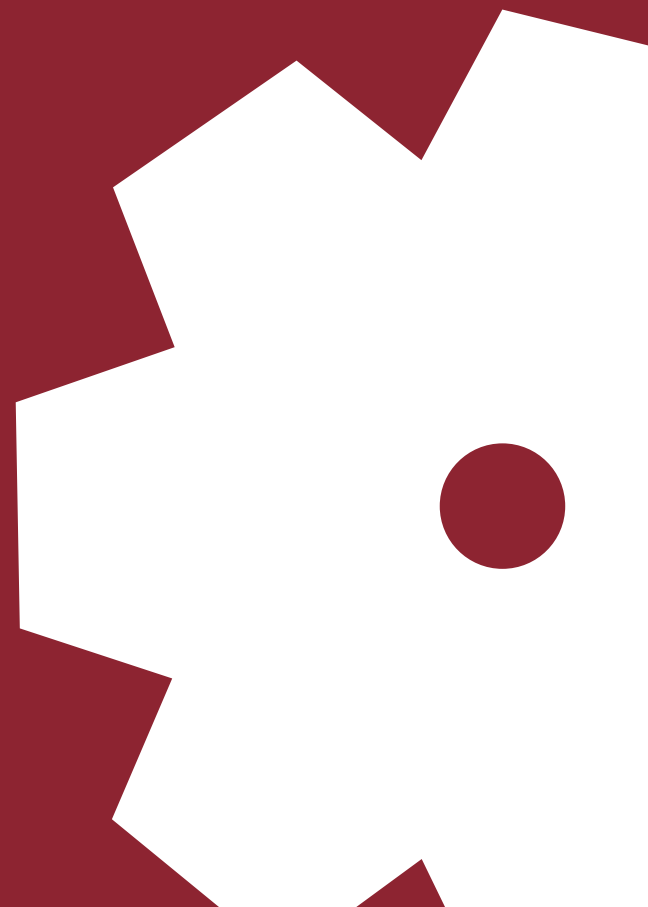

BETHEL COLLEGE

STUDENT HANDBOOK

2023-2024



THE BETHEL COLLEGE MISSION

VISION STATEMENT (adopted by the Bethel College Board of Directors, April 2019)

Bethel College graduates students who increase human flourishing (shalom) in society by owning and enacting their faith, demonstrating compassion for the powerless, engaging in critical thought and bringing value to the workplace.

MISSION STATEMENT (adopted by the Bethel College Board of Directors, April 2019)

Bethel College prepares students for meaningful lives of work and service through faith formation, the liberal arts, and practical experience in career pathways.

VALUES (adopted by the Bethel College Board of Directors, April 2019)

Creative approaches for living harmoniously within a constantly changing world and workplace.

Vocational discernment that helps students identify their calling and God's purpose for their professional lives.

Dialogue that transforms conflict within communities where there are differences in opinion and understanding.

Holistic wellness through a balance of mental, physical, and spiritual practices.

Peace and justice that seek fair and equitable treatment for all members of society.

Community with global consciousness that cherishes social connectivity, shared endeavors, and intergenerational living.

High standards and expectations for behavior and performance in all dimensions of campus life.

HUMAN RIGHTS POLICY

It is the policy of Bethel College not to discriminate unlawfully against any employee or applicant for employment because of race, color, religion, creed, age, gender, sexual orientation, parental or marital status, gender identity, gender expression, medical or genetic information, ethnic or national origins, citizenship status, veteran or military status, disability or other factors which cannot lawfully form the basis for an employment decision.

AFFIRMATIVE ACTION AND NON-DISCRIMINATION POLICY

Bethel College adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. Bethel College does not discriminate in its admissions practices, in its employment practices, or in its educational programs or activities on the basis of race, religion, color, sex/gender, pregnancy, political affiliation, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability (including perceived disability), age, marital status, sexual orientation, gender identity, gender expression, veteran or military status (including disabled veteran, recently separated veteran, active duty wartime or campaign badge veteran, and Armed Forces Service Medal veteran), predisposing genetic characteristic pregnancy or parenting status.

Bethel College also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by Bethel College policy.

Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities and/or benefits of any member of the Bethel College community on the basis of sex is in violation of the Bethel College Equal Opportunity, Harassment, and Nondiscrimination Policy & Procedures.

Any person may report sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, by video, or by email, using the contact information listed for the Title IX Coordinator (below). A report may be made at any time (including during non-business hours) by email to TitleIXCoordinator@bethelks.edu

Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please visit <https://www.bethelks.edu/about/consumer-information/nondiscrimination-statement> or contact the Title IX Coordinator.

Individuals who believe they have experienced discrimination (including sex discrimination), harassment, and/or retaliation in violation of Bethel College policy should contact the following:

Director of Human Resources & Compliance, Title IX Coordinator
Administration Building, 300 E. 27th St.
North Newton, KS 67117
Phone: (316) 284-5248
Email: humanresources@bethelks.edu
Email: titleixcoordinator@bethelks.edu

A person may also file a complaint with the appropriate federal, state, or local agency within the time frame required by law. Depending upon the nature of the complaint, the appropriate agency may be the federal Equal Employment Opportunity Commission (EEOC), Office for Civil Rights (OCR) of the U.S. Department of Education, the Department of Justice, and/or the Kansas Human Rights Commission.

- Kansas Human Rights Commission
900 SW Jackson, Suite 568-South
Landon Office Building
Topeka, KS 6612-2818
Phone: (785) 296-3206 Fax: (785) 296-0589 Email: khrc@ink.org
Website: <http://www.khrc.net/>

- EEOC Kansas City Area Field Office
Gateway Tower II
400 State Ave., Suite 905
Kansas City, KS 66101
Phone: (800) 669-4000 Fax: (913) 551-6957 TTY: (800) 669-6820 ASL Video Phone: (844) 234-5122
Email: kansascityintake@eoc.gov
Website: <https://www.eoc.gov/>

- OCR Kansas City Office
Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd floor, Suite 320
Kansas City, MO 64106
Phone: (816) 268-0550 Fax: (816) 268-0599 TDD: (800) 877-8339 Email: OCR.KansasCity@ed.gov

- Assistant Secretary for Civil Rights
Office for Civil Rights, National Headquarters
U.S. Department of Education
Lyndon Baines Johnson Dept. of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Phone: (800) 421-3481 Fax: (202) 453-6012 TDD: (800) 877-8339 Email: OCR@ed.gov

ADA ACCOMMODATIONS

Within any resolution process related to this policy, Bethel College provides reasonable accommodations to persons with disabilities and religious accommodations, when that accommodation is consistent with state and federal law.



ACADEMIC PROGRAM

STRUCTURE AND PURPOSES

As a Bethel College Thresher, you will be welcomed with open hearts into a multi-faceted learning community that stimulates personal and spiritual discovery and inspires the leaders of tomorrow. At the heart of this enterprise lies the academic program. The daily teaching and learning of the Bethel community is the primary means of attaining our ultimate mission: to prepare you to be an intellectual, cultural and spiritual leader for church and society. Our commitment to inspire personal and community growth is present in Bethel College's core academic program, our one-of-a-kind educational experience called the Common Ground curriculum. In this shared liberal arts experience, you have a wide range of individual choices balanced with the maintenance of a learning community. First-Year Seminar, Basic Issues of Faith and Life, and Convocation bring all students together in common educational experiences. The Common Ground curriculum is also infused with courses in peace, justice and conflict studies, cross-cultural learning, and opportunities for undergraduate research and experiential learning. Bible and religion courses help to enhance your ethical perspectives, inspire service and integrate intellectual and spiritual values. Through your Common Ground courses, you will also gain a broad understanding of the social and natural world and develop foundational capacities in basic academic skills.

At the heart of the academic program lies a powerful sense of purpose. In the words of John Cardinal Newman, writing in *The Idea of a University*: "If a liberal education is good, it must necessarily be useful, too." While the Common Ground curriculum certainly nurtures you for life beyond the classroom, focused study in a major field further stimulates your intellectual achievement and lays the groundwork for your vocational success. Some programs, like Bible and religion or peace, justice and conflict studies, reflect a theologically distinctive idea of educational purpose. Others, like education, nursing and social work, are consonant equally with the values of service and licensure for a specific profession. Many departmental or divisional programs are deliberately integrative and interdisciplinary as well, and the availability of an Individualized Major enables students with special interests and career aspirations to design an individualized course of study.

Finally, the academic program of Bethel College aims at high achievement, believing that the ultimate goal of leadership demands more of you than self-fulfillment or passive citizenship. Bethel expects that the qualities of creativity, discipline and intellectual stewardship infused throughout the academic experience will manifest themselves in academic achievement of a high order, both at Bethel College and in your career after you graduate.

A CAMPUS COMMUNITY

Taking advantage of its size, Bethel finds a wide range of ways to celebrate as an educational community of shared values. Such a community permits one to be known by name and to acquire a network of friends that will last a lifetime. Here students and faculty fraternize with people in other disciplines and departments, have ownership in campus governance and activities, and are accountable as members of the community for others and for themselves. To accomplish these ends the student is encouraged to establish self-identity, to explore and personalize relationships, to develop bridges of acceptance between athletes and non-athletes and between races and cultures. Residence hall life, student services, counseling and student development models are designed for the balanced nurture and growth of the whole person.

CAMPUS ACTIVITIES AND INVOLVEMENT OPPORTUNITIES

CAMPUS MINISTRIES

At Bethel College, we try to ensure and encourage an open and accepting faith environment for all students. Encouraging the expression of all faith backgrounds, preferences, beliefs and practices contributes to a rich and dynamic spiritual life on campus. As students learn to respect and listen to others who are different, they are stretched and challenged in positive ways that strengthen and broaden their own faith and spiritual life. This is, after all, what attending a Christian liberal arts college is all about!

Indeed, one of the best things about Bethel College is that students have a great deal of freedom to shape their own experience. This is also the case with Campus Ministries. Listed below are examples of campus ministries activities that have been in place in recent years. Whether those same activities will take place this year depends in no small part on you! The only activity with a pre-set place and time is the weekly chapel service. All others are open to your counsel and shaping.

- Weekly chapel, 11-11:30 a.m., Wednesdays (location: either outside the Mantz Library or in the chapel on the 2nd floor of the Administration Building)
- Bible studies and devotions
- Small groups
- Fellowship of Christian Athletes (facilitated by the Athletics department)
- Informal worship times
- Hymn sings
- Monthly peace vigils

Bethel College's Campus Ministry traditions also include the Lighting of the Green (a special Advent service) and 24 Hours of Prayer. The Agape Center in Richert House is located at 2611 College Avenue (next to the Fine Arts Center). This house provides a possible venue for many of the activities listed above, and many others yet to be birthed. There is a fully functional kitchen in the house, which opens up a range of possibilities for fellowship meals, snacks for Bible studies, etc. Care for your spiritual self as you begin this adventure in higher education! Michael Unruh, campus pastor, leads a team of student chaplains who will be available in the residence halls and will give leadership in ministry in a variety of ways. Contact Michael at munruh@bethelks.edu

DIVERSITY COUNCIL

Diversity Council (DivCo) is the multicultural programming arm of the Student Government Association Executive Branch, led by the Secretary of Diversity Affairs. The council hosts events that stimulate the culture and experiences of various backgrounds on campus, from political to religious, to racial differences. DivCo is responsible for programming during the various awareness months and heritage months, and advocates for a safe and inclusive campus.

