administration serves as the administrator and conduct officer for all matters for residence life.

## 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 campus resources. 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)

McPherson College occasionally leases off-campus property and then subleases to students. All rules and policies are in effect as they would be on the College campus. Different amendments may be offered, depending on the location and availability. When students are placed in these special residences but still remain under college authority, they may be brought back to campus at any time, including for violations of the student code, for financial reasons, or due to occupancy changes across campus.

## 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 status by the upcoming academic year
- 3.0 or above GPA
- Proof of reliable transportation
- A student in good standing academically
- A student with a positive conduct record

Students who are granted permission to live off-campus will need to supply the Office of Student Life with a copy of their lease.

## INTERTERM RESIDENCY

Interterm costs are included as part of a student's spring 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 responsible for the daily operation of each hall. The role of the RD is to provide education for students. Also, each hall has student staff known as Resident Assistants (RAs). The RA is a resource and community builder in their halls. The Associate Dean of Students (ADOS) serves as the Residence Life administrator and conduct officer to keep building operations running smoothly and safely.

## EARLY CHECK-IN OR LATE CHECK-OUT

Students who wish to check-in early or check-out late must receive written permission from the Office of Student Life. Students who come early or stay late must pay a

fee of \$150.00 fee plus \$15.00 per day during whichever break they arrive early or stay late. This money is required to expedite preparedness of the room as well as provide extra staffing.

## SUMMER RESIDENCY

Students who wish to live in Campus Housing over the summer must pay rent (starting at around \$300 per month and up) to the Office of Student Life. This cannot be applied to a student's bill; rather, it must be paid by check, cash, or debit/credit card to the Office of Student Life in conjunction with the business office.

## GENERAL RESIDENCE HALL GUIDELINES / TERMS OF CONTRACT

The student 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 the College. The terms and conditions of this contract are outlined below.

### 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, or except when the student enters into the contract at the beginning of the second semester. Students will not be allowed to move off-campus during the middle of the contract year unless there are dramatic changes, such as a marriage, becoming a parent, or medical emergency.
- The room must be relinquished within a 24-hour period following the student's last scheduled examination.

### 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 (typically 2 weeks before the vacation period begins) through the Office of Student Life prior to a scheduled vacation period for permission to occupy a room.

An additional charge of \$15.00 will be assessed for housing during vacation periods. This must be paid directly to the Office of Student Life. It must be paid before students remain over break.

Students who violate College policies during vacation periods will be subject to sanctions; community code will still be enforced.

## 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 charge will not be refunded.

## 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.

## 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.

## LOSS OR DAMAGE / RENTER'S INSURANCE

The College does not assume responsibility for damage or loss of personal property of residents due to fire, theft, or other causes. Students are encouraged to report all instances of loss or damage to both the McPherson Police Department (620-245-1200) and Student Life administration (620-242-0500). Students are encouraged to contact their insurance agency to purchase renter's insurance.

## RESIDENTIAL CAMPUS EXPECTATIONS

The following regulations have been instituted by the College to insure that the rights and welfare of all students will be protected.

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.

## ALCOHOL AND NARCOTICS

It is illegal for students under the age of 21 to possess, consume, or transport alcohol. However, even for students and visitors of age, alcohol is not permitted on College property.

The unlawful possession or use of narcotics and any controlled substances is not permitted. Students who violate this condition will be subject to disciplinary action. McPherson Police will always be involved in matters involving illegal narcotics.

## 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 Sports Center (appropriate equipment only). In-line skates and skateboards are not to be used on any steps, seating areas or ramps on campus. This includes "hover boards," Segways, and other items of the like unless approved by the Office of Student Life. Students will face judicial sanctioning for violating this policy.

## 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 to the

outside of their room door; 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.

## BICYCLE STORAGE

Bicycles are not permitted to be stored inside the residence halls. 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 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 interior room doors may be propped open as long as the resident is inside the room.

## 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. Televisions cannot be mounted in rooms; violators of this policy will be subject to judicial action and will be assessed fees for repair of walls with a minimum fee of \$250.00.

## 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. Any questions about this policy should be directed to the Campus Safety Supervisor.

## 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.

Students are NOT allowed to put nails, screws, or push pins into the walls. Nothing permanent can be done to the room. Contact the Facilities Management department or the Residence Life office for more information.

## 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." Any questions about this policy should be directed to the Campus Safety Supervisor.

## 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 VP for Student Life or designee may amend or suspend the student's housing contract as appropriate.

## 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.

When meals are cooked in common areas, dishes should be cleaned right away to keep the area as clean, sanitary, and inviting as possible. Any dishes left in common areas that are unattended may be disposed of by Residence Life staff.

## 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, toaster ovens, and microwave ovens.

Compact, personal-sized refrigerators (no larger than 4 cubic feet in capacity) are permitted. They must be emptied, defrosted, cleaned, and unplugged before breaks.

## EMERGENCIES / RAVE SYSTEM

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 Facilities Management for more information. Residence Life staff reserves the right to enter any resident's room without notice during emergency situations.

Sign up for RAVE at <https://www.getrave.com/login/mcpherson>.

## FIRE DRILLS

Multiple fire drills are scheduled for the residence halls during the year. Each student is responsible for cooperating and following evacuation plans. Students must evacuate the building whenever an alarm goes off, even if they are confident there is no danger. There is a \$500.00 fee for not evacuating.

Residence Life staff will train students where to stage while fire, EMS, and police arrive.

## 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.).

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.

Students who dismantle or improperly manipulate their fire alarm will be subject to sanctions.

## 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. Failure to follow may result in a fine or disciplinary actions.

## GENERAL PROVISION

The College reserves the right to change these regulations or make rules as it deems necessary for the protection of property 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.

## GUESTS

If students wish to have an overnight guest of the same sex, they must first approve it with their roommate and then with their Resident Director. Guests must be at least 18 years of age and may be asked for their identification by Residence Life staff. Underage guests must be approved by the Resident Director and complete a form at <https://www.mcpherson.edu/wp-content/uploads/2014/07/Guest-Request-Form.pdf>.

