

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.

THE STUDENT HANDBOOK 2021-22

The Student Handbook is prepared by the Office of Student Affairs 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 the information provided in the Student Handbook is accurate and current at press time, 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.

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."

BULLDOG CONNECTIONS

| | |
|---|--------------|
| Admissions | 620-242-0400 |
| Athletic Trainer..... | 620-242-0636 |
| Cafeteria/Food Service and Catering | 620-242-0460 |
| Campus Store | 620-242-0457 |
| Computer Services | 620-242-0455 |
| Health Clinic and Counseling..... | 620-242-0404 |
| Facilities Management..... | 620-242-0470 |
| Financial Aid | 620-242-0413 |
| Library | 620-242-0487 |
| Office of the President | 620-242-0405 |
| Office of Student Affairs | 620-242-0500 |
| Residence Life Office..... | 620-242-0504 |
| Sport Center Offices | 620-242-0578 |
| Student Accounting/Student Billing | 620-242-0459 |
| Spiritual Life and Service | 620-242-0503 |
| Title IX Reporting..... | 620-242-0501 |
| Vice President for Academic Affairs | 620-242-0506 |
| Vice President for Student Affairs..... | 620-242-0501 |

RESIDENCE HALL OPENINGS AND CLOSINGS 2021 -22

FALL SEMESTER

| | | |
|--|-------|----------------------------|
| Fall Athletes-Football Move-In | 9 AM | Wednesday, August 4, 2021 |
| Fall Athletes-Soccer and Volleyball Move-In | 9 AM | Thursday, August 5, 2021 |
| Fall Athletes-Cheer & Cross Country Move-In | 9 AM | Wednesday, August 6, 2021 |
| New First Time Freshmen Students Move-In | 9 AM | Friday, August 13, 2021 |
| Returning & Transfer Students Move-In | 12 PM | Sunday, August 15, 2021 |
| Night Classes Begin | | Monday, August 16, 2021 |
| Day Class Begin | | Tuesday, August 17, 2021 |
| Last Day of Finals | | Thursday, December 9, 2021 |
| Residence Halls Close* | 12 PM | Friday, December 10, 2021 |

INTERTERM

Residence Halls Open 12 PM Monday, January 3, 2022

Classes Begin Tuesday, January 4, 2022

Early arrival is not permitted. Students must be enrolled in Interterm classes to reside on campus during interterm.

SPRING SEMESTER

Residence Halls Open 9 AM Tuesday, January 25, 2022

Class Begin Thursday, January 27, 2022

Last Day of Finals Thursday, May 19, 2022

Residence Halls Close** 12 PM Friday, May 20, 2022

Commencement Sunday, May 22, 2022

*Please note: unless required by the College to stay, all students must vacate the residence halls during break. Students should leave within 24 hours of their last final. Students who wish to remain on campus during break will need to apply to the Residence Life office at least two weeks prior to the beginning of winter break. Students who are approved to live on-campus over the winter break will be charged a one-time fee of \$150, plus \$15.00 per day of occupancy. Contact the Residence Life Office with questions.

**Please note: Unless required by the College to stay, all students must vacate the residence halls during summer break. Students should leave the residence halls within 24 hours of their last final. Students participating in the Commencement Ceremony must check out of the residence halls by Monday, May 23, 2022 at noon.

Students who wish to remain on campus during summer break must apply to the Residence Life Office by May 1. Students who live on-campus over summer break are responsible for paying the additional summer rent fee. Food service is not available over summer. Contact the Residence Life Office with questions.

IMPORTANT DATES FOR FOOD SERVICE 2021 -22

Food Service is unavailable during breaks, as students are encouraged to return home or travel during times that the College closes. These dates are subject to change with appropriate notice.

| | | |
|----------------------------|------------------------------|--|
| Dining Hall Opens | Breakfast | Friday, August 13, 2021 |
| Labor Day | Brunch and Dinner | Monday, Sept. 6, 2021 |
| Fall Assessment Day | Brunch and Dinner | Tuesday, Sept. 21, 2021 |
| Fall Break | Brunch and Dinner | Wednesday, Oct. 13- Friday, Oct. 15, 2021 |
| Thanksgiving Break | No food service after Dinner | on Saturday, Nov. 20 until Sunday, Nov. 28, 2021 at Dinner |
| Winter Break | No Food Service after Dinner | on Thursday, Dec. 9, until Sunday, Jan. 3, 2022 at Dinner |
| Martin Luther King Jr. Day | Brunch and Dinner | Monday, Jan. 17, 2022 |
| Spring Assessment Day | Brunch and Dinner | Thursday, Feb. 24, 2022 |
| Spring Break | No Food Service after Dinner | on Friday, Mar. 18, 2022, until Dinner on Sunday, Mar. 27, 2022 |

Campus Blowout Day

Brunch and Dinner

Friday, May 13, 2022

Dining Hall Closes

Dinner

Thursday, May 19, 2021

EMERGENCIES

Campus emergencies may be weather related (tornado, winter storm, flood, etc.), health related (pandemic or other contagious diseases), or involve serious accidents or other attacks (campus systems failure, active shooter, etc.). In the case of an emergency, campus community members who have signed up for emergency notifications will receive a text message and/or email (See Rave Emergency Notifications section).

Residence Life staff reserves the right to enter any resident's room without notice during emergency situations.

FIRE SAFETY

Engaging in arson or the irresponsible use of fire or fire safety equipment is prohibited.

All persons must leave the building during fire alarms and may not reenter until instructed to do so by a College official or a firefighter.

Students who fail to vacate during a fire alarm or who return to the building before they are permitted to do so are in violation of this policy. Any students who activate a false alarm or tamper with or misuse fire or safety equipment (such as fire extinguishers and door alarms) are in violation of this policy.

MISSING PERSON POLICY

It is the policy of McPherson College to thoroughly investigate all reports of missing persons. Additionally, the College holds that every person reported missing will be considered at risk until significant information to the contrary is confirmed. All reports of missing persons must immediately be directed to Student Affairs. Reports of missing students received by other College departments are to be promptly forwarded to Student Affairs. The McPherson Police Department may be called to assist.

A person may be declared "missing" by a parent, friend, roommate, classmate, or anyone who may be concerned about a person's location, particularly when their whereabouts are unknown and unexplainable for a period of time. The reporting individual should regard this absence as highly unusual or suspicious in consideration of the subject's typical behavior patterns, plans, or routines. There is no required waiting period for reporting a missing person.

If a report is made, Student Affairs staff will follow the steps listed below:

- Person receiving the complaint will immediately dispatch a staff member to the subject's residence. If needed, the McPherson Police Department may be called to assist.
- The responding staff member or officer will gather all essential information about the person (description, clothes last worn, where subject might be, with whom they might be, vehicle description, etc.) Every effort will be made to make contact directly with the student or their designated confidential contact(s).
- An up to date photograph may also be obtained to aid in the search.
- The responding staff member or officer will also gather information about the physical and mental well-being of the individual.
- Appropriate campus staff will be notified to aid in the search for the individual. A quick but thorough search will be conducted in all campus buildings, grounds, and parking lots.
- Class schedules will be obtained and a search of appropriate classrooms will be conducted.
- Card access swipes will be reviewed to determine last possible location.
- The Vice President for Student Affairs (or designee) will be responsible for communicating with the family

or relatives of the missing person.

If the above actions are unsuccessful in locating the person or it is apparent from the beginning that the person is actually missing (i.e. call from parents, guardians), the investigation will be turned over to the appropriate local law enforcement agency. This will take place as soon as practical but never later than 24 hours from the initial report. At this time, the local law enforcement agency becomes the authority in charge and McPherson College staff will assist them in any way necessary.

In accordance with the Higher Education Act of 2008, all students may register a confidential contact with the College. Access to this information is restricted to authorized campus officials and law enforcement officers actively involved in the furtherance of a missing person investigation. The confidential contact does not have to be a parent of a student. This is the individual(s) who will be contacted by the Vice President for Student Affairs (or designee) or a law enforcement agency within 24 hours of the determination that the student is reported missing. This individual will also be updated as to the progress of the investigation. In the event a student is under 18 years of age, and has not been legally emancipated, the student's parents or guardian will also be contacted within 24 hours of the determination that the student is reported missing. Please note that the local police department will be notified even if a student has not registered a confidential contact. Rave Emergency notifications

RAVE EMERGENCY NOTIFICATIONS

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 by going to <https://www.getrave.com/login/mcpherson>. Students should contact the Office of Student Affairs or Facilities Management for more information.

TORNADOES

Two types of tornado alerts are issued by the National Weather Service (NWS). A tornado **watch** indicates that conditions are favorable for a tornado to develop. A tornado **warning** means a tornado has been sighted by trained storm spotters or radar. If a Tornado Warning is issued by the NWS, the McPherson area emergency siren will sound. When a warning is issued, everyone must proceed to the nearest designated storm shelter. If time does not permit, go to a small interior room on the lowest floor of the building you are. Stay away from windows, doors and outside walls. 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.

GENERAL SERVICES

ACADEMIC ADVISING

Faculty advisors assist students with overall curriculum planning, specific course selections, monitoring academic progress, and registering for classes. Faculty advisors provide students with information on curricular and co-curricular opportunities related to their college goals.

With few exceptions, first-time freshmen are initially assigned a freshman advisor who will also serve as their ACE teacher. By the end of their first semester, however, freshmen are encouraged to select a faculty advisor from their academic major or from a discipline of interest to assist them with enrolling for the next academic year and with developing a graduation plan.

Students may ask to change advisors at any time. Change of Advisor request forms are available on Bulldog Connect (my.mcpherson.edu) and from the registrar's office.

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 help with 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 disabilities.

ADMISSIONS/FINANCIAL AID

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

ANIMALS ON CAMPUS

Emotional Support Animal: Emotional Support Animals are only allowed on Residential Life grounds after guidelines are met, documentation is submitted, and approval is received, in writing. An ESA is not allowed in any other building other than the assigned room of the resident.

Service Animal: Under the Americans with Disabilities Act, McPherson College must allow service animals to accompany people with disabilities in all areas where the public is normally allowed to go. Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. Located on the main floor of Miller Library, the Royer Center for Academic Development provides accommodation services for students with disabilities.

Pets on Campus: An approved animal may be allowed on campus for occasional and infrequent short visits in

the company of the owner in outdoor general public access areas. Indoor areas are not considered "pet friendly." Animals should never be left unattended by the owner and are to be under the control of their owners at all times. Pets should be leashed, healthy and pose no reasonable risk to humans. Excessive noise, barking or other disruptive behavior is not permitted, and may result in the animal not being permitted on campus until able to meet acceptable standards of behavior. Pet owners are personally responsible for any damage the animal causes to College property, and for any injuries or illnesses caused by their animal. It is the pet owners' responsibility to clean up after the animal and dispose of the animal's waste properly.