EMPLOYMENT EXPERIENCES — on-campus employment and professional development

Begin building your resume – and your reference list – just steps away from your residence hall.

Establish a work history as the reliable, capable employee that your future boss wants on their team.

On-campus employment often offers the flexibility of working around your class schedule as well as the potential to build experience in your preferred line of work. Your good working relationship with your campus supervisor can yield positive references when you apply for jobs post-graduation.

To learn more about student employment, please visit: <https://www.bethelks.edu/success/careerleadership/student-employment>
In addition to helping you find a job, the Office of Employment Experiences will also assist you in your professional development. We offer free career assessments, job search training, career advising, and employer connections. The Office of Employment Experiences is located in the Will Academic Center (WAC), Room 215.

FALL FESTIVAL

Since 1971, Bethel has held an annual Fall Festival on an extended weekend in early October (or late September). It's a "homecoming" for Bethel alumni and a time of fun for students and the community. Featuring entertainment, food that includes Mennonite ethnic treats, booths hosted by student clubs, arts and crafts, alumni reunions, lectures, children's activities, sports and worship, it is one of the largest festival events held in the Newton area each year. Since fall 1987, the city of Newton and Bethel have cooperated to kick off Fall Fest on Thursday with Taste of Newton. More than 5,000 people come downtown and to campus to enjoy an array of activities Thursday through Sunday. Most people come Saturday for the large, one-day fair on campus.

FORENSICS

Bethel has a strong individual events team that competes in tournaments all over the Midwest. If you have interest in competitive forensics, contact a member of the faculty of the Department of Communications Arts.

INTERCOLLEGIATE ATHLETICS

Bethel College is a member of the National Association for Intercollegiate Athletics (NAIA) of the Kansas College Athletic Conference (KCAC). Other KCAC members are Bethany College, Friends University, Kansas Wesleyan University, McPherson College, Oklahoma Wesleyan University, Ottawa University, Southwestern College, Sterling College, Tabor College, University of St. Mary and York College.

Bethel men compete in football, basketball, tennis, cross country, track, golf, cheer and dance, and soccer. Bethel women compete in volleyball, tennis, basketball, cross country, track, soccer, cheer and dance, flag football and softball (golf starting in 2024-25).

INTRAMURAL SPORTS

Intramurals are very popular all year long. Some of the competitive sports are basketball, soccer, flag football, tennis and volleyball. The intramural program also sponsors health and fitness activities throughout the year.

LECTURE SERIES

Watch campus email and take note of Convocation announcements regarding lecture series such as the Menno Simons Lectures, Staley Lectures, Bible Lectures, KIPCOR Peace Lectures and Greer Distinguished Artist presentations.

MUSIC

Musical ensembles include Concert Choir, Chapel Choir, Jazz Ensemble, Jazz Combo, Chamber Orchestra, Wind Ensemble and various small vocal and instrumental groups. Many non-majors participate along with music majors in concerts and recitals throughout the year. Plan to audition for a music group at the beginning of the year! Interested in private lessons? Call Ext. 316 for more information.

RADIO STATION

KBCU is a student-operated, community supported, non-commercial educational radio station serving the Newton/North Newton area. The primary function of KBCU is to educate students in the art, technology and business of radio broadcasting. Opportunities for participation are available in areas such as on-air DJ, production, sports broadcasting, engineering and station management. KBCU broadcasts locally at 88.1 MHz on the FM dial and world-wide on the internet from <http://www.bethelks.edu/kbcu> If you are interested in participating in KBCU, talk to your adviser about the Radio Practicum course or contact Daniel Klassen, KBCU general manager.

STUDENT ACTIVITIES COUNCIL (SAC)

The Student Activities Council (SAC) is the programming arm of the Student Government Association Executive Branch, led by the Secretary of Student Activities. It is the campus programming board responsible for campus events and entertainment. SAC plans and produces activities for the entire campus. Examples include Welcome Week, Winter Week, Spring Fling, the Bubbert Awards and much more. SAC provides a variety of social and informative activities for students during the school year to promote community and Bethel College spirit. All students are welcome to join the SAC or attend a meeting. For information on meetings or how to become involved, contact sac@bethelks.edu

STUDENT ALUMNI ASSOCIATION

Members of the Student Alumni Association (SAA) assist the Office of Alumni Relations and the Alumni Association with various alumni-related projects and events, while honing leadership and organizational skills – for example, booths at Taste of Newton and Fall Fest, President's Office socials, Mudslam Volleyball and a senior party. There are also opportunities to assist with the fundraising Phonathon. Students who have been at Bethel a year can be nominated by faculty, staff, alumni or the SAA executive committee. SAA is a great way to network with alumni and serve the college. If interested, contact the Advancement Office, located on the main level of the Administration Building.

STUDENT GOVERNMENT ASSOCIATION (SGA)

Elections for representatives to the Student Government Association (SGA) may take place in the spring for returning students, and in the early fall for incoming freshmen. The SGA at Bethel College provides an excellent opportunity for student involvement. In many ways, it is modeled after the U.S. government, in that it divides power among executive, legislative and judicial branches. The SGA functions independently of the college administration, though it does not assume an adversarial relationship.

The executive branch is composed of the student body president, student body vice president, chief of staff, secretary of diversity affairs, secretary of student activities and secretary of public relations. The SGA Senate is composed of three senators from each class, two commuter senators and three at-large senators. The SGA Judicial Branch is composed of one student body chief justice and three associate justices, all of whom are appointed by the student body president and confirmed by the SGA Senate.

General elections for freshman senators take place in the fall. All other offices are elected in the spring. All full time students may vote and all full-time students having adequately circulated a petition of candidacy and maintaining a 2.5 GPA may run for office. Appointed positions are filled by the student body president and confirmed by the SGA Senate. Appointments are generally made in May, but may be made as needed throughout the year.

STUDENT ORGANIZATIONS

Getting involved in an activity outside the classroom adds to the student experience. Student organizations also allow students to take part in a subject or activity of interest, and get to know other students. Near the beginning of each school year, the Office of Student Life oversees the Student Involvement Fair to familiarize new and returning students with the variety of student organizations offered. Student Government statutes require that all student organizations allow membership to any student interested in their subject area. For information on how to become involved, please contact the Student Life office located in the lower level of the Administration Building.

STUDENT PUBLICATIONS

By SGA statutes, Bethel College students provide financial support to YAWP!, the student-led literary magazine, and the student-run newspaper, The Bethel Collegian. Contact the Office of Student Life in the lower level of the Administration Building for more information. Previous experience in journalism is helpful, but not required to be a part of The Collegian.

THEATER

The communication arts department facilitates at least two major productions each year. Auditions are open to all students. At least one of the major productions each year is a musical or opera. Anyone interested in any area of stage production should contact a communication arts faculty member.



CAMPUS SERVICES AND RESOURCES

BETHEL COLLEGE LIBRARY (MANTZ LIBRARY)

The library offers a wide range of resources and services to students and other patrons. Professional librarians are available to help students make the best use of the library's print collection, full-text and bibliographic databases, and e-books. The college library provides an extensive interlibrary loan service, through which students can obtain materials owned by other libraries. Individualized research assistance, tutorials in using electronic resources, and class-based library instruction are also available. The following hours are in effect when classes are in session:

Monday-Thursday: 8 a.m.-midnight

Friday: 8 a.m.-5 p.m.

Saturday: Closed

Sunday: 1 p.m.- midnight

Open extended hours during finals week

Phone: 316-284-5361

When classes are not in session, library hours vary (call ahead for information).

CAMPUS LIFE FEE

The board charge for residential students includes the meal plan and a campus use fee for facilities and services: computer labs, exercise center, mail/phone/internet service, and admission to sporting events, concerts, lectures and plays. If a student who lives on campus is granted an exemption from the meal plan, his or her account will be charged \$930 per semester for the campus use portion of the board fee.

Full-time commuter students are charged a campus use fee of \$470 per semester. Part-time students taking 6-11 credit hours will be charged \$235 per semester. Commuter students enrolled in fewer than 6 hours will be charged \$100. This fee includes a student identification card, which is required for convocation, discounts at the cafeteria and admission to some activities and events.

While this Campus Life Fee remains in effect for students who commuted prior to Fall 2023, the campus life fee has been eliminated for new students and those who successfully appeal to move off campus beginning Fall 2023. However, these students who commute will lose 25% of their institutional financial aid.

CAREER & LEADERSHIP DEVELOPMENT OFFICE (CLDO)

Explore how to turn your passions into your profession through our personalized services.

Discover how your classwork relates to your future career – or even what your future career might be – through the Career & Leadership Development Office (CLDO).

Expand your campus experience with internships or service placements, building networks with professional contacts. Complement your academic preparations with career readiness through resume and interview guidance. Find the on-campus or off-campus job that provides you relevant real-world experience and financial resources.

Whether you set your sights on graduate school or launching your career post-Bethel, we're here to help you succeed – even after you graduate.

Stop by the CLDO (WAC 215) for help with any of the following:

- determine your best-fit major
- work on self-assessments and career exploration
- develop a career plan
- write a resume or cover letter
- conduct a job search, on-campus or off-campus, even as alumni
- prepare for an interview
- seek internships or graduate schools
- network with alumni and others
- prepare teaching credential files

CENTER FOR ACADEMIC DEVELOPMENT (CAD)

Located in Will Academic Center Room 111, the CAD helps students, individually and in small groups, to improve their academic and study skills. Currently, services include: 1) individual student-to-student tutoring in all academic areas; 2) personal academic coaching; 3) counseling regarding test-taking, note-taking, textbook reading and other skills students need in order to excel; 4) help with writing papers; and 5) assistance with ADA accommodations. Where possible, the CAD also offers support to students with disabilities. The director and staff invite students to drop in and visit with them. Hours of operation and tutor contact information are posted outside the CAD.

CHECK CASHING

As a student at Bethel, you may cash personal checks, second-party checks, money orders and traveler's checks at the Business Office window. There is a \$100 limit per day. You may be asked to show your student ID card before the item is cashed. A returned check may result in a \$30 handling fee being charged in addition to the amount of the check.

COFFEE SHOP

The 1887 Cafe opened in August 2023 in the space in Schultz Student Center formerly occupied by Mojo's Coffee and then Reverie Roasters. The cafe serves Starbucks® coffee and smoothies, scones, cinnamon rolls, muffins, bacon-potato-egg-and-cheese bites and breakfast sandwiches in the morning; grab-and-go sandwiches and salads for lunch/in the afternoon; and sandwiches, wraps and paninis, with fries and chips made to order, in the evening. The cafe offers students a comfortable and fun place to socialize, eat and study, and is also open to the public. Hours are to be determined.

COPYING

Copying and printing services are available in Thresher Shop and the Bethel College library. Color copies, available at Thresher Shop, are \$.50 per page.