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 should be aware of expected conduct and the College and Residence Hall policies. The host is also responsible for the behavior and actions of his/her guests.

McPherson College is private property. Underage and/or nonstudents can be asked to leave the campus.

## 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. Students may not have grow lights.

## HEALTH AND SAFETY ROOM INSPECTIONS

Residence Life Staff reserves the right to enter residents' room for a monthly (or as appropriate) 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. Residence Life staff will also check for storage of contraband, which may include in refrigerators and other storage areas in the room. Student Life administration must grant permission to complete in-depth searches that will go through student's personal storage areas. An inspection can be made by any member of the Residence Life or Facility Management staff at any time, with or without notice. Staff will inspect all rooms prior to or during holiday breaks. Staff reserve 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. All areas of the room may be checked with appropriate authorization from the Office of Student Life.

## 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.

## KEYS

Each resident is provided with a key that allows access to his/her room and Residence Hall. They will also be given a keycard that uses proximity access to all campus buildings as appropriate. Residence Hall exit doors remain locked 24 hours a day. Resident students may enter the locked entrances of their building with a key

or keycard. It is imperative that students carry their keys at all times and refuse to loan them to others. Students are also asked to ensure that exit doors close securely after they enter or exit a building. Report malfunctions in door locks immediately to the Resident Director or Resident Assistants. All keys are property of the College and must be returned when the student checks out of the Residence Hall.

**If a key is lost**, it should be reported to the Resident Director immediately. A replacement fee of \$25.00 will be charged for each key lost; a replacement charge of \$10.00 will be charged for electronic keycards.

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. A

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 various locations around campus. If the machines malfunction, residents should contact facilities management or residence life staff. Residents should be careful not to overload washers and dryers.

## 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 Student Life administration to live elsewhere or they meet the off-campus living requirements before the beginning of the academic year.

## 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, 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.

## MEDICAL WITHDRAW / LEAVE OF ABSENCE POLICY

College officials may become aware of a student who may be experiencing serious circumstances because of a physical, emotional, or psychological health condition. In these situations, College officials may consider the appropriateness of (1) utilizing the regular student disciplinary system, or (2) involuntary examination, hospitalization, and treatment for mental illness. In addition to, or instead of either of those procedures, the matter may be handled as a potential medical withdrawal or medical leave of absence according to the institution's withdraw or leave of absence policy. Contact the Office for Student Life for specific information about this policy.

## MISSING PERSON POLICY

If it is reported or believed that a student is missing, the Office of Student Life shall be contacted. Law enforcement and parents will be notified as appropriate.

Each student has the right to register a point of contact person to be notified in the event that a missing person report is filed on them. They should file this information with the Office of Student Life.

## MOTORIZED VEHICLES

All students are allowed to have one licensed vehicle on campus. Students may be required to register their motorized vehicles with the college and display a parking sticker. Vehicles that do not correctly display their parking sticker will be ticketed and/or towed.

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, sidewalks, or curbs. 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 or by McPherson College. 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.

Students are not allowed to drive on campus property without written authorization from Student Life administration.

## MOVING FURNITURE

All College-supplied furniture must remain in student rooms.

Common area furniture is for use by all residents and may not be removed or relocated. Unauthorized removal of furniture will be considered theft of college property, and students will be disciplined for such behavior.

When student checks out of the room, they shall return all of the furniture to the original position.

## MUSICAL INSTRUMENTS

Musical instruments should not be played in residence halls. Practice rooms are available upon request in Hess Fine Arts Center. Violations will be reported to the Office of Student Life for sanctioning.

## NOISE VIOLATIONS

Noise should not be immediately detected from the hallway or adjacent room at any point in the day. This includes noise from music, TV, and other activities. This is for ALL hours of the day, which includes time when quiet hours are not in effect.

## PETS

Residents are not permitted to keep pets of any kind with the exception of fish in a 10-gallon fish tank. The tank may only contain fish (no reptiles or amphibians). Lab specimens are prohibited. Violations will warrant a fine and disciplinary action. The animal will be confiscated and turned over to the humane society or another appropriate agency.

## PUBLIC NUDITY

As a matter of consideration for other members of the community, nudity is not allowed. Students not in compliance with this standard will face sanctions.

## QUIET HOURS

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.

## ROOFS AND LEDGES

In the interest of safety, students are not permitted on the ledges or roofs of the buildings for any reason. 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.

## ROOM CHANGES

No student will be allowed to move off-campus, exchange a room, or substitute one occupant for another without permission from the Office of Student Life. 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.

The College observes a room consolidation policy: students who do not pay the extra fee to secure a private room are required to take a roommate, even if the extra rooms are available. At times students prefer double rooms but are for some reason left without a roommate. Students in this situation must 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 Office of Student Life will handle the situation on a case-by-case basis.

## RESIDENCE CHECK-IN/OUT PROCEDURES

When checking into a new room at any time, students will contact their Resident Assistant or Resident Director for the necessary forms and to receive a room key. Failure to complete the checkout procedure will result in sanctions.

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.

## 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. Double-faced tape, scotch tape, and masking tape and duct tape will damage walls, causing possible assessment for damage/fine. The use of nails, tacks, or screws is forbidden. No holes may be placed in the walls. Writing instruments must not be used on any building surface.

## 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 Office of Student Life. 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 area until 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.

## 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. If the Facilities or Student Life deems that the area needs cleaned more than the residents are doing, the area will be cleaned and the residents will pay the cleaning fee.

## 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 or probable cause grants the search.

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 or with probable cause of community code violation.

## 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 and to the McPherson Police Department.

## SERVICE AND EMOTIONAL SUPPORT ANIMALS

McPherson College supports the use of service animals and emotional support animals on campus by those with disabilities in appropriate circumstances and in accordance with the college policy.

The animal must meet certain guidelines, and documentation and approval for emotional support animals must be granted, in writing, before the animal is on College property.