Pets in Residence Halls: Residents are fish in a 5-gallon fish tank. The tank may only contain fish (no reptiles or amphibians). Lab specimens are prohibited. Unapproved animals found in College buildings must be removed immediately and may be removed by College staff or other officials. The College is not responsible for what happens to any animal when it is removed or while present on College property.

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

BOOKSTORE

McPherson College uses an online bookstore. Go to <https://mcpherson.textbookx.com/institutional/index.php> to find your course and view course items. Students may purchase textbooks through the virtual bookstore with a debit or credit card.

CAMPUS EMPLOYMENT / PAYROLL

The College offers on-campus employment in different departments. Students must apply for all on-campus jobs through Handshake, an online tool that connects student applicants with employers. Student worker contracts are pre-approved by the Career Services office and are issued to supervisors. Once a student is selected for the job, the supervisor will review the student worker contract with the student, both will sign the contract, and the student will take the signed contract to the Business Office to complete payroll paperwork. The business office is located in Mohler Hall, first floor.

Students must provide all necessary documentation to the business office before beginning employment. These documents are available in the business office and include the W-4, K-4, I-9, & Acknowledgment of Receipt of the Student Worker Handbook. Students must present original versions of the documents for viewing & copying. See <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents> OR <https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf> (page 3) regarding the I-9 document requirements. International students that have not already obtained a social security card must obtain one from the Social Security Administration. Details on obtaining a social security card are available from the business office or on Bulldog Connect.

Students cannot begin working until their work supervisor receives notification from the Business Office that the student has completed the necessary documents. The work supervisor will let the student know when they have been approved to start work.

No student can work more than 20 hours per week total for all their on-campus jobs combined. For example, if a student works 5 hours a week for one job (department) then they only have 15 hours they can work for another job (department) for that week. Students are not allowed to work during scheduled class time. International students & work study students may have additional work restrictions.

The payroll period for students starts on the first of the month and ends on the last day of the month. Students need to have their time cards finalized by the end-of-the-month deadline. Supervisors approve time cards after they have been finalized by the student. Time cards are on Bulldog Connect. Questions regarding time cards need to be directed to the work supervisor. If students cannot get resolution to a time card issue, then they need to contact the Payroll Manager in the business office.

On campus student workers are paid monthly & usually on the 15th day of the month. Students may receive their paycheck by check, direct deposit, and/or they may put a percentage of pay towards their student tuition & fees account. If a paycheck is preferred, an email will be sent when checks are available for pick-up at the

business office.

CAMPUS STORE

The Campus Store is located on the lower level of the Hoffman Student Union and sells a variety of McPherson College t-shirts, jackets, sweatshirts, and other college gear. The Campus Store also distributes student mail and packages. Hours are typically 9:30 AM-2:30 PM during the school year and 9:30-11:30 AM during the summer, but hours are subject to change.

CAREER SERVICES & EXPERIENTIAL LEARNING

The Office for Career and Experiential Learning provides resources for establishing a career direction, including major selection, identifying internships and conducting a job search. In addition, the Office offers programs for resume writing, interviewing, and other relevant aspects of career planning. The office is located in Miller Library.

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 (<https://www.mcpherson.edu/computer-services/>).

For assistance, please email helpdesk@mcpherson.edu.

DINING HALL & DINING ROOMS

McPherson College offers food service through Fresh Ideas, our dining provider. Selections include Trattoria (pizza), the Grill, Chef's Table (a home-style rotation of pasta, Mexican, fried chicken, potatoes, and more), and Breakfast in an all-you-can-eat buffet style of dining. Daily menus are available online. The Dining Hall and Mildred Seek Dining Room are located on the main floor of the Hoffman Student Union. The Mildred Seek Dining Room can be scheduled for special meals and meetings through Facilities Management. Students can enter the cafeteria only after scanning their student ID or paying cash.

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 Office of Residence Life or the student's Resident Assistant.

Fresh Ideas will accommodate physician ordered diets, dietary choices including vegetarian, vegan and gluten free, and diners with allergies with proper medical authorization. Menus are posted with nutritional information at every meal including specific signage to identify foods for dietary reasons. Students may contact Jaime Perez, Director of Dining Services at perezj@mcpherson.edu for more information.

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.

McPherson College Dining services provides students with 10, 14, and unlimited meal plans. **All resident students and off-campus student-athletes are required to be on a meal plan.** Students have different meal plans depending on their status as a student and the location in which they live. **Student athletes are considered to be of athlete status and maintain their meal plan for the full academic year.** All students are billed for the semester's meal plan at the time of enrollment.

| Housing Location | Meal Plan Required |
|--|--------------------|
| Dotzour, Metzler, Bittinger, and Morrison Halls (Athletes & Non-Athletes) | Unlimited |
| Apartment / MC Houses (Baer, Harter, Lakeside, Deerfield, MC Houses) (Athletes & Non-Athletes) | 10-Meal Plan |

| | |
|--|---|
| Terra Nova (Athletes) | Double Commuter Plan |
| All Other Off-Campus Residences (Athletes) | 10-Meal Plan |
| All Other Off-Campus Residences (Non-Athletes) | No meal plan required. Commuter plans are available for purchase. |

Students who wish to appeal their meal plan shall complete the meal plan appeal form, located on Bulldog Connect. Appeals are only accepted one week after the first day of class in the fall and spring semester.

Meal plan refunds for appeals are prorated based on the academic refund schedule.

HEALTH AND ACCIDENT INSURANCE

All students are required to have medical insurance coverage. Students must submit proof of insurance to the Office of Student Affairs. Insurance information should be uploaded as part of the student's housing application and demographic form.

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

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 across from Metzler Hall at 1800 Gordon ST. The clinic is typically open Monday to Friday, 8 AM to 3 PM, 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).

MAIL SERVICE

Mailboxes for U.S. and internal mail are located in the lower level of the Hoffman Student Union. Mail is delivered daily, Monday-Friday. Mail can also be sent from campus at this location. The U.S. Post Office in McPherson is located at 115 East Kansas Avenue.

In order to get a mailbox, residential students should check out a key from the Campus Store. All students living on campus are strongly encouraged to obtain a campus mailbox in order to receive campus communications. Your on-campus address is:

YOUR NAME

1600 E Euclid

McPherson, KS 67460

Mailbox numbers and keys are assigned by the Campus Store staff. Lost keys should be reported to the Campus Store staff immediately. There is a \$50.00 charge for changing locks and replacing the lost key.

If a package is deemed suspicious, law enforcement and Student Affairs administration will be notified to take appropriate action.

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. A fax machine, copier, and color printer are also located in the library, which students are allowed to use.

SCHEDULING FACILITIES

All campus events that require the use of campus facilities (academic, social, athletic, or organizational meetings) sponsored by students, faculty, and staff must be scheduled through Facilities Management. 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 Affairs.

STUDENT UNION & "THE POUND"

The Hoffman Student Union (SU) serves as a center of activity for the College community and includes a fitness room. The McPherson College Dog Pound is located in the lower level of the SU and offers food, multiple televisions, air hockey, pool, ping pong, shuffleboard, and other forms of entertainment.

Areas in the Union can be reserved by contacting Facilities (see Scheduling Facilities).

STUDENTS WITH DISABILITIES / CHRONIC ILLNESSES

Efforts are made in every department to inform students and prospective students of the rights of people with disabilities under the law and the commitment of McPherson College to non-discrimination toward those with disabilities. 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 needs prior to their arrival on campus to allow the College time to determine necessary resources and accommodations.

Located on the main floor of Miller Library, the Royer Center for Academic Development provides academic accommodation services for students with disabilities.

Students who have a history of chronic illness such as allergies, diabetes, epilepsy, and those who take medications on a regular basis should notify the Office of Student Affairs who can assist with necessary resources and accommodations.

WELCOME DAYS

Before each enrollment period, all new students participate in orientation programs (Welcome Days) to get to know each other and the McPherson College community. The Office of Student Affairs coordinates this opportunity to start your path to success.

DIVERSITY AND INCLUSION

The mission of the Office of Student Affairs to uphold the mission of McPherson College in creating whole persons through scholarship, leadership and service.

Additionally, we seek to provide a safe and educational community for all students at McPherson College. The Office of Student Affairs is dedicated to the growth and development of our students and firmly advocates for their equity, inclusion and success. Our office strives to intentionally foster the campus community and develops programs and services that contribute to the education of the whole student.

The Office of Student Affairs at McPherson College is professionally and personally committed to celebrating the diverse identities of students and staff who live and work within our campus community. Within the Office of Student Affairs, we acknowledge that human identities encompass various intersections including factors such as: race, ethnicity, national origin, gender, gender identity, sexual orientation, socioeconomic status, religion, spiritual tradition, political affiliation, age, Veteran status, and ability.

We recognize that the knowledge we gain from interacting with and learning from one another has both educational and personal value. This knowledge will move our students and staff toward acceptance and understanding of others.

The Office of Student Affairs does not tolerate any form of behavior pertaining to racism, sexism, bigotry, harassment, intimidation, threat, or abuse, whether verbal or written, physical or psychological, direct or implied. We do not use ignorance, humor, or substance use as an excuse for oppressive behaviors. We are intentional in educating our students and staff to respond to such behaviors and to create cultural awareness.

ACADEMIC INFORMATION

ACADEMIC INTEGRITY

As a community of scholars, we expect academic integrity from both students and professors. Academic dishonesty is defined as any act of cheating, fabrication, or plagiarism. The policy that outlines the repercussions for students who behave in academically dishonest ways may be found in College's catalog and on course syllabi. Students not in compliance with the College's standards for academic integrity may face consequences such as failing the course, an assignment to complete an educational program, suspension, and / or dismissal, all of which will be managed by the Vice President for Academic Affairs or designee.

CHANGING COURSE SCHEDULES (ADDING/DROPPING CLASSES)

Students may change their course schedules by adding or dropping classes during the first week of the term, only with the permission of their advisor. During the second week of classes, students may continue to drop 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.

Beginning the third week of class through midterms, students will be charged a \$50 fee to withdraw from a course, and a grade of W will be posted on their transcript in place of a letter grade. Students may not withdraw after the deadline. The dates of all deadlines are published in the annual Academic Calendar.

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.

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. 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 of the student's courses.

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 permanently 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.

ENROLLMENT STATUS (FULL OR HALF TIME)

Students are responsible for knowing how their enrollment status affects other factors at the college. For example, if a student drops from being a full-time student (enrolled in at least 12 hours) to a part-time student (enrolled in less than 12 hours), their financial package or housing status may be altered. Students may only live in campus housing if they are at full-time status. Once a student drops to part-time status, they must notify the Director of Residence Life or other Student Affairs administration. Unless a written exemption and permission are granted, the part-time student will have 48 hours to vacate the residence halls.