COUNSELING SERVICES

College life can be stressful. Students may find they need to talk to someone who will listen, let them think out loud, or provide advice or insight in support of mental health. The director of student wellness is able to provide short-term, focused, on-campus counseling sessions to students at no additional cost. Appointments can be scheduled by contacting the Office of Student Life at 316-284-5324. If you or someone you know is considering suicide and/or hurting themselves or others, please call 1-800-273-TALK (8255).

HEALTH SERVICES

The college in partnership with Health Ministries Clinic (HMC) operates an on-campus clinic two days per week during the fall and spring semesters. The HMC hours of operations are: Tuesday afternoons from 1-4:30 p.m. in the HMC mobile clinic, parked in the Kauffman Museum parking lot, and Friday afternoons from 1-4:30 p.m. in WAC 129.

The clinic is available for students, faculty and staff. There is no need to make an appointment, just stop by and sign in. The clinic is being staffed by a board-certified family medicine and psychiatric-mental health nurse practitioner (PMHNP-BC). To make use of the service, you will need to fill out some paperwork and provide a copy of your insurance card. Regardless of your insurance, the charge typically will not exceed \$25.

Other health-related resources include:

Health Ministries Clinic main facility
720 Medical Center Dr.
Newton, KS 67114
316-283-6103

Students have access to medical, dental and behavioral health services through Health Ministries Clinic, a Community Health Center. Students may seek after-hours care by using this link: <https://hmcks.org/portal/>

All patients are welcome at Health Ministries Clinic, both insured and uninsured. Services are charged on a sliding fee scale based on income. Medicare, Medicaid and private insurance is accepted.

Students who do not have transportation to and from their appointments can get free rides to the Health Ministries Clinic. Please allow for a 24-hour notice. Call 316-281-6103 to schedule a ride or for more information.



The following is an alphabetical listing of additional community health-care alternatives:

Axtell Clinic

700 Medical Center Drive, Ste. 210
Newton, KS 67114
316-283-2800
Toll-free 800-232-8355
Fax 316-283-3575

Harvey County Health Department

215 S. Pine St., 2nd floor
PO Box 687
Newton, KS 67114
316-283-1637

Dr. Jennifer Koontz

(Physician for Bethel Athletics)

Newton Orthopedics and Sports Medicine

800 Medical Center Dr., Suite 240
Newton, KS 67114
316-283-9977

Wesley Healthcare

2610 N. Woodlawn
Wichita, KS 67220
316-858-5610

NMC Health, Emergency Department

600 Medical Center Drive
Newton, KS 67114
316-283-2700

NMC Health, Convenient Care Clinic

118 E. 12th St.
Newton, KS 67114
316-281-9700

Via Christi

720 Medical Center Drive
Newton, KS 67114
Clinic hours: M – F, 8a – 5pm
Appointments: 316-284-5000
Immediate care: M-F, 5 pm-8 pm; Sat., 9 a.m.-1 p.m.
316-284-5011

HOST FAMILY PROGRAM

Host families are community members who are interested in Bethel College's multicultural students, international students and students whose homes are outside of the state of Kansas. Bethel recognizes the importance of matching a student with a family with whom they are comfortable. Host families are in regular contact with students. Sharing activities together is a popular way of learning about each other. Host families provide students with "a home away from home." Some invite students into their homes for a meal, provide opportunities to periodically get away from campus on weekends, and welcome students' families when visiting Bethel. It is very important that the activities shared depend on the interests of both the host family and the student. Many students develop relationships with their host families that last for years after they graduate. Student applications can be found at Host Family Information.

INFORMATION & MEDIA SERVICES (IMS)

Campus computer facilities for students, faculty and staff are available in two labs on the lower level of Will Academic Center, and in the library, where computers are available to the public as well. All residence hall rooms are connected to the BC Residential Network (Resnet) through both wired (Ethernet) and wireless network connections. All students are provided with a bethelks.edu account for access to the Google Apps for Education system and campus computing resources. IMS also provides and maintains classroom and AV technology resources, many of which are available for student use. The IMS offices are located on the lower level of Mantz Library, and the IMS helpdesk can be contacted at extension 214 (316-284-5214) or via e-mail through support@bethelks.edu More information is available at the Campus Computing portal on ThresherConnect.

INTERNATIONAL STUDENT PROGRAM

The Bethel College community is filled with people from different nations, backgrounds, and walks of life who contribute to the college's cultural proficiency. One of the key components to this cultural experience is Bethel College's International Student Program which is certified through the U.S. Department of Homeland Securities Student and Exchange Visitor Program (SEVP). Bethel College is privileged to have welcomed students from over 25 different countries since 2017, in addition to Bethel's historic exchange program with the University of Wuppertal in Germany, and other international institutions of higher education.

Bethel College is committed to welcoming international students into the campus community and ensuring a smooth transition as they begin their U.S. college experience. The Office of Student Life, in partnership with the Enrollment Management Division, provides services, resources, and programming for international students.

KAUFFMAN MUSEUM

Kauffman Museum preserves and interprets the human and natural history of the central prairies – a mission integral to the Bethel experience since 1896 when students and friends of the college invited contributions of artifacts and specimens for teaching purposes. Charles J. Kauffman merged his collections with those of the college and in 1941 opened the campus museum to the public. Kauffman Museum provides both academic and social opportunities for Bethel students. The museum's collections and tallgrass prairie reconstructions offer laboratories for exploration via undergraduate research projects. Course curriculums and internships introduce students to methods of investigation and modes of inquiry utilizing material culture and natural history artifacts. Admission is always free for Bethel College students. Kauffman Museum is located across Main Street east of Thresher Gym.

LOST AND FOUND

The official lost and found center is located in Thresher Shop.

MAIL

A correct campus address should read as follows:

STUDENT NAME
Bethel College
300 E. 27th Street
North Newton, KS 67117-8061

Student mailboxes are located in Schultz Student Center, just outside Thresher Shop/around the corner from the coffee shop. Mail is distributed daily Monday through Friday.

Packages may be picked up from the mail center in Thresher Shop from 8 a.m. to 5 p.m., Monday through Friday, with a photo ID. UPS delivers packages Monday through Friday at approximately noon. Shipments may be made through Thresher Shop. Notification of UPS, U.S. Postal Service and FedEx package deliveries will be made via email.

Postage stamps may be purchased at Thresher Shop. Foreign mail, including to Canada and Mexico, will require additional postage. A mail slot has been provided in Schultz Student Center and at Office Services for intra-campus and stamped U.S./foreign mail. Student intra-campus mail must have the student's name on each piece. Please note: The minimum size for all mail (both intra-campus and stamped) is 3 1/2 inches by 5 inches. Intra-campus mail service is for the campus community, not for outside agencies or commercial purposes.

If you will not be on campus to pick up your mail for four weeks or longer, please stop by the mail center in Thresher Shop and fill out a form to let us know what to do with your mail in your absence. First-class mail and some periodicals may be forwarded to you for

the length of one semester from the time you leave Bethel. Failure to fill out a forwarding order may result in mail handling fees added to your student account in order to forward your mail.

STUDENT ACTIVITIES AND ENGAGEMENT

Bethel College offers students an array of activities and engagement opportunities that include many and varied types of events, programming and leadership opportunities to enhance your involvement in the college community. You're encouraged to take advantage of opportunities around campus to be engaged in co-curricular programs that interest you and may also add to a future resume. Campus organizations and activities reflect many diverse interests, and are intended to help provide a supportive community where everyone feels welcomed and valued. All student-led organizations work to develop social, artistic and educational programs that represent the various interests on campus. For more information, contact the Office of Student Life.

THRESHER SHOP

Thresher Shop is located in Schultz Student Center and carries office supplies, art supplies, gift items, cards and a complete line of Bethel College clothing and accessories. Students may pay by cash, MasterCard, Visa or Discover. Bethel uses an online system for students to purchase textbooks. The site can be accessed through ThresherConnect. Anyone can use the online storefront at threshershop.com, 24/7, to order Thresher apparel.

TICKET OFFICE

Full-time students get into most on-campus events at no charge or for a reduced fee. Seats can be reserved by calling the ticket office at Ext. 205, or stopping by Thresher Shop during regular business hours.



COMMUNITY STANDARDS AND POLICIES

Bethel College is a community of individuals sharing the goals and values related to a liberal arts education and a Christian understanding of life rooted in the Anabaptist Mennonite heritage. We welcome and embrace the rich diversity students, faculty and staff from many traditions, backgrounds and cultures bring to the campus. We expect all members of the community to affirm and strive toward the goals of Bethel College and to maintain a relationship of trust with each other.

We believe the highest standards of personal conduct are contained in the teachings of Jesus Christ, and guided by these teachings we strive to be a community whose members are responsible to each other in the following ways:

- to seek the health, growth and development of self and others;
- to guard the dignity and worth, and to promote the equality and empowerment, of self and others;
- to be honest and trustworthy;
- to help maintain the order, peace and privacy people need for rest, study and reflection;
- to value volunteerism and participate in service to others;
- to work through conflicts without force, intimidation or retreat;
- to promote relationships that are free from sexual discrimination, sexual coercion, exploitation and abuse;
- to keep the environment safe and clean;
- to nurture the spiritual awareness and development of self and others.

Any behavior that jeopardizes the rights or safety of others or places oneself at risk is subject to institutional intervention.

For information on Bethel College's Academic Policies and Procedures, please refer to the course catalog, available here: www.bethelks.edu/academics/registrar-office/catalog/

COMMUNITY STANDARDS

The Bethel College community will:

- be free of violence against others (this includes no physical fighting);
- be alcohol and drug free;
- be tobacco free, except for designated outdoor areas;
- abstain from sexual relations between unmarried persons;
- be respectful at campus activities, and considerate of others' right to a quiet environment;
- respect personal space and property; affirm individual rights by rejecting verbal, sexual, physical and emotional harassment or discrimination of any kind;
- respect and maintain the integrity of campus grounds and facilities;
- support and protect each other by following all safety protocols, guidelines, and campus policies;
- adhere to all local, state, and federal laws;
- show appropriate respect to campus visitors and safety personnel;
- cooperate with students and employees in establishing and maintaining a positive environment for living and learning.

THE BYSTANDER EFFECT

The "bystander effect" is a reference to situations in which witnesses or people who are aware of dangerous or emergency situations do not offer assistance to someone in need. Research suggests that the more bystanders are present, the less likely it is that any of them will help. Bethel College encourages people who witness or are aware of dangerous or emergency situations to call for help. These reports can be made anonymously, and the college's Good Samaritan Policy might also apply.

GOOD SAMARITAN POLICY

The intent of the Good Samaritan Policy is to empower students to report concern for others who are in danger of any kind, including but not limited to: alcohol or other substance abuse; bullying; physical violence; emotional abuse; sexual harassment; or sexual violence/assault.

It is consistent with the mission, ethics and values of Bethel College to encourage people to help their neighbors. As such, concern for consequences for violations of Bethel College community standards and/or policies should not keep anyone from offering assistance to someone in need. Individuals are specifically urged to call for medical assistance for anyone they fear is dangerously intoxicated, without fear of reprisal for the situation in which the student gives assistance.