Those with questions about the use of service animals or emotional support animals should refer to this policy and/or contact the Royer Center for Academic Development, Office of Disability Services or the Office for Student Life.

## SMOKING

Smoking is not permitted in any College-owned building, including individual bedrooms, suite bedrooms and common rooms, lounges, bathrooms, and hallways. This includes e-cigarettes, vaping, hooka, and other similar products.

## SOLICITING & SALES

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 Office for Student Life.

## 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. Students who are approved to store items may be charged a fee as determined by the Office of Student Life.

## SUBLET

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

## TORNADOES

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

### **Campus Buildings**

### **Shelter Area**

Baer Apartments

Melhorn Basement

Brown, Mingenback

Brown Auditorium Basement

Melhorn, Facility Management

Melhorn Basement

Templeton

Melhorn Basement

Harter

Melhorn Basement

Hess

Hess Basement

Miller Library, Mohler

Miller Library Basement

Sport Center, Athletic Fields

Miller Library Basement

Beeghly, Hoffman Student Union

Hoffman Student Union Basement

Dotzour

Hoffman Student Union Basement

Metzler

Hess Basement

Bittinger

Bittinger Hall Basement

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

## VANDALISM

When damage occurs, those persons responsible will be held accountable for their actions, and will be expected to make full restitution. He/she will also be subject to disciplinary action.

## SUBSTANCE ABUSE AND POSSESSION

### GENERAL PROVISIONS

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.

The College may hold any and all students in the presence of alcohol to the same standard, and all students involved may face sanctions. An example of this would be that all students at a "party" or "social gathering" where prohibited substances or behaviors are present will be subject to the same sanctions.

Alcohol containers and/or drug paraphernalia including beer cans, bottles, bottle caps, and/or shot glass collections displayed in a room are prohibited on campus. Containers being used for art class projects are exempt, but the resident must receive written permission from Student Life Administration beforehand.

McPherson College partners with local law enforcement and will periodically use police dogs 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.

## PROMOTION AND DISTRIBUTION OF ALCOHOL

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. 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.

## PROHIBITED SUBSTANCE REGULATIONS--PROHIBITED CONDUCT

Students and their guests are reminded that McPherson College is a dry campus and expects everyone to abide by the Code, this Policy, and state and local laws/ordinances relative to the possession, consumption, and distribution of alcohol beverages and other drugs. Alleged violations of the following regulations will initiate the student discipline process.

Alcohol and other drugs may not be possessed or consumed in any area of the Campus, including but not limited to residence halls, parking lots, common areas, athletic events, off-campus events, etc. The possession of kegs, party-balls, beer-bongs, beer pong tables, or similar paraphernalia is not permitted on campus or at campus-sponsored events. As a reminder, any and all students in the presence of prohibited substances may face the same sanctions. Sanctions are not contingent on consumption.

## 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. 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.

## 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.

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 / LAW ENFORCEMENT SEARCHES

McPherson College Student Life Department, in conjunction with local authorities, will periodically utilize drug dogs in conducting sweeps for illegal drugs in all of the parking lots, common areas, residence hall rooms and areas, and other buildings on campus. Student Life administration will arrange supervision and coordinate all K9 searches with law enforcement. All students are expected to comply with Student Life administration and any officers on scene with any lawful requests.

These sweeps will be performed by handlers and canines trained and certified in the detection of illegal drugs/narcotics. 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 area will be searched. 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 FOR SUBSTANCE ABUSE

Student Life Administration .....	620-242-0500
Health Clinic.....	620-242-0404
McPherson Police Department.....	620-245-1200
Sexual Assault/Domestic Violence Center .....	1-800-701-3630/620-663-2522

## SANCTIONS AND FINES

### WARNING

A notice in writing to the student or student organization that the student is violating or has violated the Code or other College policy.

### STAY-AWAY DIRECTIVE / NO TRESPASSING ORDER

A stay away directive, specific to a person and/or location, prohibits a person from having direct or indirect communication or contact with a specified person, including, but not limited to personal communication, electronic communication, mail, and/or third party communication.

### FINES

As appropriate to the violation, a fine may be imposed. Generally, a student will have three (3) months to pay the fine before a hold is placed on his/her account.

### PARENTAL NOTIFICATION

Parents/guardians of a student may be notified by the Office of Student Life if deemed appropriate.

### TEMPORARY RESIDENCE HALL SUSPENSION

When the nature of a violation is serious enough that Student Life staff believes it to be in the best nature of the Campus Community for a student to be removed from the residence hall, the Student Life administration may temporarily suspend a student from housing. The student will be responsible for housing arrangements, none of which can be through McPherson College housing unless approved, in writing, by Student Life administration. A refund will not be granted, regardless of the outcome. During this time, the student is still allowed to participate in college activities, including academics and athletics, unless otherwise indicated by Student Life administration.

### STAYED RESIDENCE HALL SUSPENSION

When the nature of the violation is serious enough that Residence Hall Suspension is warranted but there may be factors and/or conditions that support allowing the

student to remain in College housing, without endangering the health or safety of the student or other student(s), the sanction of Residence Hall Suspension may be placed in stayed status for a defined period of time. If the student is found in violation of the Code or other College policy during the time of stayed status, removal from College housing (without refund) takes effect immediately without further review. The student is also subject to additional sanctions appropriate to the new violation.

## RESIDENCE HALL SUSPENSION

The removal of a student from College housing (without refund) for a defined period of time after which the student is eligible to apply for readmission to College housing. During the period of Residence Hall Suspension, the student shall not enter any College residence hall except to conduct College-related business with an office located within a residence hall.

## RESIDENCE HALL EXPULSION

The student is permanently removed from the College housing (without refund) and may not enter any College residence hall except to conduct College-related business with an office located within a residence hall.

## DISCIPLINARY PROBATION

When a student's behavior is concerning, the student will be placed on Disciplinary Probation for a specific timeframe. The student will need to complete all aspects of the probation, which may include community service, financial restitution, educational programs, counseling, and regular meetings with Student Life administration. If a student has any violations during this timeframe, they may face other sanctions, including immediate dismissal from the College.