VOLUNARY ASSESSMENT, INVOLUNTARY ASSESSMENT

In cases in which a student's actions may be a disruption or danger to others, the College may request a voluntary, or involuntary, assessment. Such an assessment may be requested in the following circumstances:

1. Instances where a student engages, or threatens to engage, in behavior which poses a danger of causing physical harm to others; or
2. Instances which could cause significant property damage, or would directly and substantially impede the lawful activities of others; or
3. Instances where a student's behavior is sufficiently disruptive to normal College operations, consumes an inordinate amount of College staff time and/or resources, or may interfere with the educational process of the College.

Direct Threat

In determining whether an individual poses an imminent danger or a direct threat to the health or safety of others, the College's Behavior Intervention Team (BIT), will initially evaluate the threat and make a recommendation as to whether additional assessments should be made.

Student Affairs Staff will make a recommendation to the Vice President for Student Affairs as to the need for the student to have an individualized assessment. This assessment would be based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices or procedures will mitigate the risk.

Referral for Voluntary Assessment

When a student is referred to the Vice President for Student Affairs or designee based on behaviors listed previously, the student is required to meet with the Vice President for Student Affairs or designee as requested. The Vice President for Student Affairs or designee may include in this meeting staff from the College Counseling Center or other units as appropriate. If, based on the content of the discussion, the student agrees to have an assessment, the Vice President for Student Affairs or designee shall designate/refer the student to qualified professionals (licensed psychologist, counselor, psychiatrist, and/or physician) for an assessment. The licensed professional is empowered by these regulations to share general information and the outcome of the assessment with the Vice President for Student Affairs and the Behavior Intervention Team (BIT). The minimum necessary information will be disclosed and will be held by the Vice President for Student Affairs and/or BIT in confidence and will be shared only with those College employees with a legitimate need to know.

The licensed psychologist, counselor, psychiatrist and/or physician shall evaluate the student to determine if there are serious concerns associated with the student's behavior. The licensed psychologist, counselor, psychiatrist and/or physician shall advise the Vice President for Student Affairs and the BIT of the outcome of their evaluation as a result of the assessment. The Vice President for Student Affairs and the BIT may consult with other internal/external advisors.

The Vice President for Student Affairs or designee shall be the sole decision maker as to the composition of the BIT. The student may be requested to appear before the BIT in which case the Vice President for Student Affairs or designee will notify the student in writing. If the BIT determines that the student poses an imminent danger or a direct threat to the health or safety of others, the BIT may recommend an immediate temporary suspension.

If an immediate temporary suspension is not recommended, the Vice President for Student Affairs or designee will determine (in consultation with BIT) what, if any, follow up steps the student will be required to complete in order to remain at McPherson College.

Referral for an Involuntary Assessment

The Vice President for Student Affairs or BIT shall be empowered to make referrals for an involuntary assessment when students engage in behaviors listed previously. Students referred for an involuntary assessment shall be informed in writing and the student shall also be given a copy of these procedures. Delivery of these documents will be either by personal delivery or by certified mail with return receipt requested and delivery restricted to the student only. Any cost for the assessment is the responsibility of the student.

The Vice President for Student Affairs or designee shall designate/refer the student to qualified licensed professionals (licensed psychologist, counselor, psychiatrist and/or physician). The licensed psychologist, counselor, psychiatrist and/or physician is empowered by these regulations to share general information and the outcome of the assessment with the Vice President for Student Affairs and BIT. The minimum necessary information will be disclosed and will be held by the Vice President for Student Affairs or BIT in confidence and will be shared only with those College employees with a legitimate need to know. The assessment of the student must be initiated according to the deadline stipulated in the letter and completed within three (3) working business days unless an extension is granted by the Vice President for Student Affairs.

Return Requirements

Following a determination that a student poses a direct threat to the health or safety of others, McPherson College may require as a precondition to a student's return that the student provide documentation that the student has taken steps to mitigate the previous behavior (e.g., followed a treatment plan, submitted periodic reports, granted permission for the institution to talk to the treating professional).

LEAVE OF ABSENCE

Students wanting to leave the 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 readmission fee if they decide to re-enroll.

MEDICAL WITHDRAW

College officials may become aware of a student who may be experiencing serious circumstances because of a physical, emotional, or psychological health condition. In communication and partnership with the student, this matter may be handled as a potential medical withdrawal or medical leave of absence according the institution's withdraw or leave of absence policy. Contact the Academic Affairs Office for specific information about this policy.

RESIDENCE LIFE

The Office of Student Affairs coordinates all areas of residence hall management, staffing, and enforcement of campus policies. Student Affairs administration serves as the administrator and conduct officer for all matters for Residence Life. All campus wide community standards must be followed within the residence halls.

RESIDENCY

All students must live in College housing unless they apply for and receive permission, in writing, from Student Affairs administration to live elsewhere, or if they meet the off-campus living exemptions before the beginning of the academic year.

The residential campus encourages active involvement in and offers close proximity to campus resources. The residential nature of the College fosters student development in interpersonal communication skills and knowledge of self in relationship to others.

McPherson College has residential facilities that are designed for specific population groups. In addition, all residents and all athletes are required to have a meal plan. Residential facilities include:

Residence Halls

Dotzour Hall (co-ed)

Metzler Hall (male)

Morrison Hall (male)

Bittinger Hall (female)

Apartment Style Living

Harter Hall

Baer Apartments

Lakeside Apartments

Terra Nova Apartments

Deerfield/MC Houses

When renting a room or apartment from the College, whether on campus or in an off-campus apartment, all rules and policies are in effect as they would be on the College campus. Student assignments are based on occupancy availability. When students are placed in special or off-campus residences, their contract may be reassigned to an on-campus location for violations of the student code, for financial reasons, or due to occupancy changes across campus.

There are exemptions to the campus residency 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.

Additional exemptions to the Residency policy may be granted in cases where persons do not meet the above criteria. The following guidelines will be used, in part, to determine off-campus exception approvals. **Remember, submitting a request does not guarantee approval.** Please do not sign a lease until you have received approval from the Office of Student Affairs in writing.

Guidelines to Apply to live off-campus:

- 21 or JR 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 Affairs with a copy of their lease by the first day of the semester.

TERMS OF CONTRACT

Students are urged to read carefully the content of the 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 legally binding agreement – a contract between the student and the College. The terms and conditions of this contract are outlined below.

In this document the space leased by a student, whether a residence hall room, apartment, or house, will be referred to as “room.”

CONTRACT PERIOD

This contract is binding for the entire academic year, with the following exceptions:

- when the student completes graduation requirements midyear

- when the student withdraws or is withdrawn from the College
- when the student enters into the contract at the beginning of the second semester
- when the student becomes married or has a child.

Housing contract appeals can be submitted by emailing an appeal letter to housing@mcpherson.edu.

The room must be vacated within a 24-hour period following the student's last scheduled examination at the end of each semester.

The College's nonperformance of any obligation or duty under this Agreement will be excused to the extent that the performance is prevented by any act of God or circumstance beyond the College's control, including, without limitation, fire, war, riots, flood, earthquake, weather, health emergency, labor dispute, civil disturbance, governmental acts or orders or restrictions, or power or communications failure (each a "Force Majeure Event"). Room and board fees are non-refundable and students will not receive a refund or a credit for room and board fees during a Force Majeure Event.

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 to continue enrollment and residency at the College. Should the physician or counselor determine that a health or safety concern to self or others exists, the VP for Student Affairs or designee may amend or suspend the student's housing contract as appropriate.

INTERTERM RESIDENCY

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

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. For individual requests, please contact the Office of Student Affairs. 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.

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.

If the College terminates a contract for any of the reasons noted above, the room and board charges will not be refunded.

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. To arrange for permission to occupy a room during a scheduled vacation period, complete an application through the Office of Student Affairs by the advertised deadline.

An additional charge of \$150 plus \$15 per day will be assessed for housing during vacation periods. This must be paid directly to the Office of Student Affairs before students remain over break.

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

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 Affairs. Students who come early or stay late must pay a fee of \$150.00 plus \$15.00 per day during the period in which they arrive early or stay late.

SUMMER RESIDENCY

Students who wish to live in Campus Housing over the summer must complete a Summer Housing Application by May 1 and pay monthly rent. Payments are coordinated through the Business Office.

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 Affairs. 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.

As per the contract, 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. Students in this situation must notify the Office of Student Affairs of their choice.

RESIDENCE CHECK-IN/OUT PROCEDURES

Check-In: When checking into a new room at any time, students will check in with their Resident Assistant or the Director of Residence Life for the necessary forms and to receive a room key.

Check-Out: When checking out of a room, residents should complete official College check-out procedures. Professional staff will assess the room after the resident has moved out. Room damages and cleanliness will be assessed and may result in additional charges. Failure to complete the checkout procedure may result in sanctions.

BREAK STORAGE

Limited storage may be available in the Residence Halls over the summer. Contact the Director of Residence Life for more information about summer storage.

LEAVES OF ABSENCE AND STUDY ABROAD

When returning to the College from abroad or from a leave of absence, the student must communicate their housing requests to the Office of Student Affairs 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 spring semester 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 Affairs, 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.

FAILURE TO VACATE

Residents are responsible for their personal property at all times. When residents have not vacated their College residence as expected while changing residences or at the end of a contract period, or if they have not removed personal property, Res Life staff will make a reasonable attempt to contact the residents. If after 48 hours, the resident has not vacated, personal property will be removed and stored at the resident's expense. After 30 days, the items will be considered abandoned and donated to charity or discarded. Student Affairs is not liable for damage to, or loss of, property that might occur during removal or disposal. Residents will be billed for all costs incurred in restoration of the unit to usable space.

RESIDENTIAL CAMPUS POLICIES

The following regulations have been instituted by the College to ensure that the rights and welfare of all students will be protected. All campus wide community standards must be followed within the residence halls.

ASSESSMENT FOR DAMAGE

Residents will be held responsible for any damage in their rooms, or in any part of the residence hall, and/or to College equipment. When damage occurs in a public area, the cost to repair will be split and billed to the residents of that area. Students are responsible for reporting to the Office of Student Affairs any damages done to the outside of their room door; otherwise, they will be billed for such damage.

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 Affairs.

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 interior or exterior doors, students involved in this action are subject to disciplinary action and have legal liability for the safety of the occupants in the residence hall.

Residence hall interior room doors may be propped open by the resident 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, kerosene lamps, etc., that have flames or may be ignited with a flame are not allowed in campus buildings, including the residence halls, because of their potential fire danger. Lamps may not use a halogen bulb, and grow lights are not permitted.