Students seeking medical treatment for alcohol or other drug-related overdose, or students assisting another student in obtaining such medical treatment, will not be subject to the Bethel College conduct process for the sole violation of using alcohol or drugs or for providing alcohol or drugs to the student they have assisted. Students treated for alcohol poisoning or other drug intoxication will be required to meet with the vice president for student life and/or other members of the Bethel College community. This policy refers to isolated incidents and does not excuse or protect those who repeatedly violate Community Standards and/or policies.

Bethel College recommends anyone who is seriously injured, the victim of abuse or violence, or concerned about a specific threat/risk of someone being victimized physically, emotionally, mentally or sexually, to contact local law enforcement by dialing 911.

ANONYMOUS REPORTING

To further emphasize the importance of reporting incidents and initiating response efforts, Bethel College has instituted a system of anonymous reporting, allowing individuals to submit a report and protect their identity. Anonymous reports can be made via hand-written or typed notes sent to Student Life, anonymous telephone calls made to 316-284-5324, and via the online Student Life Concern Form <https://www.bethelks.edu/form/student-life-concern> Information submitted via the online Student Life Concern Form will be sent to Student Life staff without identifying the sender unless the sender chooses to be identified.

THREAT ASSESSMENT

Bethel College is committed to providing a physically, mentally and emotionally safe learning and working environment for all students, faculty and staff. To that end, the college may exercise the Bethel College Threat Assessment Policy when:

1. facing conduct, extraordinary discipline and/or safety issues which may present a clear and present danger, and/or
2. Determining if a student has the tools or necessary resources to be a productive member of the campus community.

The results of the Threat Assessment process may or may not result in student conduct action.

BETHEL COLLEGE POLICY LISTING

The following definitions apply to all Bethel College policies unless otherwise noted.

“Student” means an individual who is:

- registered to take or is taking one or more courses, classes or seminars, credit or noncredit, at Bethel College, online or on campus; or
- between terms of a continuing course of study at the college, such as summer break between spring and fall academic terms; or
- expelled or suspended from enrollment as a student at the college, during the pendency of any adjudication of the student disciplinary action.

“Visitor” means any person who is:

- on Bethel College property, but does not include:
- an employee of Bethel College acting in the course and scope of their employment;
- a student, when that student is on Bethel College property.

1. ACTIONS AGAINST MEMBERS OF THE COMMUNITY (ASSAULT, HAZING AND BULLYING)

Bethel College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Bethel College has developed a separate internal policy and procedure, the Equal Opportunity, Harassment and Non-Discrimination Policy and Procedures, to provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. Bethel College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

The core purpose of the aforementioned policy, detailed later in this handbook, is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from or different treatment in activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, and stalking, sexual exploitation, dating violence or domestic violence. Hazing is a class B nonperson misdemeanor under Kansas Statute 21-5418, and is defined as “recklessly coercing, demanding or encouraging another person to perform, as a condition of membership in a social or fraternal organization, any act which could reasonably be expected to result in great bodily harm, disfigurement or death or which is done in a manner whereby great bodily harm, disfigurement or death could be inflicted.”

KSA 72-8256 defines bullying as “any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- harming a student or staff member, whether physically or mentally;
- damaging a student's or staff member's property;
- placing a student or staff member in reasonable fear of harm to the student or staff member;

or

- placing a student or staff member in reasonable fear of damage to the student's or staff member's property;

KSA 72-8256 defines cyberbullying as “bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.”

2. ALCOHOL & ILLEGAL/ILLCIT SUBSTANCES

Alcohol

- The use, possession, purchase, transportation, distribution, sale, delivery or manufacture of alcoholic beverages by Bethel College students or guests while attending any Bethel College sponsored/supported event and/or on any property owned by Bethel College, including campus-owned houses and the semi-wilderness park and natural resource area adjacent to the college property on the east of campus, regardless of age, as a student or guest, is prohibited.
- Being under the influence of alcohol and/or intoxicated (as defined by federal, state and/or local law) while attending any Bethel College sponsored/supported event and/or on any property owned by Bethel College, including campus-owned houses and the semi-wilderness park and natural resource area adjacent to the college property on the east of campus, regardless of age, as a student or guest, is prohibited.
- Persons in the presence of alcohol, with or without objective signs of intoxication, are in violation of this policy.
- Open, full or empty alcohol containers including, but not limited to, beer cans, bottles and/or shot glasses may not be displayed and are prohibited.
- Devices and games used or intended for the rapid consumption of alcoholic beverages are prohibited.
- Students who consume alcohol at an off-campus location and/or an event not sponsored by Bethel College, and whose subsequent actions violate the sexual harassment policy may be charged with a Title IX violation.

Illegal/Illicit Substances

- The use, possession, purchase, transportation, distribution, sale, delivery or manufacture of any: narcotic; drug; medicine prescribed to someone else; chemical compound; or other controlled substance by Bethel College students or guests while attending any Bethel College sponsored/supported event and/or on any property owned by Bethel College, including campus-owned houses and the semi-wilderness park and natural resource area adjacent to the college property on the east of campus, as a student or guest, is prohibited.
- Being under the influence of any: narcotic; drug; medicine prescribed to someone else; chemical compound; or other controlled substance and/or intoxicated (as defined by federal, state, and/or local law) while attending any Bethel College sponsored/supported event and/or on any property owned by Bethel College, including campus-owned houses and the a semi-wilderness park and natural resource area adjacent to the college property on the east on campus, as a student or guest, is prohibited.
- The use, possession, purchase, transportation, distribution, sale, delivery, display or manufacture of paraphernalia related to any: narcotic; drug; medicine prescribed to someone else; chemical compound; or other controlled substance, as a student or guest, is prohibited.
- Marijuana is not allowed on campus grounds and is illegal in the state of Kansas. This includes the alteration or manipulation of an item for the purpose of using an illegal/illicit substance.
- Local law enforcement will be involved with situations involving illegal/illicit substances drugs.
- Upon reasonable suspicion of drug use, and approval by the president or designee, the college may require the student to submit to a drug test conducted by a licensed professional. The student may be responsible for the cost of the drug test and subsequent processing. Students who consume illegal or illicit substance at an off-campus location and/or an event not sponsored by Bethel College, and whose subsequent actions violate the sexual harassment policy, may be charged with a Title IX violation.

3. BICYCLE POLICY

Bicycles should be parked in racks located at various locations on campus. Bicycles should be secured using a lock when parked in the bike racks. All bicycles need to be removed from racks by Commencement or they will be removed by the college.

4. CAMPUS COMPUTING RESOURCES ACCEPTABLE USE POLICY (AUP)

Bethel College's computing resources are maintained for the purpose of enhancing the educational process and performing related tasks. Access to the campus network is a privilege and requires responsible use by all account holders. Use of any campus computing and/or network resources are subject to this Acceptable Use Policy (AUP). A person wishing to set up an account on Bethel's network servers must fit into one of the following user account groups:

- Students: must be enrolled at Bethel College
- Faculty/staff: must be an employee of Bethel College
- Guests: must have a relationship with Bethel College and have a need for an account (i.e., a volunteer, emeritus faculty, visiting scholar, etc.; friends and family in and of themselves do not qualify)
- Each person applying for an account on Bethel's network servers must be a user in good standing, not having violated the AUP or other rules of conduct. Each applicant must also agree to the terms of the AUP each academic year. All users agree to abide by the following:

- The user will not allow any other person to use their account or use another person's account.
- The user will not use their account for any unlawful purpose, including attempting to access any systems or files to which the user has not been granted access.
- The user will not use their account for commercial purposes that lead to personal financial gain.
- The user will not use their account to harass any individual or institution.
- The user will register their computer with the Information & Media Services department when requested.
- The user will use shared resources (bandwidth, printing, remote access, email lists, etc.) in responsible ways.
- The user will not save copyrighted audio or video files on network servers, lab machines or any other Bethel-owned computer. Files of these types will be deleted without user notification.
- Student users employed by campus departments will follow the faculty/staff Acceptable Use Policy while using a Bethel-owned computer.
- Student users are given a quota of 1 GB of storage space on the primary campus file server.
- 30 GB of storage space is available through Google Apps for Education.
- Users in the public labs will abide by the following Lab Use Priorities:
 - (1.) Work (other than word processing, email and web browsing) related to courses at Bethel, i.e. assignments requiring Mathematica, Systat, LabView, etc.
 - (2.) Other work related to class assignments
 - (3.) Personal tasks

Users should be aware that any use of the Bethel computer network is subject to monitoring by IMS.

However, monitoring is generally reserved for diagnosis of network problems and evaluation of network performance.

- Users who violate the acceptable use policy will lose access to the campus computer network. The first offense will result in a warning from IMS staff and temporary suspension of the user's account while the warning is processed. The second offense will result in an immediate one-week suspension of the user's account (regardless of user class deadlines). If a user commits a third offense, they will no longer be allowed to have an account on the campus computer network.

These penalties are cumulative over the life of the account.

- Users do not get three offenses of each type or three offenses per year before losing network privileges.

- Activation/termination of student accounts: Student accounts will remain active as long as the student remains enrolled and file sizes stay under the stated limits. Accounts for non-returning students and graduating seniors will be terminated six weeks after the conclusion of the semester. IMS reserves the right to terminate accounts immediately for students who are asked to leave Bethel for any reason.
- Bethel College prohibits the illegal use of copyrighted materials. Under the terms of the Digital Millennium Copyright Act (DMCA), the college is committed to respond to lawful requests for information. Bethel College will not protect or defend a user against criminal investigations or lawsuits resulting from intentional copyright infringement.
- Bethel College reserves the right to revoke any account or restrict access on its campus computing and/or network resources at any time for any reason.

6. COHABITATION

- Overnight sleeping in a room (including the lounge areas of Warkentin Court) assigned to a member of the opposite sex is defined as cohabitation in all three residence halls.
- Students of all sexual orientations are expected to comply with the guest and cohabitation policies in the spirit in which they were written.

7. NONCOMPLIANCE

- Bethel College students and guests are expected to comply with directives of college officials, staff, faculty, security officers, community assistants or other law enforcement/fire department personnel acting honorably in the performance of their duties.
- Bethel College students and guests are expected to comply with all Bethel College policies, and all federal, state and local laws, regardless of location (i.e., both on and off the Bethel College campus).
- A lack of conviction in any criminal proceeding may not serve as evidence within the Bethel College Student Conduct process.
- Bethel College Student Conduct process outcomes are based on policy, not law, and the rights one might have in criminal cases may not pertain on campus.