## TEMPORARY COLLEGE SUSPENSION

Student Life staff may temporarily suspend a student from the college, which would prohibit the student from be involved in any college functions, including academics,

athletics, extra curricular activities, and residence life. They may not be on the College campus or at ANY college-associated events.

## STAYED COLLEGE SUSPENSION

When the nature of the violation is serious enough that College Suspension is warranted but there may be factors and/or conditions that support allowing the student to remain in the College, without endangering the health or safety of the student or other student(s), the sanction of College Suspension may be placed in a stayed status for a defined period of time. If the student is found in violation of the Code or other College policy during the time of stayed status, removal from the College (without refund) takes effect immediately without further review. The student is also subject to additional sanctions appropriate to the new violation.

## COLLEGE SUSPENSION

Separation of the student from the College (without refund) for a defined period of time, after which the student is eligible to apply for readmission. Readmission is not guaranteed. During the suspension period, the college is not permitted on campus and shall not participate in any off-campus College sponsored/affiliated activity.

## COLLEGE EXPULSION

Permanent separation (without refund) of the student from the College prior to the actual physical receipt of a College diploma. A student who is expelled will not be eligible to receive an academic degree from the College at any time. The student is not permitted on the campus and shall not participate in any off-campus College sponsored/affiliated activity. The College may rescind a college degree following the awarding of a college diploma or may withhold the awarding of a degree pending the outcome of the student discipline process for a violation of the Code or other College policy, that does, or would have the potential to, result in the sanction of Expulsion. A record of all disciplinary actions will be placed in the student development file, which is kept in the office of the Student Life Administrator. 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.

## LISTING OF FINES

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

<b>Violation</b>	<b>Fine Amount</b>
Alcohol	See policy
Illegal Drugs	\$150 and up (see policy)
Open Flames	\$50
Guest Violations	\$50
Noise Violations	\$50 and confiscation of item creating noise
Mattress Replacement	\$200
Room Cleaning	\$250 and up
Apartment Cleaning	\$500 and up
Screen Replacement	\$50
Window Replacement	\$100
Unauthorized Removal or Use of Furniture	\$100
Replacement of ID Card	\$10
Replacement of Room Key	\$25
Replacement of Keycard	\$10
Tampering with Fire Dept. Devices	\$500 + law enforcement involvement

Lock Out	\$20
Parking Violations	\$25
Scaling Buildings / Being On Ledges	\$500 + mental health assessment & fee
Unauthorized Possession of Animal(s)	\$200 and up + cleaning/damages
Driving on Campus Property	\$250 and up

Fines are meant to be paid within three (3) months of being issued; campus service is not an adequate repayment. However, Student Life administration may add community service in coordination with the fines if s/he believes that will best help the student or campus community. If fines are not paid, a hold will be placed on the student's account, which may prevent reentry into the college and/or graduation. Multiple sanctions can lead to disciplinary probation or dismissal from McPherson College.

Students can appeal a decision by contacting Student Life Administration via email within 10 calendar days of the sanction letter. A student surrenders his/her right to appeal if an appeal isn't submitted, in writing, to the appropriate parties, within 10 calendar days. Appeals are a serious matter and are only considered if it is believed the student did not commit the offense or other details are relevant and were not initially considered; appeals are not used to negotiate the price of the fine.

## COLLEGE RESPONSE FOR SUBSTANCE ABUSE

Student Life administration may add, remove, or alter consequences as appropriate.

### CATEGORY 1 OFFENSE

Possession or consumption of alcohol or other prohibited substances or paraphernalia related to alcohol.

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
education pro-	education pro-	education program	suspension

gram warning fine up to \$50	gram warning or probation up to a \$100 fine	probation or suspension residence hall suspension up to \$150 fine parental notification	residence hall suspension up to \$250 fine parental notification
---------------------------------	---	---	--

## CATEGORY 2 OFFENSE

Student exhibits any of the following behavior while under or suspected to be under the influence of alcohol:

- *Intoxication*
- *disorderly conduct*
- *verbally disruptive or abusive*
- *fighting or provoking a fight*
- *vomiting*

If police or EMS are called, the offense is automatically a Category 2 Offense. This includes students who are involved at parties/social events, regardless of if they have been consuming alcohol or not.

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
education program probation up to \$100 fine parental notification	education program probation or stayed suspension residence hall suspension up to \$150 fine parental notification	education program suspension or expulsion up to \$250 fine parental notification

## CATEGORY 3 OFFENSE

Student exhibits prohibited behavior while under or believed to be under the influence of prohibited substances and requires either medical attention or law enforcement involvement. Please note that anytime drugs are believed to be involved, law enforcement will be involved.

ALL incidents involving illegal drugs or drug-related paraphernalia are automatically a category 3 offense.

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
education program probation or suspension residence hall suspension or expulsion up to \$250 fine parental notification	suspension, or expulsion residence hall suspension or expulsion up to \$500 fine parental notification

DISCLAIMER: Because every situation has different circumstances, the Office of Student Life will handle each situation on a case-by-case basis and will make decisions in an attempt to best serve both the student(s) involved and the Campus Community as a whole.

## COMMUNITY CODE AND CAMPUS JUDICIAL PROCESS

### 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 important that all members of the College community conduct themselves responsible and in a way that is consistent with the mission of the College. When we become members of the College community, we agree to comply with the College's policies and rules. When these are violated, the community is harmed. The Community Code has been established to maintain standards of conduct and to protect the rights of everyone.