The storage or use of flammable liquids such as gasoline, kerosene, etc., is strictly prohibited.

CIRCUITS

Electrical equipment should be used in moderation in rooms to avoid overloading circuits. To increase the number of outlets available in a room, the College recommends surge protector electrical strips. These strips offer multiple outlets and feature a self-activating circuit breaker which shuts off power when power overloading and/or short circuits occur. This may help protect your electrical equipment! Extension cords are not recommended.

COOKING OF MEALS

Each floor of each residence hall has a full kitchen, complete with a toaster, microwave, stove/oven, and refrigerator/freezer. Students are expected to monitor food as it is being cooked and to turn off all kitchen appliances when not in use.

Cooking of meals is not permitted in student rooms. This practice is a fire hazard and a health hazard.

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.

Each floor of each residence hall has a full kitchen, complete with a toaster, microwave, stove/oven, and refrigerator/freezer.

FIRE DRILLS, EQUIPMENT, AND SAFETY

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. Lack of cooperation during fire drills or alarms will result in disciplinary action. There is a \$500.00 fine for not evacuating.

Residence Life staff will train students where to go while waiting for fire, EMS, and / or police to arrive.

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. The fine will be split among the residence living in that space.

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

Decorations or furniture must never hinder exit from a room. No items may be affixed to, installed in or suspended from the ceiling in any student room. Students must not decorate their rooms with combustible materials (paneling, combustible fabrics, etc.). 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.

Candles, open flames, or open burners are not allowed in the residence halls.

FOOD STORAGE

Food in student rooms must be stored in sealed 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.

FURNITURE

Each room comes equipped with a twin-size bed, a dresser or closet (depending on which residence hall you'll live in), and a desk for each resident. All College-supplied furniture must remain in student rooms.

Waterbeds are not permitted. Furniture lofts, partitions, cabinetry, and other décor are welcome, but may not be built or screwed into the walls or floor.

Compact, personal-sized refrigerators (no larger than 4 cubic feet in capacity) are permitted.

Common area furniture is for use by all residents and may not be removed or relocated to a private residence within the hall or elsewhere. Unauthorized removal of furniture will be considered theft of College property, and students will be disciplined for such behavior.

GUESTS/VISITATION HOURS

A guest is defined as anyone not assigned to the residents' room, including other McPherson College students.

Visitation Hours:

Sunday – Thursday 9:00 AM-1:00 AM

Friday and Saturday 9:00 AM –2:00 AM

A student's right to host 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. If students wish to have an overnight guest of the same sex, they must first receive approval from their roommate. 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 Director of Residence Life and their host must complete a form on Bulldog Connect.

Guests should be aware of expected conduct and the College and Residence Hall policies. The host is ultimately responsible for the behavior and actions of his/her guests and may be held accountable under the College judicial system.

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

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 other 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. Student should report malfunctions in door locks immediately to the Director of Residence Life 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 Director of Residence Life or Resident Assistant immediately. A replacement fee of \$50.00 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.

The duplication of any College key is prohibited.

LAUNDRY FACILITIES

Twenty-four washers and 26 dryers are available in the Residence Halls. Laundry is free for McPherson College residents only.

If the machines malfunction, residents should contact Facilities Management or Residence Life staff. Residents should be careful not to overload washers and dryers.

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 Affairs administration. Students are encouraged to contact their insurance agency to purchase renter's insurance.

MAINTENANCE

From time to time, an item in a Residence Hall room may need to be repaired. All repairs should be reported

promptly. Repair work in the Residence Halls is completed by the College maintenance staff or persons contracted to make the repairs; do not attempt to repair items on your own. Reports of needed repairs should be submitted to a Residence Life Staff member (i.e., RA, Director).

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.

MUSICAL INSTRUMENTS

Practice rooms are available upon request in Hess Fine Arts Center. Because sound carries and has the potential to disturb other residents, musical instruments should not be played in residence halls.

NOISE VIOLATIONS/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 their noise level is too high, and the offenders' responsibility to comply with requests to lower their volume.

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 courtesy extends to ALL hours of the day, which includes time when quiet hours are not in effect. 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 PM – 10:00 AM

Friday and Saturday 12:00 AM – 10:00 AM

PETS

Residents are permitted fish in a 5-gallon fish tank. The tank may only contain fish (no reptiles or amphibians). Lab specimens are prohibited. Service animals and ESAs are allowed and have their own policies—see Pets on Campus section. The animal may be confiscated and turned over to the humane society or another appropriate agency.

REPLACEMENT FEES

| Item Needing Replaced | Cost |
|------------------------------|-------------|
| ID Card | \$10 |
| Keycard | \$10 |
| Mattress | \$200 |
| Screen | \$50 |
| Room Key | \$50 |
| Window | \$100 |

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 at the time of check out will be discarded.
- The room should be properly cleaned. 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.

ROOM DECORATIONS

The College welcomes you to make your room your own by hanging posters, decals, pictures, posters, tapestries, or more. However, these items must be able to be fastened to walls, doors, woodwork, and /or ceilings without damage to paint or finished surfaces of the room.

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. A form of "poster putty" or 3M removable products may be used to secure decorations to walls, but must be removed before the room is vacated.

Students may not paint or stain the walls, wood, or ceiling. No permanent changes may be made to the room.

ROOM INSPECTIONS

Upon move-in and move-out, each resident will be provided with a Room Inspection Report. Students should fill this form completely and accurately to assure they will not be charged for damages that were already present in the room. These cards will be used to assess damage billing to the appropriate resident.

Members of the Residence Life or Facility Management staff may enter a residence at any time, with or without prior notice to ascertain health and safety conditions, check the physical condition of the room, aid in emergency situations, check for compliance with residence hall policies, inspect the room, maintain and repair, and / or check for policy compliance. Residence Life staff will also check for storage of contraband, which may include in refrigerators and other storage areas in the room. 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 Affairs. Student Affairs administration must grant permission to Res Life staff complete in-depth searches that will go through student's personal storage areas.

Inspections may be conducted at the following times:

- beginning and end of each academic year to establish the basis for assessing damages
- monthly (or as appropriate) to ensure safety & policy compliance
- at least once per semester for the purpose of damage assessment
- prior to or during holiday breaks for closing and damage assessments

- between semesters to assess safety, damages, and policy compliance

Staff reserve the right to enter without the resident(s) present. Also see ROOM SEARCH (FORMAL) and RANDOM SEARCHES ON CAMPUS

SANITATION

Each resident is expected to maintain his/her room in an acceptably safe and sanitary condition. Students within houses and apartments are responsible for regularly cleaning their bathroom, kitchen, and common area. If the Facilities or Student Affairs 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.

SAFETY AND SECURITY

Students agree to abide by the safety rules and procedures of the College. Residents who leave the residence hall through locked doors are responsible for ensuring the doors close and are once again in a locked position. Doors should never be propped open.

Residents are urged to lock 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 Affairs and to the McPherson Police Department.

SEARCH AND SEIZURE

Except under emergency circumstances, College premises occupied by students and the personal possessions of students will not be searched unless permission is granted by the resident, authorization is obtained from the Office of Student Affairs, 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.

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 Director of Residence Life. 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 Affairs.

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 Affairs.

SUBLET

Assigned rooms may not be sublet. The housing contract is made between the individual who signed the Contract and the College and may not be transferred to another person.

TRASH

Students should dispose of all personal trash in the dumpsters located outside of each residence hall. Trashcans located in the hallways and outside doors are not to be used to place bags of personal trash.

WINDOW SCREENS, ROOFS, AND LEDGES

Screens have been permanently fastened to the windows and should not be removed. There will be a charge to replace screens and/or repair damaged screens.

Students are not permitted on window ledges or roofs of College buildings for any reason.

MCPHERSON COLLEGE COMMUNITY EXPECTATIONS

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 Student Handbook.

INCIVILITY, HATE SPEECH, AND BULLYING

Incivility, hate speech and bullying are prohibited on campus. This can include verbally abusive or harassing behavior, the use of derogatory terms, phrases or names for groups used in a way that is clearly intended to insult or defame individuals from that group and/or create a hostile environment. Incivility, hate speech, and bullying undermine a victim's ability to engage in learning, participate in the activities of the College or participate in his or her regular life activities.

Specific conduct prohibited includes but is not limited to:

- Deliberate or reckless use of uncivil or hate speech on campus or directed at other members of the Spalding community.
- Deliberate or reckless bullying of individuals or groups who are part of the College.
- Intentionally and substantially interfering with the freedom of expression of others.
- Deliberate constraint, detainment or incapacitation of another, without that person's explicit knowledge or consent.
- Intentionally or recklessly stalking another person.
- Engaging in harassment.

MOTORIZED VEHICLES AND PARKING

All students are allowed to have **one licensed vehicle** on campus. Students are required to register their motorized vehicle with the College and display a parking permit. Vehicles that do not correctly display their parking permit 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. Any and all motorized vehicles are not to be parked or driven on the grass, sidewalks, curbs, or through the gazebo without specific written permission from the Facilities Management Office. The circle drive areas are designated as fire lanes, and vehicles should not be parked in fire lanes. 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 missing parts, flat tires or other concerns that make the vehicle appear abandoned or neglected, may be towed away at the owner's expense. Vehicle maintenance (including oil changes, engine work, car washing, etc.) should not be performed in campus 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 Affairs administration.

RACIALLY DIVISIVE IMAGES

Racially or ethnically divisive messages, images and symbols, including the Confederate flag, are not allowed on campus.

PUBLIC NUDITY

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

STUDENT CODE OF CONDUCT

The College has a duty to establish rules and policies that all students are required to follow for the good of the community. Students have a right to expect enforcement of these rules and policies. The College also has a right to expect students to abide by them as responsible members of the learning community. In addition to the Student Code of Conduct, McPherson College students are responsible for upholding all official College and Residential Life policies while a member of the McPherson College community. Engaging in the following prohibited behaviors is a violation of the Student Code of Conduct:

- 1) Academic Dishonesty--Engaging in acts of academic dishonesty which includes (but is not limited to) cheating and plagiarizing.
- 2) Alcohol--Using or possessing alcoholic beverages including the following:
 - a) If one is underage;
 - b) On campus or at College sanctioned activities where alcohol is not allowed;
 - c) Using or being in possession of alcohol paraphernalia (including, but not limited to, beer cans, bottles, bottle caps, and/or shot glass collections).
- 3) Assault--Assaulting or threatening to assault any person, engaging in any unwelcome physical contact with any person which includes (but is not limited to) physical harassment, unwanted touching, even between acquaintances, making unwelcome advances, or engaging in conduct that threatens or endangers the health or safety of any person. Such conduct includes (but is not limited to):
 - a) Assault;
 - b) Threats to the personal safety of one's self or others;
 - c) Unwelcome physical contact;
 - d) Hazing (defined as any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization).
- 4) Disruptive Behavior/Disorderly Conduct--Conducting oneself in such a manner as to reflect unfavorably upon the individual student or the College community.
 - a) Disrupting research, recreation, study, meetings, assemblies, convocations, public events, disciplinary proceedings, or activities of the College;
 - b) Engaging in disorderly conduct or expression, a breach of the peace or aiding or inciting another to a breach of the peace. Such conduct includes (but is not limited to) throwing objects to create a danger, making excessive noise, rioting, creating a public disturbance, and any other type of interference, obstruc-

tion, or disruption with the normal operations of the College or its activities or any type of conduct that interferes with the ability of those who attend, visit or work at the College to enjoy the benefits of the purposes for which the College exists.