8. FIRE

- Regardless of intent, liability for any action that results in the activation of an alarm or the discharge of a fire suppression apparatus that causes damage to Bethel College or student property will be on the student(s) responsible.
- Attempting to ignite and/or the action of igniting Bethel College and/or personal property on fire either by intent or through reckless behavior.
- Appliances: Every electrical appliance must be UL-listed and may only be used within the limitations of that listing. Flexible wiring (i.e., wiring not in a conduit) shall not be extended through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental or physical damage. Wiring – including but not limited to telephone, cable or computer wiring – from room to room is prohibited. All appliances with open/exposed heating elements are prohibited. These would include, but are not limited to, kerosene lanterns, hot plates, “George Foreman” grills, candle warmers and stoves.
- Electricity: All extension cords must have the following components:
 - Grounded with three wires
 - Terminate in single receptacle
 - Sized adequately to handle load
- Multi-tap adapters, “cube taps,” zip-type extension cords and similar devices are prohibited. Light strings (e.g., Christmas lights) may not be hung in residence hallways.
- Failure to Evacuate: It is each resident’s responsibility to immediately evacuate to designated assembly areas when the fire alarm sounds.
- False Fire Alarms: False alarms (pulling fire alarm stations without cause, tampering with smoke detectors, etc.) are prohibited.

- Fire and Emergency Equipment: Tampering or interfering with fire alarm pull stations, smoke and heat detectors, fire extinguishers, hoses, fire sprinkler systems, exit signs or lights is prohibited behavior. Violators are subject to disciplinary action as well as legal prosecution.
- Flammable or Corrosive Materials: Storage or use of any flammable liquids, fireworks, photo developing chemicals or corrosive materials in any quantity is prohibited in or around the residential facilities.
- Vehicles/Machines: No vehicles or machines with flammable or corrosive materials can be brought into or stored in or around the residential facilities.
- Halogen Lamps: Halogen lamps are prohibited.
- Open Flames: Use of candles, charcoal grills, incense, tiki torches, or any other open flames are prohibited in or around the residential facilities. Propane gas and charcoal for BBQs may not be stored in or around any residential facility.
- Smoke Detectors, Sprinkler Heads: Hanging items on, damaging, dismantling, deactivating, covering or otherwise altering smoke detectors and/or sprinkler heads is prohibited.

9. GUESTS

- All guests must comply with Bethel College policy and Community Standards.
- The resident/student is responsible for the conduct of their guest, and will be held responsible for any violations of policy and/or Community Standards committed by the guest.
- Guests must be registered with the Director of Residence Life prior to staying overnight. Emergency contact information for guests should be provided at the time they are registered with the Director of Residence Life. Guests must be with their hosts when in the residence hall.
- Guests must have ID on them at all times and present ID if requested.
- Minors, other than relatives of current Bethel College students, are discouraged from being in residence halls. Guests are limited to no more than three (3) nights per month. Written permission must be granted by the roommate for the use of their bed.
- Guests are only permitted with the consent of the resident's roommate.

10. PRIVACY HOURS

- The primary purpose for privacy hours is to ensure that privacy is maintained within the residence halls. During privacy hours, students of the opposite sex, and/or students who are romantically or sexually involved, are not allowed to visit inside residence hall rooms/apartments. This policy is in effect year-round, 365 days a year. These hours are in effect as follows:
 - Sunday through Thursday: midnight- 9 a.m.
 - Friday & Saturday: 2-9 a.m.
- Students in any given room or apartment may desire privacy beyond these hours. These students may establish more restrictive hours through a roommate agreement.

11. KEYS

- Keys are to be used only by the student to whom they have been issued.
- Duplication of college keys is prohibited.
- It is a violation to possess and/or use an unauthorized key for college buildings.
- Students will be charged for lost keys according to the maintenance charge schedule.

12. MOTOR VEHICLES

- Repeated or flagrant violations of this policy may result in the student's privilege to operate or maintain a motor vehicle on campus being revoked. Students are permitted to operate and maintain motor vehicles on campus provided the vehicle:
 - is properly registered with Bethel College Student Life;
 - meets the requirements of all applicable Kansas Vehicle Responsibility Laws;
 - is operated responsibly and in compliance with all applicable laws;
 - is kept off all college sidewalks and grounds;
 - is parked in designated parking spaces or areas.
- Vehicles parked in unauthorized areas (including the Bethel College Mennonite Church, BCMC, fenced-in parking lot on the east side of the building) are subject to fines and/or may be towed away at the student's expense.
- The streets adjacent to BCMC have designated four-hour parking spaces. BCMC asks that Bethel College students and guests not park in those spaces to make them available to parishioners. Violations for parking in this area may result in an allegation of violation of Bethel College's Noncompliance policy (#7).

13. PETS

- Pets are prohibited in the residence halls with the exception of fish in aquariums smaller than ten (10) gallons.
- All guests are required to abide by this policy.
- Service animals are allowed provided appropriate documentation is provided. See Bethel College's Service Animal Policy for details.
- Emotional Support Animals (ESA) must be approved through the Student Life Office. A form can be picked up from the Student Life Office to be completed by a licensed medical professional. The ESA cannot be present on campus until the form has been submitted and approved by the Student Life Office.

14. PROPER CARE AND USE OF FACILITIES

- All students are responsible for the proper care and use all Bethel College grounds and facilities. Additionally, students living in Bethel College residence halls are responsible for the proper care, use and cleaning of their assigned room(s) and furnishings.
- Painting of any surfaces in the rooms or lounges, including walls and furniture, is prohibited.
- In Voth Hall and Warkentin Court, bathrooms (including showers, shower curtains, floors, sinks, counters and toilets) must be cleaned regularly.
- In Haury Hall, residents need to take individual responsibility to maintain the cleanliness of the bathrooms and showers.
- Activities such as: rollerblading; skateboarding; water fights; bike riding; shooting paint guns; throwing plastic discs; playing outdoor games; throwing, bouncing or kicking balls; golf; basketball; etc., inside Bethel College facilities are prohibited. Students will be responsible for damage to Bethel College facilities that may occur while engaging in these kinds of activities.
 - Exceptions may be made during specific programming activities sponsored by Bethel College.
- Unauthorized entry into any Bethel College space and/or facility is prohibited.
- Charges will be levied for any damage or alterations to Bethel College facilities including painting, damage to walls caused by nails, screws, adhesives or other materials, and any form of vandalism.
- Within the residence halls, loss, damage or necessary cleaning in other areas not accounted for will be the responsibility of, and will be assigned equally to, all members of the residence hall or assigned living space.

15. HEALTH AND SAFETY CHECKS

- Health and safety checks will occur during a set time each week on Sunday nights.
- Community Assistants will complete and document each health and safety check.
- Failure to comply with/pass a health and safety check will result in fines and/or referral to the campus judicial process for noncompliance after the first warning.
- Community areas in Warkentin (bathroom and living room) and Voth (bathroom) will be passed or failed as the responsibility for everyone living in the space.

16. QUIET HOURS

- Anytime individuals live together in a community, a reasonable level of noise is expected. However, loud or disturbing sounds such as, but not limited to, yelling, stereos, television, video games, bass, musical instruments, etc., which interfere with others' ability to sleep, study or work are prohibited.

Quiet Hours in the residence hall are as follows:

Monday to Friday: 10 p.m.–10 a.m.

Saturday and Sunday: midnight–9 a.m.

During finals week, a 24-hour quiet period starts at 10 p.m. on the Sunday before finals.

Courtesy Hours are always in effect. The right to quiet for sleep and study supersedes the right to make noise.

17. RESIDENCY REQUIREMENT

- All full-time students are required to live in college residence halls and participate in a college meal plan. Any student not in compliance with the residential requirement is responsible for the normal cost of room and board fees.
- Automatic exemptions are granted for: 1) students who are married; 2) students living with their families; 3) single parents with a child at home; 4) students age 23 or older; 5) fifth-year students.
- To request an exemption from the residency requirement, students must complete a Request for Residency Exemption for review by the Exemption Committee.

18. ROOFS, LEDGES AND WINDOWS

- Students are prohibited from scaling or climbing walls, accessing roofs, throwing any object to or from, or dropping or allowing any object to fall from, any roof, ledge or balcony of any and all Bethel College facilities unless otherwise designated.
- Throwing any object to or from, or dropping or allowing any object to fall from any window, climbing in or out of windows to gain entrance to a room, or the unauthorized removal of window screens is prohibited.
- Any weather-related damages that occur to a room as a result of a student not closing a window will be billed to the resident(s) responsible.

19. THEFT OF ITEMS OR SERVICES

The following is prohibited:

- The actual theft of, or the attempt or intent to steal, services or property belonging to Bethel College, members of the Bethel College community or guests
- Possession of property stolen from or belonging to another person without the owner's permission
- Possession or use of any form of false identification, including the alteration, forgery or misrepresentation of any form of identification.
- Unauthorized use or attempted or actual use of a Bethel College student, faculty, or staff: identification; credit or debit card or personal check; cell phone; computer; automobile; bicycle; or other personal property or information belonging to another.
- Bethel College is not liable for any theft, loss or damage of property belonging to the student or their guest/s, nor for any personal goods stored in the residence halls.

20. THERMOSTATS

- Tampering with thermostats, including the heating or cooling of temperature sensors, is not allowed, and could result in charges, specifically if equipment is damaged or it causes damage to the property of others.

21. TOBACCO USE AND SMOKING

- Smoking and the use of tobacco and related products is prohibited in all Bethel College buildings and vehicles.
- Smoking includes the use of any smoking device or equipment that includes, but is not limited to, cigarettes, cigars, electronic cigarettes (e-cigarettes), hookahs, marijuana, pipes and vaporizers.
- Students may only use tobacco in the designated areas and must use the designated receptacles for disposal.

22. WEAPONS

- No person is permitted to carry or possess a firearm, ammunition or weapon on Bethel College property in accordance with the Kansas Personal and Family Protection Act K.S.A. 75-7c01 et. seq., and other applicable laws. An exception is granted to law enforcement officers with proper credentials.
- The improper discharge of a chemical agent including, but not limited to, mace, pepper spray or other aerosols, is prohibited.
- Other items or implements used aggressively or for violent purposes are prohibited and should be reported.

Definitions

- Firearm: a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive, a gas or compressed air (e.g., stun guns, airsoft, paintball, BB guns, spear guns, pistols, lasers and Tasers).

- Ammunition: shotgun shells, bullets, BBs, pellets and other projectiles discharged from a firearm

Weapons: hunting knives, retractable bladed knives, knives with a fixed blade over 2.5 inches used for any purpose other than cooking, daggers, machetes, bows and arrows, crossbows, spears, clubs, swords, slingshots and martial arts equipment (e.g., nunchucks, throwing stars)

Storage

- Bethel College is not required to provide storage facilities for students' or visitors' firearms, ammunition or weapons.

- No vehicle owned, leased or otherwise under the control of Bethel College shall be used to store or carry firearms, ammunition or weapons.

- No vehicle parked on or immediately adjacent to Bethel College property shall be used to store or carry firearms, ammunition or weapons.

- All members of the Bethel College community with a reasonable basis for believing an individual is in possession of and/or carrying a firearm, ammunition or weapon in violation of this policy has a responsibility to report the suspected act in a timely manner, unless doing so would subject the community member or others to physical harm. Reports should be made to any Bethel College Student Life staff member or to an administrator of Bethel College. This policy shall not prohibit prompt notification to appropriate law enforcement authorities when an immediate threat to personal safety exists.

- Bethel College may refer suspected violations of law to appropriate law enforcement authorities, and provide access to investigative or other data as permitted by law.

23. DRONES

Bethel College does not permit student recreational or commercial use of drones on or around the campus. Some exceptions may be made with advanced written approval from the vice president for student life.