### 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 strictly prohibited.

## POLICY AGAINST HARASSMENT

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

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

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

## SPECIAL STATEMENT ON SEXUAL HARASSMENT

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

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

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

## OTHER PROHIBITED CAMPUS CONDUCT

1. Conduct that improperly disturbs other members of the campus community is prohibited. Hazing and Cyberbullying are also prohibited actions under the McPherson College Code of Conduct. 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, which includes fighting or participating in fights.
    - iv. Lewd, indecent, or obscene words, gestures, or behavior.
    - v. Engaging in, assisting, inciting, or arming someone for a riot or public disturbance.
    - vi. Fighting, whether provoked or unprovoked. This includes mutual

combat and domestic violence situations.

- vii. Tampering or attempting to influence witnesses in an investigation
  - viii. Escalating an incident
- b. Interfering with, obstructing, or disrupting police, fire, or medical 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. Filming College employees without their expressed written consent
- e. 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 rea-

sonably 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.
8. 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).
9. 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.
10. 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.
11. Violating any community, state, or federal laws. If it's illegal off-campus, it's illegal on campus.

## JUDICIAL APPEALS AND CAMPUS JUDICIAL COUNCIL

### JURISDICTION

The Office of Student Life is responsible for implementation of the Code of Conduct. College jurisdiction shall be limited to conduct that occurs on College property, at College-related events, or that adversely affects the College community or reputation. This includes student conduct that is at private residences and/or social media.

Given that the College's interest in student welfare is not bound by campus property lines, its commitment to neighborhood relations is high, and its positive reputation within the broader McPherson community is essential for its continued well-being, the College reserves the right to act on violations that occur off-campus which adversely affects the College community or at College-sponsored or College-sanctioned events and activities regardless of location.

Common points of complaint that often prompt College investigation and response into off-campus student misconduct include reports and other contact from neighbors, neighborhood associations, local or regional businesses, McPherson law enforcement, and city officials.

### JUDICIAL PROCESS

When the behavior of a student poses an immediate threat to the safety of the College community or violates the mission of the College, the College may impose an interim suspension or removal from the College, restriction on access to residence halls, the campus, or participation in any College-sponsored/sanctioned event or activity. These interim decisions are made by Student Life Administrator and remain in effect pending a decision under appropriate College disciplinary procedures.

Student Life administration is responsible for handling all disciplinary actions when there is reasonable cause to believe an offense under the Code of Conduct has occurred and disciplinary action is appropriate. Student non-academic disciplinary records are maintained by the Office for Student Life. These records include all written correspondence concerning violations of College policy and are only released with the written permission of the student or as required by law.

When an alleged violation of the Code of Conduct has occurred, Student Life administration has a responsibility to initiate an investigation and, when appropriate, administer sanctions as appropriate. This includes all possible sanctions and expected outcomes.

Should a student request an appeal, they must follow the following guidelines:

- **Fines and Service:** If a student wishes to appeal a fine or order for service to be served, they must contact the Associate Dean within 10 (ten) calendar days of the notification of sanction. Students will go before a committee of their peers to review the matter.
- **Dismissal and Expulsion:** If a student wishes to appeal a dismissal or expulsion, they must contact the Dean of Students within 10 (ten) calendar days of the notification. Students will go before the faculty hearing committee.

## COLLEGE DISCIPLINE AND VIOLATION OF LAW

The College may institute non-academic disciplinary proceedings against a student for offenses under the Code of Conduct, regardless of pending civil litigation or criminal arrest and prosecution arising out of the same alleged circumstances. College disciplinary proceedings, investigations, or actions may proceed prior to, simultaneously with, or following civil or criminal proceedings. College disciplinary

action is not subject to challenge on the grounds that civil or criminal charges involving the same alleged circumstances have been dismissed or charges reduced in criminal proceedings. When a student is charged by federal, state or local authorities, the College will not request or agree to special consideration for the student. The College will cooperate with civil authorities in a timely fashion and manner.

## CHARGES & RESOLUTION OPTIONS

Any member of the College community ("complainant") may file a charge against any student or student organization (collectively "charged students") for non-academic misconduct. Incident reports, security reports, and other written allegations should be directed as quickly as possible to the attention of Student Life administration. The appropriate administrative officer will inform the student(s) or student organization(s) of the charge(s) in writing.

Student Life administration will investigate the allegations of the charge to determine if there is cause to believe there is merit to the charge and, if so, whether the charge can be resolved by mutual written consent of the parties involved on a basis acceptable to the College. If not resolved through written mutual consent, non-academic disciplinary charges may be issued and resolved through the Office of Student Life.

## COMMUNICATION

The accused student need not receive any information other than the specific allegation against him/her until after all investigative interviews with Student Life administration have been completed. However, Student Life administration has discretion to provide incident reports, witness statements, and other documents to the accused student. All materials pertaining charges against the student will be made available to the student prior to any hearing proceedings.

Student Life administration provides, in writing, the charged student with the specific alleged violation(s), related documents (usually an Incident Report or complaint filed with Student Life administration a statement of rights of the charged student, a

list of witnesses expected to provide information, an outline of the hearing process, and the time/date/location of the hearing.

All notices related to hearings under this Student Code of Conduct shall be delivered in person or emailed at least 24 hours before the scheduled hearing date, when possible. It is the responsibility of the student to update the College on his/her local and permanent mailing address and telephone number and any change. Absent extraordinary circumstances, failure to be present at any hearing after notice is given as described above will not excuse the student from his/her obligation to comply with any responsibility and timeline stated in the Code of Conduct and will not delay or postpone any scheduled hearing.

## PROCEDURAL PROTOCOL

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.

## NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND SEXUAL MISCONDUCT

In accordance with state and federal law, McPherson College does not discriminate on the basis of race, creed, color, religion, national origin, ancestry, citizenship status, age, disability, sex, marital status, veteran status, genetic information, sexual orientation, or any other legally protected characteristic, in the hiring process, during employment, and in the operation of all College programs, activities, and services, including, but not limited to, academics, athletics, other extracurricular activities, the awarding of student financial aid, recruitment, admissions, and housing.

A current student or potential student with questions or concerns about any type of discrimination is encouraged to bring these issues to the attention of the Vice President of Academic Affairs, who may be contacted at: (620) 242-0506 or [claryb@mcpherson.edu](mailto:claryb@mcpherson.edu). Additionally, any member of the college's administration may be contacted with questions or concerns.