- 5) Drugs—The unlawful possession, use, or sale of any drug or controlled substance including the following:
 - a) Manufacturing, growing, distributing, selling, possessing, using, or offering for sale narcotic drugs, depressants, or stimulant substances, hallucinogens, cannabis and/or derivatives (including synthetic derivatives);
 - b) Being in the presence of illegal drugs;
 - c) The use of prescription drugs without a prescription;
 - d) The presence of drug paraphernalia; and/or
 - e) Evidence of drugs such as smell or items used to mask drug odors.

- 6) Emergencies, Fire, Alarms and Fire Equipment—Failure to comply with the lawful orders of police, fire, or medical response, or creating life and limb hazards, including the following:
 - a) Arson--Starting a fire that causes or may cause damages or injury on College property without College authorization.
 - b) Making or causing a false fire alarm or emergency report of any kind. Tampering with, damaging, disabling, and/or misusing fire safety equipment.
 - c) Failure to disperse (this policy will not be construed to deny any student the right of peaceful, non-disruptive assembly).
 - d) Resisting arrest
 - e) Failure to evacuate during a fire alarm.

- 7) Firearms and Weapons; Flammable Materials and Fireworks--Possessing, using, or participating in an activity involving firearms, fireworks, chemicals which are explosive, hazardous chemicals, other implements used as weapons which includes (but is not limited to) air soft guns, bb guns, bows, crossbows, and swords; and other types of arms classified as weapons in the Missouri Revised Statutes, on College property or at College sanctioned activities. The use or display of any object or instrument in a dangerous and/or threatening manner is prohibited.

- 8) Fraud/Forgery/False Information—Forging documents, fraudulent misrepresentation, false reporting, including the following:
 - a) Forgery, fraudulent misrepresentation, altering, transferring, infringing on the copyright of, and/or misusing College documents. Providing false information in the application for admission, petitions, requests, disciplinary hearings, or other matters of record, and/or transactions with officials of the College;
 - b) Falsely reporting information of an emergency nature (i.e., false report of bomb, fire, or other emergency) in any building structure or facility;
 - c) Using fake identification, falsely identifying oneself, or using the identification of another person. This includes furnishing false identification or refusing to show identification to the College or to any College employee or agent, including campus law enforcement or security officers acting in good faith and in the performance of their duties.

- 9) Sexual Misconduct and Stalking--To include sexual harassment, sexual assault, non-consensual sexual contact, non-consensual sexual intercourse, relationship violence, sexual exploitation, and/or stalking.
 - a) Stalking is defined as a pattern of conduct that is intended to cause, or does reasonably cause, a person to fear for their privacy or safety, and may include, but is not limited to, unwanted contact through social media, email, phone calls, and / or in person.

- 10) Indecent Behavior--Engaging in lewd, indecent, and/or obscene conduct or expression.

- 11) Misuse of Technology--Making or assisting in the making of unauthorized, obscene, or annoying phone calls, text messages, or computer messages or otherwise misusing or abusing phone and/or computer equipment. Engaging in computer abuse, which includes but is not limited to, plagiarism of programs, misuse of computer accounts, unauthorized destruction of files, creating illegal accounts, possessing or using passwords without proper authorization, viewing or distributing pornographic material, and/or disruptive or inappropriate behavior that affects the College's computer system.

- 12) Failure to Comply with Policies, Laws, and Requests--Failing to comply with the reasonable and lawful requests of College officials acting in the performance of their duties, and with College policies, local, state and federal laws including the following:
 - a) Failure to properly comply with or complete a sanction or obligation resulting from a disciplinary hearing or adjudication;
 - b) Committing any act which is a violation of criminal law of the United States, the State of Missouri or a municipal ordinance;
 - c) Failing to obey Residential Life rules and regulations, whether or not one is a resident;
 - d) Failing to obey any College policy.

- 13) Harassment--Engaging in any of the following:
 - a) Harassing and/or intimidating actions which are found to create a hostile environment (which includes conduct causing alarm or recklessly creating a risk by threatening to commit crimes against specific individuals or their property; the face-to-face use of inflammatory words);
 - b) Harassing or intimidating College officials while they are discharging their official duties and responsibilities;
 - c) Engaging in any form of harassment over the Internet, commonly referred to as cyberbullying, such as threatening another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images or website postings, including blogs and social network systems;
 - d) Tampering or attempting to influence witnesses in an investigation; engaging in retaliation against anyone participating in a College process.

- 14) Theft or Misappropriation--Stealing or attempting to steal College property or the property of any person and/or to be in possession of stolen property.

- 15) Unlawful Entry/Presence In and Use of College Facilities/Misuse of Keys--Entering and/or using College facilities or property without authorization by the appropriate College officials. Using or possessing any College key without proper authorization and/or duplicating a College key.

- 16) Vandalism/Damage to Property--Damaging, destroying, or defacing College property or property of any person as a result of deliberate action and/or as the result of reckless or imprudent behavior.

STUDENT JUDICIAL PROCESS

CAMPUS CONDUCT VS. CRIMINAL JUSTICE SYSTEM

There are significant differences between the campus conduct process and criminal justice procedures. Students can:

- File a report with both the College and the criminal justice system at the same time;
- File a report with the College but not with the criminal justice system, or vice versa;
- OR File a report with the College or the criminal justice system, and later decide to file a report with the other system.

This means a case may be processed through both the College's conduct process and the criminal justice system. If a case is going through the criminal justice system, and a report has also been made to the College, the College may or may not wait until the criminal justice case is completed before conducting its own investigation and remedy/sanction process.

The following compares and contrasts the typical similarities and differences in campus conduct and criminal justice systems:

| | Campus Conduct | Criminal Justice System |
|-----------------------------|--|---|
| Alleged Victim | Complainant | Plaintiff |
| Alleged Perpetrator | Respondent | Defendant |
| Confidentiality | Confidential, FERPA applies | Public records |
| Standard of Evidence | Preponderance of evidence (more likely than not) | Beyond a reasonable doubt |
| Speaking Rights | Students speak for themselves | Attorney speaks for client |
| Representation (if desired) | Advisor (Friend, attorney, or person of choosing) | Attorney |
| If Found Responsible | In Violation | Guilty |
| If Found Not Responsible | Not In Violation | Not Guilty |
| Findings | Will result in a confidential educational record | Will result in a public criminal record |
| Philosophy | Educational, learning from mistakes | Punitive/Rehabilitative |
| Outcome of Violation | Sanctions | Sentencing |
| Rules | Code of Conduct, College Policies, Local/State/Federal Law | Local/State/Federal Law |

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.

COMMUNITY EXPECTATIONS AND JURISDICTION

When students choose to accept admission to McPherson College, they accept the rights and responsibilities of the College's academic and social community. As members of the College community, students are expected to uphold the College's ideals of scholarship, participation, and service by maintaining a high standard of conduct. Faculty, administrators, staff and students all have responsibility to take care of the intellectual, social, emotional, psychological, and physical conditions of this community we share.

The McPherson College Student Code of Conduct shall apply to conduct that occurs on College premises, at College-sponsored activities, and off-campus conduct that adversely affects the College community and/or the pursuit

of its objectives.

McPherson College students are responsible to adhere to the Code of Conduct at all times, not just while on the McPherson College campus. Violations that occur off-campus and are reported to Student Affairs may be adjudicated through the student conduct process.

Each student shall be responsible for their conduct from the time of matriculation (application for admission to McPherson College) through the actual awarding of a degree, to include the academic year and periods between terms of actual enrollment.

Discoveries of alleged code of conduct violations after a degree is awarded or the student has left McPherson College may still be considered. Pending student conduct processes will continue, even if the student withdraws from the College while a conduct matter is pending. Additionally, McPherson Police Department reports or reports from other law enforcement agencies may be used in order to invoke discipline or sanctions for violations of the Student Code of Conduct.

DEFINITIONS

The following are brief definitions; complete processes can be found throughout the Code of Conduct.

| | |
|-------------------------------|--|
| Administrative Hearing | A conduct hearing where there is an uncontested allegation and/or where the alleged Violation, if found to be true, would typically result in a College or housing warning or probation. |
| Advisor | Any person who accompanies a respondent, a complainant, or a victim for the limited purpose of providing support and guidance. May be a friend, attorney, or person of choosing. |
| Appellate Board | The body which is authorized to consider appeals. |
| Complaint | A College Police Department Report, Residence Life Incident Report, or any other report, Formal or Administrative, alleging a violation of the Student Code of Conduct. |
| Complainant | The member of the College community who files a written complaint to initiate a Student Code of Conduct violation claim. The Complainant need not be a person who was the target or victim of the alleged violation. |
| Conduct Hearing | The process by which a complaint is heard. May be Administrative or Formal. May also be called a "hearing," to mean either type of process. |
| Day | Any business day in which the College is open. It does not include weekends, federal and state holidays or days in which the College is not open for business. |
| Due Process | Fair treatment through the student conduct process. A hearing conducted in conformity with prescribed procedures. |
| Faculty | Any person hired by the College to conduct classroom activities. |
| Formal Hearing | A conduct hearing that is recorded and follows a prescribed format. Formal hearings are typically conducted when a student is charged with alleged violations of the Student Code of Conduct that are serious enough to possibly reach the level of College suspension or expulsion. |