24. UNAUTHORIZED PRESENCE OR USE OF COLLEGE FACILITIES

Unauthorized entry into, presence in, or use of college facilities equipment or property that has not been reserved or accessed through appropriate college officials is prohibited. Unauthorized entry into dining facilities, offices, maintenance closets, etc., is prohibited. Students and guests are prohibited from entering college buildings during break time without authorization. Students are not to access known restricted areas including, but not limited to, emergency exit doors, fire escape doors, attic/roof access doors, ledges, fire escapes, attic spaces, rooftops, construction areas, etc.

25. HARASSMENT, DISCRIMINATION, AND SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, STALKING, RETALIATION, AND OTHER CIVIL RIGHTS OFFENSES

As a recipient of federal financial assistance for education activities, Bethel College is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status.

Bethel College also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by college policy.

Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities and/or benefits of any member of the Bethel College community on the basis of sex is in violation of the Bethel College Equal Opportunity, Harassment, and Nondiscrimination Policy and Procedures.

Any person may report sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, by video, or by email, using the contact information listed for the Title IX Coordinator (below). A report may be made at any time (including during non-business hours) by email to TitleIXCoordinator@bethelks.edu.

Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the Equal Opportunity, Harassment, and Non-Discrimination Policy and Procedures or for more information, please visit <https://www.bethelks.edu/about/consumerinformation/nondiscrimination-statement> or contact the Title IX Coordinator.

Individuals who believe they have experienced discrimination (including sex discrimination), harassment, and/or retaliation in violation of college policy should contact the following:

- Director of Human Resources & Compliance, Title IX Coordinator
Administration Building 300 E. 27th St.
North Newton, KS 67117
Phone: (316) 284-5248
Email: humanresources@bethelks.edu Email: titleixcoordinator@bethelks.edu

Bethel College sets expectations of conduct and imposes responses for students, faculty, staff, and campus visitors who fail to meet those standards through its Equal Opportunity, Harassment, and Non-Discrimination Policy and Procedures.

Students, staff, administrators and faculty are entitled to an employment and educational environment that is free of discriminatory harassment. Bethel College policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters protected by academic freedom.

The Equal Opportunity, Harassment, and Non-Discrimination Policy and Procedures apply to the education program and activities of Bethel College, to conduct that takes place on the campus or on property owned or controlled by Bethel College, at Bethel College-sponsored events, or in buildings owned or controlled by Bethel College's recognized student organizations. The Respondent must be a member of Bethel College's community in order for its policies to apply.

This policy can also be applicable to the effects of off-campus misconduct that effectively deprive someone of access to Bethel College's educational program. Bethel College may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial Bethel College interest.

Regardless of where the conduct occurred, Bethel College will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial Bethel College interest includes:

- 1) Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- 2) Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
- 3) Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- 4) Any situation that is detrimental to the educational interests or mission of Bethel College.

If the Respondent is unknown or is not a member of the Bethel College community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local law enforcement if the individual would like to file a police report.

Further, even when the Respondent is not a member of the Bethel College's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator.

In addition, Bethel College may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from Bethel College property and/or events.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies.

Similarly, the Title IX Coordinator may be able to assist and support a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to Bethel College where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give recourse to the Complainant.

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to Bethel College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

The Bethel College Equal Opportunity, Harassment, and Non-Discrimination Policy and Procedures is written and interpreted broadly to include online manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on Bethel College's education program and activities or use Bethel College networks, technology or equipment.

Although Bethel College may not control websites, social media and other venues in which harassing communications are made, when such communications are reported to Bethel College, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via social media, unwelcome sexual or sex-based messaging, distributing or threatening to distribute revenge pornography, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the Bethel College community.

Any online posting or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of Bethel College's control (e.g., not on Bethel College networks, websites, or between Bethel College email accounts) will only be subject to this policy when such online conduct can be shown to cause a substantial in-program disruption or infringement on the rights of others.

Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech cannot legally be subjected to discipline.

Off-campus harassing speech by employees, whether online or in person, may be regulated by the Bethel College only when such speech is made in an employee's official or work-related capacity.

While the full-text of the Equal Opportunity, Harassment, and Non-Discrimination Policy and Procedures are applicable to—and therefore should be reviewed by—all members of the campus community, the definitions below are included in this Handbook as a reminder of prohibited conduct. For further information, resources, and rights and options regarding harassment, discrimination, and sexual misconduct, please visit the Bethel College website.

The sections below describe the specific forms of legally prohibited harassment that are also prohibited under Bethel College policy. When speech or conduct is protected by academic freedom and/or the First Amendment, it will not be considered a violation of Bethel College policy, though supportive measures will be offered to those impacted. All policies encompass actual and/or attempted offenses.

A. Discriminatory Harassment

Discriminatory harassment constitutes a form of discrimination that is prohibited by Bethel College policy. Discriminatory harassment is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived membership in a class protected by policy or law.

Bethel College does not tolerate discriminatory harassment of any employee, student, visitor, or guest. Bethel College will act to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a "hostile environment."

A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities. This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or pervasive and objectively offensive.

When discriminatory harassment rises to the level of creating a hostile environment, Bethel College may also impose sanctions on the Respondent through application of the appropriate grievance process below.

Bethel College reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature and not based on a protected status. Addressing such conduct will not result in the imposition of discipline under Bethel College policy, but may be addressed through respectful conversation, remedial actions, education, effective Alternate Resolution, and/or other informal resolution mechanisms.

For assistance with Alternate Resolution and other informal resolution techniques and approaches, employees should contact the Director of Human Resources & Compliance, and students should contact the Vice President of Student Life.

A. Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Kansas regard Sexual Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice.

Bethel College has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex/gender or that is sexual that satisfies one or more of the following:

1) Quid Pro Quo:

- a. an employee of Bethel College,
- b. conditions the provision of an aid, benefit, or service of Bethel College,
- c. on an individual's participation in unwelcome sexual conduct.

2) Sexual Harassment:

- a. unwelcome conduct,
- b. determined by a reasonable person,
- c. to be so severe, and
- d. pervasive, and,
- e. objectively offensive,
- f. that it effectively denies a person equal access to Bethel College's education program or activity.

Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is younger than the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances (“in the shoes of the Complainant”), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

3) Sexual assault, defined as:**a. Sex Offenses, Forcible:**

Any sexual act³ directed against another person⁴,
without the consent of the Complainant,
including instances in which the Complainant is incapable of giving consent

b. Sex Offenses, Non-forcible:**i. Incest:**

- Non-forcible sexual intercourse,
- between persons who are related to each other,
- within the degrees wherein marriage is prohibited by Kansas law. ii. Statutory Rape:
- Non-forcible sexual intercourse,
- with a person who is under the statutory age of consent of 16.6

4) Dating Violence, defined as:

- a. violence,
- b. on the basis of sex,
- c. committed by a person,
- d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.

The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
Dating violence does not include acts covered under the definition of domestic violence.

5) Domestic Violence, defined as:

- a. violence,
- b. on the basis of sex,
- c. committed by a current or former spouse or intimate partner of the Complainant,
- d. by a person with whom the Complainant shares a child in common, or
- e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
- f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Kansas, or
- g. by any other person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence laws of Kansas.

To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

6) Stalking, defined as:

- a. engaging in a course of conduct,
- b. on the basis of sex,
- c. directed at a specific person, that
 - i. would cause a reasonable person to fear for the person's safety, or
 - ii. the safety of others; or iii. Suffer substantial emotional distress.

For the purposes of this definition—

Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.

Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

C. Force, Coercion, Consent, and Incapacitation⁷

As used in the offenses above, the following definitions and understandings apply:

Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," "Okay, don't hit me, I'll do what you want.").

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Consent is:

o knowing, and o voluntary and o clear permission o by word or action o to engage in sexual activity.

Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

7 While the State of Kansas does not specifically define Consent, Kansas law provides that a person commits a sex crime when a person knowingly engages in sexual intercourse and:

- 1) the victim is overcome by force or fear;
- 2) the victim is unconscious or physically powerless;
- 3) the victim is incapable of giving consent because of mental deficiency or disease, or because of the effect of any alcoholic liquor, narcotic, drug or other substance, which condition was known by the offender or was reasonably apparent to the offender;
- 4) the victim's consent was obtained through a knowing misrepresentation that the sexual intercourse was a medically or therapeutically necessary procedure; or
- 5) the victim's consent was obtained through a knowing misrepresentation made by the offender that the sexual intercourse was a legally required procedure within the scope of the offender's authority. K.S.A. 21-5503.

Definitions used for criminal prosecutions for sex offenses in Kansas may differ from the definition used on campus to address policy violations.

For consent to be valid there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on Bethel College to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to BDSM or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying "no" may be part of the kink and thus consensual, so Bethel College's evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

Incapacitation: A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. "Should have known" is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual's state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

D. Other Civil Rights Offenses

In addition to the forms of sexual harassment described above, which are covered by Title IX, Bethel College additionally prohibits the following offenses as forms of discrimination that may be within or outside of Title IX when the act is based upon the Complainant's actual or perceived membership in a protected class.

1) Sexual Exploitation, defined as: taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment under this policy.

Examples of Sexual Exploitation include, but are not limited to:

Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)

Invasion of sexual privacy.

Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually-related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent), including the making or posting of revenge pornography

Prostituting another person

Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually-transmitted disease (STD) or infection (STI), without informing the other person of the infection

Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity

Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections

Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity

Knowingly soliciting a minor for sexual activity

Engaging in sex trafficking

Creation, possession, or dissemination of child pornography

2) Threatening or causing physical harm, extreme verbal, emotional, or psychological abuse, or other conduct which threatens or endangers the health or safety of any person;

3) Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities;

- 4) Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- 5) Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the Bethel College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity;
- 6) Bullying, defined as:
repeated and/or severe
aggressive behavior
likely to intimidate or intentionally hurt, control, or diminish another person, physically and/or mentally
that is not speech or conduct otherwise protected by the First Amendment.

Violation of any other Bethel College policies may constitute a Civil Rights Offense when a violation is motivated by actual or perceived membership in a protected class, and the result is a discriminatory limitation or denial of employment or educational access, benefits, or opportunities.

Sanctions for the above-listed Civil Rights Offenses range from reprimand through expulsion/termination.

E. Retaliation

Protected activity under the Equal Opportunity, Harassment, & Non-Discrimination Policy & Procedures includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Bethel College will take all appropriate and available steps to protect individuals who fear that they may be subjected to retaliation.

Bethel College and any member of the Bethel College community are prohibited from taking or attempting to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

F. Campus Programming

Bethel College Student Life sponsors and organizes sexual violence and rape prevention programs on campus. This programming includes: defining sexual misconduct; promoting awareness of rape, acquaintance rape, and other sex offenses; sharing resources and contact information for supportive services; and gender equality.

THE STUDENT CONDUCT PROCESS

If a report of alleged policy violation or breach of Bethel College community standards and/or policies occurs, the college responds via the Student Conduct process. This process uses educational, developmental and restorative methods to assist students through missteps in conduct in an effort to encourage choices that are in line with the mission of Bethel College and to help individuals reclaim their responsibility to the Bethel College community standards and policies.