An employee with questions or concerns about any type of discrimination in the workplace or an applicant, who has applied for an open position at McPherson College, is encouraged to bring these issues to the attention of the Director of Human Resources, who may be contacted at: (620) 242-0454 or [stocklib@mcpherson.edu](mailto:stocklib@mcpherson.edu). Additionally, employees should feel free to raise concerns of discrimination with their immediate supervisors at any time.

Questions or concerns regarding the College's compliance with Title IX and its prohibition of sex discrimination may be directed to the Title IX Coordinator. McPherson has designated the following Title IX Coordinator and Deputy Title IX Coordinator as named in the College's Sexual Misconduct Policy.

Brenda Jill Stocklin-Smith, PHR, SHRM-CP

1600 East Euclid

McPherson KS 67460

(620) 242-0454

[stocklib@mcpherson.edu](mailto:stocklib@mcpherson.edu)

Dr. Khalilah Doss

Vice President of Student Life and Dean of Students

1600 East Euclid

McPherson KS 67460

(620) 242-0501 [dosk@mcperson.edu](mailto:dosk@mcperson.edu)

For questions or concerns related to the Americans with Disabilities Act or Section 504 of the Rehabilitation Act, please contact:

Carole Barr

1600 East Euclid

Director of Academic Development

McPherson KS 67460

(620) 242-0597 [barrc@mcperson.edu](mailto:barrc@mcperson.edu)

Brenda Jill Stocklin-Smith, PHR, SHRM-CP

1600 East Euclid

McPherson KS 67460

(620) 242-0454 [stocklib@mcperson.edu](mailto:stocklib@mcperson.edu)

For all other inquiries related to discrimination at the College, please contact:

Dr. Bruce Clary

1600 East Euclid

Vice President for Academic Affairs

McPherson KS 67460

(620) 242-0506          claryb@mcpherson.edu

The U.S. Department of Education's Office for Civil Rights (OCR) enforces discrimination laws related to race, color, national origin, sex, disability, and age. Complaints related to these protected classes can also be filed with OCR by visiting:

<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the College's nondiscrimination/EEO policy, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of the law or College policy will be subject to disciplinary action, up to and including expulsion or termination of employment.

Administrative Policy #180, Policy against Discrimination, Harassment and Retaliation and Complaint Procedures explains the process for an individual to file a complaint:

<http://wwwi.mcpherson.edu/admin-policies/adm-180-policy-against-discrimination-harassment-and-retaliation-and-complaint-procedure/>

In addition, the following policies and procedures are utilized by McPherson in addressing various forms of discrimination complaints:

Administrative Policy 150: Sexual Misconduct Policy and Complaint Resolution Procedures

<http://wwwi.mcpherson.edu/admin-policies/adm-150-sexual-misconduct-policy-and-complaint-resolution-procedures/>

Sexual Misconduct Incident Report:

<http://www.mcpherson.edu/human-resources/sexual-misconduct-incident-report/>

Administrative Policy 225: Americans with Disability (ADA) Reasonable Accommodation Policy:

<http://www.mcpherson.edu/admin-policies/adm-225-americans-with-disability-ada-reasonable-accommodation-policy/>

Statement of Non-Discrimination and Confidentiality:

<http://www.mcpherson.edu/academics/academic-support/disability-services/>

Accommodation Procedures, Office of Student Success:

<http://www.mcpherson.edu/academics/academic-support/disability-services/>

Student Right-To Know Information:

<http://www.mcpherson.edu/students/student-right-to-know/>

## **SEXUAL MISCONDUCT POLICY / TITLE IX**

### **POLICY STATEMENT**

“Sexual misconduct” is an umbrella term covering sex discrimination, sexual harassment, and sexual violence, domestic violence, dating violence, and stalking. This term will be used throughout the remainder of this policy and the Complaint Resolution Procedures when collectively referring to these types of conduct.

McPherson College (the “College”) is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The College considers sex discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated. Sex discrimination includes discrimination on the basis of pregnancy, gender identity, and failure to conform to stereotypical notions of femininity and masculinity.

Sexual harassment, whether verbal, physical, visual, or digital, is a form of prohibited sex discrimination, and sexual violence is a particularly severe form of sexual harassment. These terms are defined in Section IV, below.

Sex discrimination occurs when persons are excluded from participation in, or denied the benefits of, any College program or activity because of their sex. Sex discrimination can include adverse treatment based on one's sex, as well as the other prohibited conduct outlined below.

## SCOPE

This policy applies to all College employees, including staff, faculty, and administrators; students; applicants for employment; customers; third-party contractors; and all other persons that participate in the College's educational programs and activities, including third-party visitors on campus (the "College Community"). This policy prohibits sex discrimination, sexual harassment, and sexual violence when the complainant and alleged perpetrator are members of the same or opposite sex, and it applies regardless of national origin, immigration status, or citizenship status. The College's prohibition on sex discrimination, sexual harassment, and sexual violence extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, athletics, housing, and Student Life.

The College has jurisdiction over conduct covered by this policy that occurred on campus, during or at an official College program or activity (regardless of location), or off campus when the conduct could create a hostile environment on campus. The College will investigate all complaints made under this policy and, if necessary, take action to prevent the recurrence of sex discrimination and remedy its effects.