| | |
|----------------------------------|--|
| Guest | A non-student who is an associate of a student. McPherson students will be held responsible for the actions of their guests while on campus property, at campus events, and/or while representing the College. |
| In Violation | A finding after a hearing, meaning the respondent is found to have violated the Student Code of Conduct or College policy. Sanctions will be assigned. |
| Mediation | A meeting facilitated by the Vice President for Student Affairs or designee between the two parties in dispute in an attempt to come to an agreement. Both parties must agree to this type of case resolution. |
| Member, College Community | Any person who is a student, faculty member, College official or any other person who is employed by the College or is a guest of the College. |
| Not in Violation | A finding after a hearing, meaning there is not enough evidence to find the respondent has violated the Student Code of Conduct or College policy. |
| Organization (RSO) | Groups that have complied with the formal requirements for College recognition, also known as a Recognized Student Organization (RSO). |
| Organizational Hearing | A conduct hearing that is conducted when an RSO is charged with alleged violations of the Student Conduct Code. The case is heard by two Student Conduct Officers, the hearing is recorded, and the hearing follows a prescribed format. |
| Policy | The written regulations of the College as found in, but not limited to, the College policy Guide, the Student Handbook, RSO Handbook, Student Code of Conduct, and the College Catalog. |
| Preponderance of Evidence | The standard of evidence used in determining if a respondent is found In Violation or Not In Violation. Preponderance of evidence means it is more likely than not that a conduct violation occurred. |
| Respondent | The member of the College community who is alleged to have violated the Student Code of Conduct or College policy. |
| Retaliation | Any intentional, adverse actions taken by a respondent or allied third party, absent legitimate, nondiscriminatory purposes, against a complainant (or supporter of a complainant). |
| RSP Respondent | Recognized Student Organization that is alleged to have violated the Student Code of Conduct or College policy; typically the President serves in the capacity of responding to the charges. |
| RSO Advisor | Recognized Student Organization's officially listed campus advisor. |
| Sanction | A consequence of actions based on a finding of In Violation that is binding; typically educational. |
| Student | All persons taking courses at the College, both full-time and part-time. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the College are considered students. |
| Student Code of Conduct | The rules, regulations and policies of the College that apply to students and/or |

| | |
|---|--|
| | RSOs. |
| Student Conduct Office (SCO) | The student conduct officer assigned to review an incident by the Vice President for Student Affairs. |
| College | McPherson College |
| College Official | Person employed by the College who perform assigned Administrative, professional, support service, or classroom responsibilities, to include student employees who act as agents of the College. |
| College Premises | All land, buildings, facilities and other property in possession of or owned, used or controlled by the College. |
| Vice President for Student Affairs | The person designated by the College President to be responsible for the administration of the Student Code of Conduct and for ensuring that all students are afforded due process. |
| Witness | Any person with knowledge pertaining to an alleged violation of the Student Code of Conduct. |
| Written Notice | Formal notification of certain facts, to be understood to mean notification via email, mail, or hand delivery. |

FILING A COMPLAINT

Any member of the McPherson College Community may file a complaint against a student or RSO for alleged violations of the Student Code of Conduct. Complaints are usually filed by submitting an incident report to Residential Life or Student Affairs. Criminal complaints may be reported to the McPherson Police Department.

Once an incident report has been submitted, it will be the charge of the Vice President for Student Affairs or designee to determine which, if any, violations of the Student Code of Conduct have allegedly occurred and how the case will be adjudicated. Any report submitted 10 business days or more after discovery of the alleged incident will be reviewed at the discretion of the Vice President for Student Affairs or designee for action or dismissal. At semester end, the Student Conduct Officer may choose to have the hearing take place during the break period, be held via teleconference, or held over to the next semester.

JUDICIAL PROCESS

Student Affairs 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 Affairs. 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 Affairs administration has a responsibility to initiate an investigation and, when appropriate, administer sanctions as appropriate. Students have a right to expect enforcement of these rules and policies. The College also has a right to expect students to abide by them as responsible members of the learning community. In addition to the Student Code of Conduct, McPherson College students are responsible for upholding all official College and Residential Life policies while a member of the McPherson College community.

TYPES OF CONDUCT HEARINGS

Administrative Hearing: A conduct hearing where there is an uncontested allegation and/or where the alleged violation if found to be true would typically result in a College or housing warning or probation.

Formal Hearing: A conduct hearing that is recorded and follows a prescribed format. Formal hearings are typically conducted when a student is charged with alleged violations of the Student Code of Conduct that are serious enough to possibly reach the level of College suspension or expulsion.

Mediation: An agreed-upon meeting between two parties to informally resolve a situation. Both parties must agree to a mediation, conducted by a professional staff member, to avoid a conduct hearing. If both parties cannot agree to a resolution, an administrative or formal hearing may be scheduled.

Procedures for these types of hearings are explained in the following pages.

ADMINISTRATIVE HEARING PROCEDURES

1. The student will be notified via email the date/time/location, alleged violation(s) and identification of the Student Conduct Officer with whom they will meet.
 - a. A student who cannot attend the Administrative hearing must notify the Student Conduct Officer stating the reasons for the conflict and requesting a new hearing date. This statement must be presented to the Student Conduct Officer no less than one (1) day before the beginning of the hearing. The hearing may be rescheduled, at the discretion of the Student Conduct Officer. Only one (1) change of hearing date and time may be granted.
 - b. If a student fails to attend a scheduled hearing, the hearing may proceed in the absence of the respondent. Such an absence will not be considered grounds for an appeal.
2. The respondent may have one (1) advisor present at the hearing.
 - a. If the student wants to have an advisor present, the student must notify the Student Conduct Officer no later than one (1) day before the beginning of the hearing.
 - b. Advisors are normally members of the McPherson community, such as current full-time students, faculty, and/or staff. This advisor serves as a support person and is intended to be of direct assistance to the student before and during the hearing. The advisor may not speak for the student nor address the Student Conduct Officer. If the advisor is an attorney, the case will be heard as a Formal hearing and the Student Conduct Officer may reschedule the time and/or date of the hearing so that McPherson College legal counsel may be present.
3. The student and the Student Conduct Officer will discuss the case. The student may present evidence and/or bring written witness statements.
4. The Student Conduct Officer will determine if there was a Code of Conduct violation based upon a preponderance of evidence.
5. The respondent will be informed by email within five (5) business days of the conclusion of the Administrative hearing of the outcome of the hearing, including any sanctions that may have been assigned.
6. A student has three (3) business days after letter date of the written notification of a disciplinary decision to file an appeal. Failure to appeal within the three (3) day period waives the right to appeal. Sanctions will not be implemented while an appeal is under consideration unless special circumstances apply.

FORMAL HEARING PROCEDURES

All Formal hearings will be closed, except to those specifically provided for in the conduct procedures or persons whose presence at the hearing is authorized by the Student Conduct Officer. The hearing will be conducted by a minimum of two (2) hearing officers.

1. The student will be notified via email of the date/time/location, alleged violation(s) and identification of the Student Conduct Officer(s) with whom they will meet.
 - a. A student who cannot attend the Formal hearing must notify the Student Conduct Officer stating the reasons for the conflict and requesting a new hearing date. This statement must be presented to the Student Conduct Officer no less than one (1) business day before scheduled hearing. At the discretion of the Student Conduct Officer the hearing may be rescheduled. Only one (1) change of hearing date and time may be granted.
 - b. If a student fails to attend a scheduled hearing, the hearing may proceed in the absence of the respondent. Such an absence will not be considered grounds for an appeal.
2. The respondent may have one (1) advisor present at the hearing.
 - a. If the student wants to have an advisor present, the student must notify the Student Conduct Officer no later than one (1) day before the scheduled hearing.
 - b. Advisors are normally members of the McPherson community, such as current full-time students, faculty, and/or staff. This advisor serves as a support person and is intended to be of direct assistance to the student before and during the hearing. The Advisor may not speak for the student nor address the Student Conduct Officer. If the Advisor is an attorney, the Student Conduct Officer may reschedule the time and/or date of the hearing so that McPherson College legal counsel may be present.
3. An electronic or other verbatim record will be made of the hearing and will be retained with the student's conduct file. At the beginning of the hearing, the recorder will be turned on.
4. All those present will identify themselves for the record. The respondent will be informed of the Code of Conduct and will be advised of their rights.
5. The student will be asked if they received notice of the hearing and the list of charges of the Student Code of Conduct violations. If the student did not receive the letter, the Student Conduct Officer will provide a copy. The list of student conduct violations will be read for the record.
 - a. The Student Conduct Officer will read the incident report(s) and ask the respondent to respond. In addition, any additional statements given in the report may be entered into the record, with the respondent having the opportunity to respond.
6. Complainant testimony may be held at a separate time/place arranged by the conduct officer. Any written testimony from the complainant will be presented to the respondent during their hearing and the respondent will have the opportunity to respond.
7. Witnesses will be asked to describe what happened in written statements, and the respondent will have a chance to respond. All communication between the respondent, complainant, and witnesses will be directed to the Student Conduct Officer. The Student Conduct Officer may reasonably limit the scope and time devoted to each matter or item of discussion during the hearing, as well as the number of persons testifying. The Student Conduct Officer will decide the order of witnesses and when the complainant and witnesses will be in the hearing room.
 - a. The respondent is responsible for arranging for witnesses testifying on their behalf to appear at the hearing. Complainants and the Student Conduct Officer may also invite witnesses to present testimony, but the organization of this will be left to the discretion of the Student Conduct Officer. If a witness is unable to attend the hearing, the witness may write or record a statement and discuss the statement with the Student Conduct Officer before the scheduled hearing.
 - b. The Student Conduct Officer is to be notified in writing by the respondent, victims, complainants, or witnesses no less than one (1) day before the hearing of those persons intending to provide testimony, whether in person or writing.

- c. The Student Conduct Officer may reasonably limit the scope and time devoted to witness statements. Witnesses are typically asked to comment only on the event(s) pertinent to the charges, not the character of the respondent(s).
8. The Student Conduct Officer may ask questions of any respondent, complainant or witness during the hearing.
 - a. Evidence will consist of oral and written testimony, incident reports and any other material directly related to the incident. The Student Conduct Officer may reasonably limit the scope of evidence considered in the hearing.
9. The Formal hearing will conclude with a review of the outcome notification and appeal processes. At the conclusion of the hearing, the respondent, advisors, and witnesses will be asked to leave the room. These individuals will not be present during the deliberations of the Student Conduct Officer and the hearing officers.
10. The Student Conduct Officer will determine if there was a Code of Conduct violation based upon a preponderance of evidence.
11. The respondent will be informed in writing of the outcome of the hearing within five (5) business days of the conclusion of the hearing, including any sanctions that may have been assigned.
12. A student has three (3) business days after letter date of the written notification of a disciplinary decision to file an appeal. Failure to appeal within the three (3) day period waives the right to appeal. Sanctions will not be implemented while an appeal is under consideration unless special circumstances apply.

RIGHTS OF THE STUDENT RESPONDENT*

1. The right to be presumed Not In Violation until a preponderance of evidence indicates otherwise.
2. The right to have the case processed without prejudicial delay.
3. The right to written notice of the charges no less than 3 business days before the hearing.
4. The right to written notice of the time, date, and place of the hearing.
5. The right to testify on their own behalf.
6. The right to be present at the hearing.
7. The right to rebut any witness statements or evidence presented against them, to produce eyewitnesses on their behalf, and to present evidence.
8. The right to have an advisor of their choosing present at the hearing. The advisor may not participate in the hearing but may only provide advice to the respondent.
9. The right to written notice of the decision.
10. The right to file an appeal for reasons outlined in the Student Code of Conduct.