It is important to note that throughout the Bethel College Student Conduct process, technical rules of evidence and procedures applicable to civil and criminal court cases do not apply. To find a student in violation of a Bethel College community standard and/or policy, including violations of the Equal Opportunity, Harassment, & Non-Discrimination Policy and Procedure; the standard is a preponderance of the evidence/information. Any and all relevant information may be considered.

All student conduct proceedings are closed, but Bethel College may audiotape any conduct proceeding. The student must obtain permission from the Vice President for Student Life to audiotape any conduct proceeding. Audiotapes made by the college may be listened to by the charged student, but not copied. The audiotape may be destroyed following the resolution of the violation.

Bethel College's Student Conduct process fosters personal growth through reflection, internal and external resolution of problems, and the pursuit of reconciliation where alienation has occurred. The following "Guiding Principles of Residence Life Restorative Processes" are considered throughout the Student Conduct process, and students are encouraged to consider these principles.

- Violations of Bethel College community standard and/or policy are offenses against relationships and can leave people who are victimized, offending persons, and other community members feeling unsafe, uncooperative, concerned, and disconnected.
- Restorative processes work to repair relationships as well as possible, and include attending to needs created by the offense and needs related to the cause of the offense.
- The primary person(s) victimized by a Bethel College community standard and/or policy violation is the one(s) most impacted by the offense, and other people might be victimized in a less direct manner.
- As soon as immediate safety concerns are resolved, restorative processes will focus on using the situation as a teachable moment for the offending person(s), to help the person(s) learn new ways of being in a community.
- Restorative processes will be initiated as soon as possible. Voluntary cooperation is requested with an offering of minimal coercion to encourage healing of relationships and new learning.
- Restorative processes will include offering a cooperative and supportive response to those most impacted by the violation and others who are impacted.
- Residence Life recognizes that not all offending person(s) will choose to be cooperative, and there is a need for an outside authority to make restorative and respectful decisions for someone who is not cooperative.

- Offending person(s) who are not cooperative will be encouraged to consider the impact of their actions on others, with an emphasis on community values, safety, ethics, and accountability and an invitation to become more cooperative with the community.
 - Restorative processes require follow-up and accountability structures to use the strength of relationships in the community to build toward a more trusting and respectful community.
 - Restorative processes recognize the importance of prevention efforts and responses consistent with community values, including the religious and spiritual orientation of the community.
- (adapted from “Restorative Justice primary focus on people, not procedures”; Ron Claassen, 1996)

The following outlines the Bethel College Student Conduct process for most alleged violations of Bethel College community standards and/or policies. The college may alter this process as deemed necessary by the President of Bethel College or designee. Cases involving an alleged violation of Sexual Misconduct and/or Protected Class Discrimination and Harassment may require alterations to the standard Student Conduct process in order to comply with Federal or State regulations or to maintain the safety of members of the Bethel College community.

EXECUTIVE PREROGATIVE

A student may be temporarily suspended or relocated/removed from their residence hall assignment prior to the completion of the Student Conduct process if, in the judgment of the President, Vice President for Student Life or the Threat Assessment Team, the safety (physical, mental or emotional) of the student or a Bethel College community member could be endangered; or if the presence of the student would seriously disrupt the normal operations of the college. If this occurs, the appropriate Student Conduct process procedures will be initiated within five (5) college working days from the date of the immediate temporary suspension was issued. During the invocation of immediate temporary suspension, the student may no longer attend classes, use Bethel College services and/or resources, and may not be on campus unless taking part in the Student Conduct process until there has been a resolution of the incident. The student will need to approve and coordinate any returns to campus with the Vice President for Student Life.

PROCEDURE

- Initiating the Student Conduct Process
 - The Student Conduct Notice shall include:
 - A description of the alleged misconduct;
 - The Bethel College community standard and/or policy that is alleged to have been violated;
 - An explanation of the Student Conduct process; and
 - The requirement and instructions on how to schedule a student conduct hearing with the VPSL or Conduct Officer (CO (a Student Life staff member)) require the student who is the subject to respond and set up a meeting with the VPSL or CO within 24 to 48 hours without exception.
 - If a “no contact” order is detailed in the Student Conduct Notice, it is the responsibility of the student to refrain from any contact with the individual(s) named, directly or through third parties, or via electronic means as specified in this notice. Failure to comply with this order may result in additional allegations of violating Bethel College community standards and/or policies.

Failure of a Mandated Reporter, as described above in this section, to report an incident of harassment or discrimination of which they become aware is a violation of Bethel College policy and can be subject to disciplinary action for failure to comply.

Though this may seem obvious, when a Mandated Reporter is engaged in harassment or other violations of this policy, they still have a duty to report their own misconduct, though Bethel College is technically not on notice when a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are, of course, encouraged to do so.

The Student Conduct Hearing

- A Student Conduct Hearing is scheduled if the allegation/information SUPPORTS an alleged violation of a Bethel College community standard and/or policy. The VPSL or assigned CO will administer the Conduct Hearing. Student Conduct Hearings involving violations determined to be of a more severe level and/or alleged repeat conduct will be heard by the VPSL. The student(s) will be informed of the type of Conduct Hearing and appropriate options in their letter.

- The VPSL or assigned CO will meet with the student to explain the conduct process, address questions or concerns, and allow the student an opportunity to respond to the allegations. The student may present or question the facts alleged to have occurred and address any additional circumstances or information.

- A student has the right to bring an *adviser to the meeting, it is the student's obligation to select an adviser who is able to attend the meeting within the designated date and time. The VPSL or CO is not obligated to reschedule the meeting to accommodate advisers.

- If a student fails to attend or make arrangements to reschedule a hearing within the prescribed timeline outlined in the Student Conduct Notice, this hearing will take place in absentia, and the student will be responsible for completing any resulting outcomes.

The Student Conduct Resolution

- Following a review of the evidence and hearing from the student, the VPSL or CO will issue a Student Conduct Resolution summarizing the Hearing, and outlining whether the student is responsible or not responsible for violating Bethel College community standards and/or policies.

- The VPSL or CO's overseeing the Conduct Resolution will consider:
the allegation(s); the student's response; previous violations or allegations; and
other relevant evidence or information.

- If the VPSL or CO determines the student is NOT responsible for a violation of Bethel College community standards and/or policies, the allegations are dismissed. The dismissal of charges is included with the original incident report/complaint and placed in the student's file for information purposes only.

- If the VPSL or CO determines the student is responsible for a violation of Bethel College community standards and/or policies, the VPSL or CO will discuss and determine appropriate sanctions.

- The student will be asked to sign a document informing them of the decision and the resulting sanctions.

- The student waives their right to an appeal by accepting this option, unless the outcome is a sanction of suspension or expulsion.

Sanctions

• Sanctions are the primary outcomes from Student Conduct Resolutions when students are found responsible for violating Bethel College community standards and/or policies. When considering the sanctions to impose, several factors may be considered. These may include, but are not limited to: prior incidents or allegations; the nature of the alleged violation; the severity of the impact (i.e. damage, injury or harm) resulting from the violation; the payment of restitution to Bethel College or to other victims; and/or the individual's acceptance of responsibility. Repeated violations of the same Bethel College community standards and/or policies may result in an increase of the severity of the outcomes.

- All sanctions are effective immediately, regardless of an appeal.
- If found responsible, the range of sanctions includes, but is not limited to, the following outcomes:

Administrative hold: A status which precludes the student from registering, from receiving transcripts, or from graduating until clearance has been received from the Vice President for Student Life

Disciplinary Dismissal: Dismissal results in separation from the college for an unspecified time. This action is subject to review by the president.

- If a person wishes to return to Bethel College following a dismissal, they are required to re-apply through the Admissions Committee and must be approved by the Vice President for Student Life.

- In some specific cases a review by the Threat Assessment Team may be necessary.

Disciplinary probation: Probation is a designated time during which a student's conduct will be observed and reviewed. The student must demonstrate the ability to comply with Bethel College community standards and/or policies as well as requirements stipulated for the probationary period.

- Reports of misconduct during this period may result in additional sanctions, conditions, and/or restrictions.

Fines: Dollar amounts charged to the student. This may be particularly appropriate if the misconduct requires extra work on the part of others. Minimum fine is \$50.

Formal apology: Written letter of apology to person(s) offended or harmed.

Notifications: Notification of all student conduct action may be communicated to appropriate college personnel (e.g., academic adviser, athletic coach, performance area or activity sponsor, etc.).

- Violations of the Alcohol policy may result in notification to the parents and/or guardians of the dependent students under the age of 21.

- Violations of the Illegal/Illicit Substances policy will result in notification to the parents and/or guardians of the dependent student regardless of age.

Referrals: Evaluation, assessment and/or treatment options with an academic adviser, faculty/staff member, physician, mental health provider, or Director of Student Wellness. This also includes referrals for the assessment of alcohol, drug or other dependencies or addictions.

- The college has agreements with various community agencies for discounted services. However, the student may/will be financially responsible for assessments and ongoing treatment.

Relocation: Required move to a different room or residence hall and/or a revocation of the ability to live on campus and/or use the dining facility.

Research and/or Reflection Paper: A paper in which the student researches a topic related to the violation through literature and interviews, and/or addresses the meaning of his or her behavior in relation to the Bethel College community standards and/or policies.

Restitution: Making amends for harm (loss, damage, injury) caused by behavior via appropriate service; and/or monetary or material replacement; and/or monetary assessment owed to Bethel College.

Restrictions: A student's access to the Bethel College property, resources and/or services may be restricted for a specified

period of time or until certain conditions are met.

Suspension: Suspension results in a temporary separation from the college and college activities. This action is subject to review by the President.

Warning: The student is apprised of the infraction and the consequences of following or not following the standards in the future.

The Appeal Process

- A request for an appeal must be submitted in writing to the VPSL.
 - specify in detail the exact grounds for the appeal.
 - be submitted within 72 hours of the notification of decision and (if applicable) sanction.
 - The VPSL reviews the appeal to determine if it meets ONE of the following criteria:
 - Information, which might alter the original decision AND IS NEW OR WAS UNAVAILABLE, has been attained.
 - Established procedures have been SUBSTANTIALLY violated. This includes substantiated bias on the part of the CO.
 - Disproportionate (excessive or inconsistent) sanction(s) for the violated policy.
 - If the evidence/information presented in the request for an appeal does NOT support an appeal, the outcome is re-affirmed and the case is closed.
 - If the evidence/information presented in the request for an appeal supports an appeal, one of the following occurs:
 - The case is reassigned and follows the steps as outlined in the Student Conduct Process.
 - The decision is either upheld or a new resolution is determined.
 - The decision is final and the case is closed.
 - A new hearing body (another person outside of the VPSL or CO, designed to serve the college in a similar manner like the Threat Assessment Team) is convened and follows the steps as outlined in the Student Conduct Process.
 - The decision of the new hearing body may not be appealed.
 - The decision is final and the case is closed.
 - VPSL or designee determines the sanctions are disproportionate and may increase, decrease, or modify.
 - The decision is final and the case is closed. \

3. PRESIDENTIAL AUTHORITY

Because ultimate responsibility for the welfare of the college resides in the President of the college acting on behalf of its Board of Directors, the president shall have the authority to act independent of the judicial structure to impose disciplinary action including suspension or dismissal, if such action, in the President's judgment, promotes the welfare of the college. The President takes final action on a recommendation for suspension or dismissal after the appeal procedures have been exhausted. A decision issued by the President is final and cannot be appealed.