## SEXUAL MISCONDUCT DEFINITION AND EXAMPLES

### SEXUAL HARASSMENT

Harassment is unwelcome conduct of a sexual nature and includes sexual advances, requests for sexual favors, and other verbal, physical, visual, or digital conduct of a sexual nature when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual, or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment

## EXAMPLES OF SEXUAL HARASSMENT

Some examples of sexual harassment include:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, rubbing, or massaging
- Pressure for sexual activity
- Unnecessary references to parts of the body
- Sexual innuendos, jokes, humor, or gestures
- Displaying sexual graffiti, pictures, videos or posters
- Using sexually explicit profanity
- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- Social media use that violates this policy
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin
- Sending sexually explicit emails or text messages
- Commenting on a person's dress in a sexual manner
- Giving unwelcome personal gifts such as flowers, chocolates, or lingerie that suggest the desire for a romantic relationship
- Commenting on a person's body, gender, sexual relationships, or sexual activities
- Sexual violence (as defined below)

## SEXUAL VIOLENCE

Sexual violence is a particularly severe form of prohibited sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or

permanent mental or physical incapacity, because he or she is below the minimum age of consent in the applicable jurisdiction, or because of his or her incapacitation due to the use of drugs and/or alcohol. Other types of conduct may also constitute sexual violence.

## EXAMPLES OF SEXUAL VIOLENCE

Some examples of sexual violence include:

- Rape or sexual assault: sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent
- The use of force or coercion to effect sexual intercourse or some other form of sexual contact with a person who has not given consent
- Unwilling sexual penetration (anal, vaginal, or oral) or other sexual touching with any object or body part that is committed by force, threat, intimidation, or otherwise without consent
- Having sexual intercourse with a person who is unconscious because of drug or alcohol use
- Hazing that involves penetrating a person's vagina or anus with an object
- Sexual exploitation, which includes, but is not limited to, the following:
  - Sexual voyeurism
  - Use of the "date rape drug" to effect sexual intercourse or some other form of sexual contact with a person
  - Knowingly transmitting a sexually transmitted disease such as HIV to another person through sexual activity
  - Secretly videotaping or photographing sexual activity where the other party has not consented
  - Disseminating sexual pictures or videos of another person without consent regardless if the pictures or videos were obtained with consent
  - Prostituting another person

## CONSENT

Lack of consent is a critical factor in determining whether sexual violence has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- If coercion, intimidation, threats, and/or physical force are used, there is no consent
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent
  - Warning signs of when a person may be incapacitated due to drug and/or alcohol use include: slurred speech, falling down, passing out, and vomiting
- If a person is asleep or unconscious, there is no consent
- If a person is below the minimum age of consent in the applicable jurisdiction, there cannot be consent
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity
- Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent
- Being in a romantic relationship with someone does not imply consent to any form of sexual activity
- Effective consent may not exist when there is a disparity in power between the parties (e.g., faculty/student, supervisor/employee)

## DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

The crimes of domestic violence, dating violence and stalking can also constitute sexual misconduct when motivated by a person's sex. These types of conduct, no matter the motivation behind them, are a violation of this policy and will be addressed pursuant to the Complaint Resolution Procedures below.

**Domestic Violence:** "Domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is co-habiting with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any

other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. The definition of domestic violence under Kansas law can be found at Kan. Stat. Ann. § 21-511.

**Dating Violence:** "Dating violence" means 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 such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship. Kansas law does not specifically define dating violence, but conduct of this nature is covered by the definition of domestic violence found at Kan. Stat. Ann. § 21-511.

**Stalking:** "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress. Stalking can include conduct that occurs via social media (i.e., "cyberstalking"). The definition of stalking under Kansas law can be found at Kan. Stat. Ann. § 21-5427.

## COMPLAINTS

### MAKING A COMPLAINT

**Employees:** All College employees have a duty to report sexual misconduct to the Title IX Coordinator or Deputy Title IX Coordinator when they receive a report of such conduct, witness such conduct, or otherwise obtain information about such conduct. This includes employees who may have a professional license requiring confidentiality if they are not employed by the College in that professional role. An employee not reporting sexual misconduct as required by this policy may be disciplined accordingly, up to and including termination. Employees using the Sexual Violence Incident Report may not anonymously report in order to meet their mandated reporting obligation under this policy. This section does not apply to those identified in Section VI.A.4 of this policy.

**Students:** Students who wish to report sexual misconduct should file a complaint with the Title IX Coordinator or Deputy Title IX Coordinator. Students should be aware that all employees at the College, other than those identified in Section VI.A.4 below, have an obligation to report sexual misconduct that they become aware of or witness.

Students may also file a complaint with the United States Department of Education's Office for Civil Rights, as set forth in Section III above.

**Other Persons:** Any other persons who are involved in the College's programs and activities, including visitors on campus, who wish to report sexual misconduct, should file a complaint with the Title IX Coordinator or Deputy Title IX Coordinator. They may also file a complaint with the United States Department of Education's Office for Civil Rights, as set forth in Section III above.

## CONFIDENTIAL DISCUSSIONS

If a victim desires to talk confidentially about his or her situation, there are resources available. The following resources are available to assist you and will not further disclose the information you provide, unless otherwise required to do so by law (e.g., if the victim is a minor):

1. McPherson County Sexual Assault/Domestic Violence Center: 1-800-701-3630
2. Partners in Family Care: (620) 242-0404 or 2404 from campus extension
3. Office of Student Life: (620)-242-0500 or 2500 from campus extension

## CONTENT OF THE COMPLAINT

So that the College has sufficient information to investigate a complaint, the complaint should include: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all person(s) involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that the College may follow up appropriately.

## INFORMATION PROVIDED TO COMPLAINANT AND RESPONDENT

A complainant who makes a claim of sexual misconduct to the College will be given a copy of the document titled "Rights and Options After Filing a Complaint Under the College's Sexual Misconduct Policy." This document provides information about this policy and the Complaint Resolution Procedures used to investigate and resolve complaints of sexual misconduct, options for filing complaints with the local police, resources that are available on campus and in the community, etc. A person against whom a complaint has been filed will also be given similar information about the process and resources.

## CONDUCT THAT CONSTITUTES A CRIME

Any person who wishes to make a complaint of sexual misconduct that also constitutes a crime—including sexual violence, domestic violence, dating violence, or stalking—is encouraged to make a complaint to local law enforcement. If requested, the College will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. A victim may decline to notify such authorities. If College administration believes that the campus community's safety is at risk, they may make a report.