*Please note that special procedures apply to Sexual Misconduct Hearings. See the Sexual Misconduct policy for procedural standards and rights which apply in these cases at: <https://wwwi.mcpherson.edu/admin-policies/adm-150-sexual-misconduct-policy-and-complaint-resolution-procedures/>.

RIGHTS OF THE COMPLAINANT*

1. The right to have their case heard by an appropriate Student Conduct Officer.

2. The right to have their case processed without prejudicial delay.
3. The right to written notice of the charges no less than three (3) business days before a hearing.
4. The right to written notice of the time, date, and place of a Formal hearing.
5. The right to provide testimony on their behalf.
6. The right to participate in the Formal hearing, if so desired.
7. The right to rebut any witness statements or evidence presented, or to produce eyewitnesses on their behalf.
8. The right to have an advisor of their choosing present at the hearing. The advisor may not participate in the hearing but may only provide advice to the complainant.
9. Complainants may obtain outcome information from the Student Conduct Officer on a need-to-know basis. The Student Conduct Officer retains the right to keep outcome information confidential if there is insufficient reason for disclosure.
10. The right to file an appeal for reasons outlined in the Student Code of Conduct.

*Please note that special procedures apply to Sexual Misconduct Hearings. See the Sexual Misconduct policy for procedural standards and rights which apply in these cases at: <https://wwwi.mcpherson.edu/admin-policies/adm-150-sexual-misconduct-policy-and-complaint-resolution-procedures/>.

COMMUNICATION

The accused student will not receive any information other than the specific allegation against them until all investigative interviews with Student Affairs administration have been completed.

Once the investigative interviews are completed, Student Affairs administration will provide, in writing, the charged student with the specific alleged violation(s), related documents (usually an Incident Report or complaint filed with Student Affairs 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. 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 of contact information. Absent extraordinary circumstances, failure to be present at any hearing after notice is given as described above will not excuse the student from their obligation to comply with any responsibility and timeline stated in the Code of Conduct and will not delay or postpone any scheduled hearing.

PRINCIPLES OF PROCEDURE (STUDENT RIGHTS)

Disciplinary investigations and hearings are not 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 Student Code of Contact and b) the reasonable discretion of all such boards.

1. The individual accused shall be informed in a timely manner of the alleged violation so that they will have a reasonable opportunity to prepare a response.
2. The accused will have the right to select a non-attorney to accompany them 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, such as 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.

STUDENT APPEAL PROCESS

Any hearing outcome may be appealed by the respondent or the complainant, if their reason for the appeal meets at least one of four criteria:

1. **The student was not given due process;** the hearing was not conducted in conformity with prescribed procedures, and substantial prejudice to the complainant or the respondent resulted;
2. **New or additional evidence became available;** new information that could substantially affect the outcome of the previous lower hearing has been discovered since that hearing. The information must not have been available at the time of the original hearing. Failure to present information that was available is not grounds for an appeal under this provision;
3. **The conduct sanction was inappropriate for the violation;** a determined sanction is inherently inconsistent with College procedures or precedent. Simple dissatisfaction with a sanction is not grounds for overturning a sanction under this provision;
4. **The decision was not based on competent and substantial evidence;** or the information presented at the hearing does not support the finding. An appeal is not a reevaluation of the credibility of the information but is a determination as to whether the information presented, if believed, is sufficient to support the findings.

A student has ten (10) calendar days after letter date of the written notification of a disciplinary decision to file an appeal. Failure to do so waives the right to appeal.

An appeal is a review of the record of the original hearing (except as necessary to gain insight into any new information), not a new hearing. It is the responsibility of the person who initiated the appeal to show that one or more of the listed grounds for appeal has merit.

The appeal must be in writing and include:

1. The completed **Disciplinary Action Appeal Request** form, which can be obtained from Student Affairs, and is provided to the Respondent via the electronic mail hearing outcome letter.
2. A statement explaining in detail why the student is contesting the findings or the action(s).
3. Copies of any documents that will substantiate or clarify the appeal request.

The Vice President for Student Affairs or designee will review the materials to determine if there are grounds to warrant an appeal. Those involved as Student Conduct Officers cannot be involved in this review.

Within five (5) business days of the receipt of the appeal, the Vice President for Student Affairs or designee will notify the student of the decision to grant or deny the request for an appeal. If the Vice President for Student Affairs or designee grants the appeal, the case will be referred to the Appellate Board. The decision by the Vice President for Student Affairs or designee to deny the appeal shall be final. Sanctions will not be implemented while an appeal is under consideration, unless special circumstances apply.

APPELLATE BOARD

Members of the Appellate Board are appointed by the Vice President for Student Affairs or designee, and shall consist of three (3) members: one (1) faculty member, one (1) staff member, and one (1) student. The Vice President for Student Affairs or designee shall designate the Appellate Board chairperson.

The respondent will be notified of the date and time of the board meeting; however, the respondent does not

attend. The Appellate Board will review the record of the original hearing and related documents no later than five (5) business days after the appeal was granted. The respondent and complainant (in Title IX cases) will be notified by the Vice President for Student Affairs of any delay and provide the student with an anticipated date the decision will be finalized.

The Appellate Board, upon review of the case, may:

1. Affirm the decision and sanctions imposed by the Student Conduct Officer;
2. Recommend reversing the decision;
3. Recommend altering the sanctions imposed by the Student Conduct Officer.

Recommendations from the Appellate Board shall be returned to the Vice President for Student Affairs within two (2) business days. The Vice President for Student Affairs will review the Appellate Board's recommendation and may consult with Appellate Board members in reaching a final decision.

The decision of the Vice President for Student Affairs will be final and will be communicated via email by the Vice President for Student Affairs to the respondent and complainant (subject to FERPA protections). The decision will be communicated within five (5) business days of the Vice President for Student Affairs receiving the written recommendation.

DEFINITIONS OF SANCTIONS AND FINES

A record of all disciplinary actions will be placed in the student development file, which is kept in the office of the Student Affairs 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.

RESPONDENT FINDINGS AND SANCTIONING

At the conclusion of a hearing, the respondent will be found In Violation or Not In Violation. A student found In Violation of the Student Code of Conduct shall be subject to sanctions proportionate to the offense with the consideration given to any aggravating and extenuating circumstances, including but not limited to, the student's conduct record. More than one sanction may be imposed for any single violation.

By way of example, if found In Violation, potential sanctions may include, but are not limited to, one or more of the following:

| Sanction Type | Definition |
|------------------------------------|--|
| Assessment & Recommended Treatment | Referral for assessment and treatment to the College Counseling Center or other agency at the student's expense. |
| Community/ College Service | Required completion of a specified number of hours of service to campus or general community. |
| Educational Activities | Required attendance at educational programs, meetings with appropriate officials, written research, online program completion, or other educational activities at the student's expense. |
| Loss of Privileges | Written notification that behavior is in serious violation of the College standards and restrictions may be placed on their activities. These include, but are not limited to, restriction of the privilege to participate in student activities or RSOs, represent the College on athletic teams, RSOs or in other leadership positions; access to College Residential Life buildings or other areas of campus; use of College resources and/or equipment; or contact with a specified person(s). |

| | |
|--|---|
| 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 Affairs if deemed appropriate. |
| Temporary Residence Hall Suspension | Separation of the student from the residence halls and eviction for a definite period of time, after which the student is eligible to return upon approval from the Director of Residential Life. Conditions for readmission may be specified. The cost of room and board will be determined by the College and paid in full by the student. |
| 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 | Permanent separation and eviction from the residence hall. The cost of room and board will be determined by the College and paid in full by the student. |
| Residence Hall Probation | A written reprimand for a violation of specified Residence Life policies and procedures. Residence Hall Probation is a designated period of time and include the probability of more severe disciplinary sanction if the student is found to be violating any institutional regulation(s) during the probationary period. Failure to comply with any and all components of the probation may be considered causes for immediate residence hall suspension. |
| Restitution | Payment made for damage or loss caused by the responsible student. |
| Restriction/Revocation | Temporary or permanent loss of privileges, including, but not limited to the use of a particular College facility, resource, equipment, participating in specified College activities, or other privileges. |
| Revocation of Admission/Degree | Admission to or a degree awarded from McPherson College may be revoked for fraud, misrepresentation or other violations of McPherson College standards in obtaining the degree or for other serious violations committed by the student prior to graduation. |
| Disciplinary Probation | Students may be placed on Disciplinary Probation for a specific timeframe when found in violation of the Community Code of Conduct. 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 Affairs 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 Affairs 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. |
| College Suspension | Separation of the student from the College for a definite period of time, after which the student is eligible to return upon approval by the Dean of Students. Conditions for readmission may be specified. |
| College Warning | A student conduct sanction in writing notifying a student that the student's behavior did not meet College standards. All student conduct warnings will be taken into consideration if further violations occur. |
| 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. |
| Sanctions as Deemed Appropriate | Other or additional sanctions not listed here may be assigned as appropriate for the violation. |

IMMEDIATE TEMPORARY SUSPENSION (STUDENTS)

The Vice President for Student Affairs may immediately temporarily suspend a student from College facilities, including the residence halls, pending Formal procedures when it is believed that the presence of the student would be seriously disruptive or would constitute a danger to the health, safety and welfare of the people present in said areas. The dismissal must be communicated in writing to the student, and may only be determined by the Vice President for Student Affairs.

Because they are considered to be particularly disruptive to the mission of the College, the following actions and similar actions could result in immediate temporary suspension until review has occurred:

- Violating federal, state or local laws resulting in the student being charged with or found guilty of a felony crime.
- Assaulting, striking, intimidating, threatening, or endangering, the well-being of another, or sexual contact or sexual intercourse with a person without consent or when that person is incapacitated.
- The brandishing or use of anything that can reasonably be construed as a weapon.
- Efforts to intimidate individuals or groups of people.
- The abuse of property including grossly negligent or irresponsible use of property whether it belongs to other individuals or McPherson College.
- Being in possession of enough illegal substances such as drugs including so-called party drugs or alcohol to warrant suspicions of intent to distribute.

The College assumes no responsibility for any of the potential ramifications resulting from temporary or permanent disciplinary sanctions, such as inability to participate in regularly scheduled academic activities including examinations; extracurricular activities such as athletic events; loss of financial aid or employment; how a student is perceived by peers or others on- and off-campus; or whether a student is able to continue his or her educational endeavors at other institutions of higher education.

After temporarily suspending a student, the VPSA or designee will have up to three (3) business days to contact

the student and arrange for a student conduct hearing.

FINES AND RESTITUTION

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

| Violation | Fine Amount |
|--|--|
| Alcohol | \$50 and up (See policy) |
| Apartment Cleaning | \$500 and up |
| Driving on Campus Property | \$250 and up |
| Guest Violations | \$50 |
| Illegal Drugs | \$250 and up (see policy) |
| Lock Out | \$10 |
| Noise Violations | \$50 and confiscation of item creating noise |
| Open Flames / Candles | \$100 |
| Parking Violations | \$25 and up |
| Possession of Unauthorized Animal(s) | \$200 and up + cleaning/damages |
| Room Cleaning | \$250 and up |
| Scaling Buildings / Being on Ledges | \$500 + mental health assessment & fee |
| Tampering with Fire Dept. Devices | \$500 + law enforcement involvement |
| Unauthorized Removal or Use of Furniture | \$100 |

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

Fines are meant to be paid within three (3) months of being issued; campus service is not an adequate repayment. However, Student Affairs administration may add community service in coordination with the fines if they believe 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.

SUBSTANCE ABUSE AND POSSESSION

GENERAL STANDARDS

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.

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."

Alcohol is prohibited on McPherson College campus. 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 Affairs Administration beforehand. The possession of kegs, party-balls, beer-bongs, beer pong tables, or similar paraphernalia is not permitted on campus or at campus-sponsored events.

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

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.

Disregard for College alcohol and prohibited substance policies may result in disciplinary action, including loss of residential privileges, suspension, and expulsion.

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. Promotion or references to alcohol at institutional funded events or on institutional material is prohibited.

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 Affairs 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 Affairs administration will arrange supervision and coordinate all K9 searches with law enforcement. All students are expected to comply with Student Affairs 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 Affairs Administration620-242-0500
 Health Clinic.....620-242-0404
 McPherson Police Department.....620-245-1200
 Sexual Assault/Domestic Violence Center 1-800-701-3630/620-663-2522

COLLEGE RESPONSE FOR SUBSTANCE ABUSE

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.

CATEGORY 1 OFFENSE

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

| 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense |
|--|--|---|--|
| education program warning fine up to \$50 | education program warning or probation up to a \$100 fine | education program probation or suspension residence hall suspension up to \$150 fine parental notification | suspension 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.

| 1 st Offense | 2 nd Offense | 3 rd Offense |
|---|---|---|
| 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 st Offense | 2 nd 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 Affairs 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.

TIXLE IX

McPherson College complies with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the College's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. McPherson College has designated Title IX Coordinators to coordinate the College's compliance with and response to inquiries concerning Title IX. A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting: the U.S. Department of Education's website (<https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>) or calling 1-800-421-3481.

Although Title IX is commonly associated with sex-based discrimination in athletics, the law is much broader. Title IX of the Education Amendments of 1972 is a federal law that provides: *No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance.*

Title IX prohibits sex discrimination in all university programs and activities, including, but not limited to, admissions, recruiting, financial aid, academic programs, student services, counseling and guidance, discipline, class assignment, grading, recreation, athletics, housing, and employment.

Sexual harassment and sexual violence are forms of sex discrimination prohibited by Title IX. Title IX also prohibits retaliation against people for making or participating in complaints of sex discrimination.

The full McPherson College Title IX policy may be found online at <https://wwwi.mcpherson.edu/admin-policies/adm-150-sexual-misconduct-policy-and-complaint-resolution-procedures/>.

For even more information about Title IX, visit the U.S. Department of Education's website.

To file a complaint or to ask questions about Title IX please contact:

For Student on Student issues:

Shana Meyer
1600 East Euclid
Office of Student Life
McPherson College
McPherson KS 67460
(620) 242-0501
meyers@mcpherson.edu

or

For Staff, Faculty & Vendor issues:

Dr. Bruce Clary
1600 East Euclid
Vice President for Academic Affairs
McPherson KS 67460
(620) 242-0506
claryb@mcpherson.edu

ANTI-DISCRIMINATION, HARASSMENT, RETALIATION AND COMPLAINT PROCEDURE

1. Commitment to Non-Discrimination, Non-Harassment and Non-Retaliation

The purpose of this policy is to uphold McPherson College's mission in preserving the fundamental dignity and rights of all individuals involved in campus activities.

Discrimination, harassment and retaliation on the basis of a protected category (see the Nondiscrimination/Equal Employment Opportunity Statement for an explanation of protected categories) are strictly prohibited. Persons who engage in such conduct are subject to discipline up to and including termination or dismissal.

Preventing prohibited discrimination, harassment and retaliation is the responsibility of all members of the College Community. Faculty, staff, and third parties should report a potential violation of this policy as soon as possible to the Director of Human Resources:

Brenda Jill Stocklin-Smith, M.Ed.
1600 East Euclid
Human Resources
McPherson College
McPherson KS 67460
(620) 242-0454
stocklib@mcpherson.edu

Students and prospective students should report a potential violation of this policy as soon as possible to the Dean of Students listed below:

Shana Meyer
1600 East Euclid
Office of Student Life
McPherson College
McPherson KS 67460
(620) 242-0501
meyers@mcpherson.edu

McPherson will respond to reports of perceived prohibited conduct in a reasonable, thorough, and prompt manner, as set forth below. If the College determines that discrimination, harassment, or retaliation has occurred, appropriate corrective and remedial actions will be taken.

2. Scope

This policy applies to reports of discrimination, harassment, and retaliation on the basis of a protected category, other than harassment and retaliation on the basis of sex, which are governed exclusively by the College's ADM #150 Sexual Harassment Policy And Title IX Grievance Procedures. This policy governs reports of discrimination, harassment, and retaliation in all the College's programs and activities and applies to all members of the College Community. It applies to discrimination, harassment, and retaliation that occurs on campus, during or at an official College program or activity (regardless of location), and to off campus conduct when the conduct could deny or limit a person's ability to participate in or benefit from the College's programs and activities.

3. Prohibited Conduct

a. Discrimination

Discrimination is adverse treatment of an individual based on a protected category. It is a violation of this policy to discriminate on the basis of a protected status in any of the College's programs and activities. A list of protected categories is located in the Nondiscrimination/Equal Employment Opportunity Statement.

b. Harassment

Harassment consists of unwelcome verbal, non-verbal, or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or other members of the College Community, including third-parties, because of a protected category. Harassment constitutes a form of prohibited discrimination if it denies or limits a person's ability to participate in or benefit from the College's programs and activities ("discriminatory harassment").

Examples of conduct prohibited by this policy may include, but are not limited to, jokes or pranks that are hostile or demeaning with regard to a person's protected status or have the purpose or effect of creating an intimidating, hostile, abusive or offensive working or academic environment.

c. Retaliation

The College prohibits retaliation against anyone for reporting discrimination or harassment, assisting in making a report, cooperating in an investigation, or otherwise exercising their rights or responsibilities under this policy and applicable federal, state, and local laws. Retaliation prohibited by this policy consists of materially adverse action, such as disparaging comments, uncivil behavior, or other negative treatment of an employee, student, or other member of the College Community because a report has been made pursuant to this policy or because an individual otherwise cooperated with the College's investigation.

d. Sexual Harassment

The College's Sexual Harassment Policy and Title IX Grievance Procedures govern the reporting, investigation, and determination of reports of sexual harassment and related retaliation. All reports of sexual harassment, sexual assault, dating violence, domestic violence, stalking, and related retaliation will be investigated and resolved pursuant to the College's Sexual Harassment Policy and Title IX Grievance Procedures.

4. Investigation and Resolution Procedures

a. Reports Alleging Misconduct By a Student

If a report of discrimination, harassment, or retaliation alleging misconduct on the part of a student is received, the report will be referred to the Dean of Students for investigation and resolution pursuant to the process for handling other types of student misconduct as contained in the Campus Judicial Procedure.

b. Reports Alleging Misconduct By Any Other Person

When a report of discrimination, harassment or retaliation alleging misconduct on the part of any other person is received, a College official will be designated to investigate the report. During the investigation, both the complainant and respondent will have the opportunity to identify witnesses and evidence. Investigations will be handled discreetly, with information shared only with those persons who need to know the information in order for there to be a full and fair investigation. The investigator may impose interim measures during the pendency of the investigation to protect and separate the parties.

The investigator will prepare a written report summarizing the results of the investigation and deliver it to the Director of Human Resources. The Director of Human Resources will review the report, consult with other College administrators and officials as the Director of Human Resources deems appropriate, and issue a determination as to whether or not the report of misconduct is substantiated and, if so, what remedial measures will be taken to address the misconduct, including discipline for the respondent or initiation of disciplinary proceedings pursuant to other applicable College policies (including, for example, initiation of disciplinary proceedings under Section FAC 490 of the Faculty Handbook). Substantiated incidents of conduct prohibited by this policy can lead to discipline up to and including termination or dismissal. The Director of Human Resources's determination is not subject to appeal or further review.

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.

Persons having inquiries concerning the College's compliance with this policy or any laws and regulations prohibiting discrimination are directed to contact the following:

- 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. 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. 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.

Dr. Bruce Clary

VP for Academic Affairs
1600 East Euclid
McPherson KS 67460
(620) 242-0505
claryb@mcpherson.edu

Brenda Jill Stocklin-Smith, PHR, SHRM-CP
1600 East Euclid
McPherson KS 67460
(620) 242-0454
stocklib@mcpherson.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@mcpherson.edu

Brenda Jill Stocklin-Smith, PHR, SHRM-CP
1600 East Euclid
McPherson KS 67460
(620) 242-0454
stocklib@mcpherson.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://wwwi.mcpherson.edu/human-resources/sexual-misconduct-incident-report/>
- Administrative Policy 225: Americans with Disability (ADA) Reasonable Accommodation Policy:
<http://wwwi.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/>

INSTITUTIONAL POLICIES

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.

PRIVACY OF STUDENT RECORDS (FERPA)

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 (FERPA) 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 Affairs.

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 Affairs.

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.

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, hookah, and other similar products.

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, lasts forever, 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 in social networking:

- Before participating in an 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 may monitor social media and must act if informed of illegal activity, harm to self or others, or information posted online that may demonstrate violations of the student Code of Conduct. The use of College copyrighted material is prohibited.

Information posted online may be used as cause for disciplinary charges. Students could face sanctions if found in violation of stated policies.

STUDENT DEVELOPMENT FILE

A student development file is maintained in the Office of Student Affairs for each enrolled and previously enrolled student (during the last seven years) at McPherson College. It contains directory information for the student, emergency contact persons, copies of correspondence between the student and the Student Affairs 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 Affairs administration who is responsible for maintaining the files. Student Affairs will notify the student when the file is available for inspection within 45 days of the date of request.