## SPECIAL GUIDANCE CONCERNING COMPLAINTS OF SEXUAL VIOLENCE, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING

If you are the victim of sexual violence, domestic violence, dating violence, or stalking, do not blame yourself. These crimes are never the victim's fault. When a physical crime of violence has been perpetrated against you, the College recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.

If you are the victim of sexual violence, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. As necessary to preserve evidence, victims of sexual violence, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc., rather than evidence of physical contact and violence.

Once a complaint of sexual violence, domestic violence, dating violence, or stalking is made to the College, the complainant has several options such as, but not limited to:

- Contacting parents or a relative
- Seeking legal advice
- Seeking personal counseling (always recommended)
- Pursuing legal action against the perpetrator
- Pursuing disciplinary action through the College
- Requesting that no further action be taken
- Requesting further information about the College's policy and procedures for addressing sexual misconduct
- Requesting further information about available resources

## VENDORS, CONTRACTORS, AND THIRD-PARTIES

This policy applies to the conduct of vendors, contractors, and third parties. Members of the College Community who believe they have been subject to sexual misconduct in violation of this policy by a vendor, contractor, or other third party can make a complaint in the manner set forth in this section.

## RETALIATION

It is a violation of this policy to retaliate against any member of the College Community who reports or assists in making a complaint of sexual misconduct or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should make a complaint in the manner set forth in this section.

## PROTECTING THE COMPLAINANT

Pending final outcome of an investigation in accordance with the Complaint Resolution Procedures, the College will take steps to protect the complainant from further discrimination or harassment. This may include assisting and allowing the complainant to change his or her academic, living, transportation, or work situation, to the extent that the College has control over these environments, if options to do so are reasonably available and upon request of the complainant. Such changes may be available regardless of whether the victim chooses to report the crime to local law enforcement. Requests to change an academic, living, transportation, or work situation, or for any other protective measure, should be made to the Title IX Coordinator or Deputy Title IX Coordinator.

If a complainant has obtained an ex parte order of protection, full order of protection, or any other temporary restraining order or no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator or Deputy Title IX Coordinator. The College will take all reasonable and legal action to implement the order.

## AMNESTY

The College recognizes that an individual who has been drinking alcohol or using drugs may be hesitant to report sexual misconduct. To encourage reporting, the College will not take disciplinary action for drug or alcohol use against an individual making a good faith report of sexual misconduct, either as the complainant or as a witness, provided that these conduct violations did not and do not place the health or safety of any other person at risk. The College may, however, require the reporting individual to attend a course or pursue other educational interventions related to alcohol and drugs.

The College's commitment to amnesty in these situations does not prevent action by police or other legal authorities against an individual who has illegally consumed alcohol or drugs.

## TIMING OF COMPLAINTS

The College encourages persons to make complaints of sexual misconduct as soon as possible because late reporting may limit the College's ability to investigate and respond to the conduct complained of.

## INVESTIGATION AND CONFIDENTIALITY

All complaints of sexual misconduct will be promptly and thoroughly investigated in accordance with the Complaint Resolution Procedures, and the College will take disciplinary action where appropriate. The College will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the College cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the College's ability to respond may be limited. The College reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the College Community.

The Title IX Coordinator is the person responsible for evaluating requests for confidentiality. The Title IX Coordinator may consult with other appropriate College officials and legal counsel as necessary.

## RESOLUTION

If a complaint of sexual misconduct is found to be substantiated, the College will take appropriate corrective and remedial action to prevent the recurrence of the conduct and correct its discriminatory effects. Students and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, probation, suspension, demotion, termination, or expulsion. Affiliates and program participants may be removed from College programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic, transportation, work, or living accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

## BAD FAITH COMPLAINTS

While the College encourages all good faith complaints of sexual misconduct, the College has the responsibility to balance the rights of all parties. Therefore, if the College's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

## ACADEMIC FREEDOM

While the College is committed to the principles of free inquiry and free expression, sexual misconduct is neither legally protected expression nor the proper exercise of academic freedom.

## EDUCATION

Because the College recognizes that the prevention of sexual misconduct is important, it offers educational programming to a variety of groups such as: campus personnel; incoming students and new employees participating in orientation; and members of student organizations. Among other elements, such training will cover relevant definitions, procedures, and sanctions; will provide safe and positive options for bystander intervention; and will provide risk reduction information, including recognizing warning signs of abusive behavior and how to avoid potential attacks. To learn more about education resources, please contact the Title IX Coordinator or Deputy Title IX Coordinator.

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 Student Life Office or the college's Human Resources Department.

## INSTITUTIONAL POLICIES

### POLICY OF NON-DISCRIMINATION

McPherson College prohibits discrimination in employment and in educational programs and activities on the basis of actual or perceived race, creed, color, religion, national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, GINA (the Genetic Nondiscrimination Identification Act), sexual orientation, or any other characteristic protected by applicable federal, state, or local laws.

In working to achieve and maintain a welcoming and discrimination-free environment, the college encourages students, faculty, staff, or guests to make complaints and concerns about perceived discriminatory behaviors known to college supervisors and officials.

Without limitation, McPherson College complies with Title IX of the Educational Amendments of 1972, as amended, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other applicable laws and related administrative regulations and executive orders.

For inquiries concerning the application of Title IX, Sections 503 and 504, ADA and other nondiscrimination laws please refer to the following:

Director of Human Resources/Title IX Coordinator at 620-242-0454

## 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 Student Life.

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 Office of Student Life.

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 registrar's office 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 registrar's office for transcripts and to the appropriate dean for other records.

## 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 Student Life 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 Student Life administration 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.

## 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 disciplinary sanctions 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.

### DISCIPLINE

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

Discipline for Code violations may include the following: oral and/or written warning, disciplinary probation, fine, restitution, referral for counseling, physical, chemical, or mental health evaluation, alcohol assessment, suspension, dismissal, or any appropriate combination. When the discipline includes a fine or restitution, the payment due date will be given on the written notice.