4. STUDENT CONDUCT RECORDS

All Student Conduct records are maintained by the Student Life office, and are typically kept no longer than five (5) years after a student leaves the college via graduation, transfer, withdrawal or dismissal.

5. CIVIL AUTHORITIES

Any action which constitutes violations of public law may be referred to both the Bethel College Student Conduct process and appropriate law enforcement officials.

6. ROOM ENTRY AND COLLEGE PROPERTY ENTRY

Bethel College respects the privacy of individuals, and wants all students, faculty, and staff to feel welcome on campus. However, as a private institution of higher learning, Bethel College reserves the right to search student living areas and other areas of campus as needed to protect the interests of the college and the safety of the community. Authorized personnel may enter student rooms or other areas of campus to conduct a “check” or “search” as outlined below. Areas subject to room/property checks and room/property searches include, but are not limited to: student living spaces, rooms on campus, lockers, vehicles, and other areas on Bethel College’s physical campus.

- When on college sponsored trips, Bethel College students are also subject to checks and searches as deemed appropriate by the Bethel College adviser/staff member accompanying the group.

- If immediate action is deemed necessary by Bethel College administration, law-enforcement or other life-safety agents, to protect public or individual health and/or safety, the outlined processes may be amended.

Room/Property Check

- A room/property check is when a Bethel College maintenance staff member and/or Student Life staff (student and professional staff) member enters the space in the event of a mechanical, electrical or plumbing malfunction or inspection; during breaks in the academic calendar; during emergency or potential emergency situations; or for periodic safety checks throughout the academic year.

- Specific allegations/suspicions of Bethel College community standards and/or policy violations (pets, weapons, smoke) may also prompt entry, as well as requests from local law enforcement or other life-safety agents.

- Personal belongings, with the exception of refrigerators, will not be checked. Closets or lockers may be checked, but not searched.

- Authorized personnel will announce who they are before entering a student’s living space.

- If a violation of Bethel College community standards and/or policy is discovered in the course of a room/property check, the staff person shall refer the incident for action as outlined in the Bethel College Student Conduct process.

- A room or property “search” may follow.

- Any person(s) documented for violating Bethel College community standards and/or policy will be notified within five (5) college business days if the person making a room check has discovered a violation.

Room/Property Search

- A room/property search encompasses a room/property check (as outlined above), but is more extensive as it includes, but is not limited to, a search of personal belongings.

- Before a room/property search can be conducted, a Search Order must be issued by the Vice President for Student Life (or designee).

The Search Order

- Issued in response to a documented report of a violation of Bethel College community standards and/or policy. This statement reporting a violation will be:

- Signed by the person alleging that a violation has occurred or is occurring; or

- Signed by a college staff member (including Community Assistants) who has received a report from a dependable source that a violation has or is occurring.

The Search Order must:

- indicate the room, or other area(s) to be searched;

- indicate the Bethel College community standards and/or policy allegedly violated;

- include the date of issuance and be signed by the Vice-President for Student Life (or designee);
- be issued within five (5) college business days of receipt of the written report

During a room/property search:

- The search must be conducted by at least two (2) Bethel College staff members.
- Depending on the nature of the request, a law-enforcement or other life-safety agent may be included in the search.

- A copy of the Search Order will be given to the occupant or occupants.
- If an occupant of the room/property is not present, a copy of the Search Order will be left in the room/property or delivered to the person(s) reportedly involved or responsible for the space.
- Any item(s) removed from the searched area should be documented and a detailed, itemized description of the item(s) should be provided to the occupant.

Following a room/property search:

- A written search report should be filed with the VPSL.
- A written search report should be provided to the occupant(s) involved or responsible for the space.
- If alleged violations of Bethel College community standards and/or policy are discovered the student(s) enter the Student Conduct process.
- The written search report and any and all confiscated items may be referenced during the Bethel College Student Conduct process.

REPORTING AND RESPONSE TO HARASSMENT, DISCRIMINATION, AND SEXUAL MISCONDUCT

The following information is taken from the Bethel College Equal Opportunity, Harassment, & NonDiscrimination Policy and Procedures. For further information, resources, and rights and options regarding harassment, discrimination, and sexual misconduct, please visit the Bethel College website.

MANDATED REPORTING

All Bethel College employees (faculty, staff, and administrators) are expected to report actual or suspected discrimination or harassment to appropriate officials immediately, though there are some limited exceptions. However, most students-employees, meaning students who are employed by Bethel College in a part-time capacity while remaining actively enrolled in courses with Bethel College, are exempt from Mandated Reporting obligations. Only those students employed as Community Assistant (CAs) have been designated as Mandated Reporters and are therefore expected to report actual or suspected discrimination or harassment.

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected discrimination or harassment. They may offer options and resources without any obligation to inform an outside agency or campus official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will take action when an incident is reported to them.

The following sections describe the reporting options at Bethel College for a Complainant or third-party (including parents/guardians when appropriate):

A. Confidential Resources

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

- o On-campus licensed professional counselors
- o On-campus health service providers and staff
- o On-campus members of the clergy/chaplains working within the scope of their licensure or o Off-campus (non-employees):
 - Licensed professional counselors and other medical providers
 - Local rape crisis counselors
 - Domestic violence resources
 - Local or state assistance agencies
 - Clergy/Chaplains
 - Attorneys

All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of threat or danger or abuse of a minor/elder/individual with a disability, or when required to disclose by law or court order.

Campus counselors and/or the Employee Assistance Program are available to help free of charge and may be consulted on an emergency basis during normal business hours.

Employees who are confidential and who receive reports within the scope of their confidential roles will timely submit anonymous statistical information for Clery Act compliance purposes unless they believe it would be harmful to their client, patient, or parishioner.

B. Anonymous Notice to Mandated Reporters

At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves.

If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information.

Anonymous notice will be investigated by Bethel College to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided. However, anonymous notice typically limits Bethel College's ability to investigate, respond, and provide remedies, depending on what information is shared.

When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the Title IX Coordinator. Mandated reporters may not be able to maintain requests for anonymity for Complainants who are minors, elderly, and/or disabled, depending on state reporting of abuse requirements.

C. Mandated Reporters and Formal Notice/Complaints

All employees of Bethel College (including student-employees employed as Community Assistants (CAs)), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as “Take Back the Night” marches or speak-outs do not provide notice that must be reported to the Title IX Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from Bethel College.

Supportive measures may be offered as the result of such disclosures without formal Bethel College action.

2. WHEN A COMPLAINANT DOES NOT WISH TO PROCEED

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether Bethel College proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate threat (or violence) risk assessment.

The Title IX Coordinator’s decision should be based on results of the threat (or violence) risk assessment that show a compelling risk to health and/or safety that requires Bethel College to pursue formal action to protect the community.

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. Bethel Colleges may be compelled to act on alleged employee misconduct irrespective of a Complainant’s wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and Bethel College’s ability to pursue a Formal Grievance Process fairly and effectively.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

When Bethel College proceeds, the Complainant (or their Advisor) may have as much or as little involvement in the process

as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant, though this does not extend to the provision of evidence or testimony.

Note that Bethel College's ability to remedy and respond to notice may be limited if the Complainant does not want Bethel College to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing Bethel College's obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow Bethel College to honor that request, Bethel College will offer informal resolution options (see below), supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by Bethel College, and to have the incidents investigated and properly resolved through these procedures. Please consider that delays may cause limitations on access to evidence, or present issues with respect to the status of the parties.

3. FEDERAL TIMELY WARNING OBLIGATIONS

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, Bethel College must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

Bethel College will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

4. FALSE ALLEGATIONS & EVIDENCE

Deliberately false and/or malicious accusations under this policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under Bethel College policy.

5. AMNESTY FOR COMPLAINANTS & WITNESSES

Bethel College encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to Bethel College officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the Bethel College community that Complainants choose to report misconduct to Bethel College officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, Bethel College maintains a policy of offering parties and witnesses' amnesty from minor policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident. Bethel College is committed to protecting individuals from interference with making a good faith disclosure and from retaliation for having made a good faith disclosure or for having refused to follow an illegal instruction, as defined and detailed in the Bethel College Whistleblower Policy.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

A. Students

Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves (for example, an underage student who has been drinking or using marijuana might hesitate to help take an individual who has experienced sexual assault to the appropriate campus official).

Bethel College maintains a policy of amnesty for students who offer help to others in need. Although policy violations cannot be overlooked, the Bethel College may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

B. Employees

Sometimes, employees are hesitant to report harassment or discrimination they have experienced for fear that they may get in trouble themselves. For example, an employee who has violated the unethical relationship provisions of this policy and is then assaulted in the course of that relationship might hesitate to report the incident to Bethel College officials.

Bethel College may, at its discretion, offer employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident. Amnesty may also be granted to Respondents and witnesses on a case-by-case basis.

6. FEDERAL STATISTICAL REPORTING OBLIGATIONS

Certain campus officials – those deemed Campus Security Authorities (CSAs) – have a duty to report the following for federal statistical reporting purposes in accordance with the Clery Act:

- All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- Hate crimes, which include any bias-motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
- VAWA-based crimes, which include sexual assault, domestic violence, dating violence, and stalking; and
- Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be shared with the

Vice President of Student Life and Dean of Students regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log (if applicable).

Campus Security Authorities (CSAs) may include but are not limited to: The College President, members of the Board of Directors, vice presidents, student life staff, Community Assistants (CAs), athletic directors, coaches, human resources staff, faculty/staff advisors to student organizations, and any other official with significant responsibility for student and campus activities.

7. PRESERVATION OF EVIDENCE

The preservation of evidence in incidents of sexual assault is critical to potential criminal prosecution and to obtaining restraining orders, and particularly time-sensitive. Bethel College will inform the Complainant of the importance of preserving evidence by taking the following actions:

- 1) Seek forensic medical assistance at the [specify] hospital, ideally within 120 hours of the incident (sooner is better)
- 2) Avoid showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if you do.
- 3) Try not to urinate.
- 4) If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth. 5) If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence).
- 6) Seeking medical treatment can be essential even if it is not for the purposes of collecting forensic evidence.

During the initial meeting between the Complainant and the Title IX Coordinator, the importance of taking these actions will be reiterated, if timely.

8. RESOURCES

If you are off campus and experiencing an emergency situation, you can call local police by dialing 911.

- **Campus Resources:**

Bethel College Title IX Coordinator – (316) 284-5248, 300 E. 27th St., North Newton, KS 67117, Main Floor Administration Building titleixcoordinator@bethelks.edu, Regular business hours, M-F

Bethel College Director of Wellness (Campus Counselor) * – (316) 284-5326, 300 E. 27th St., North Newton, KS 67117, WAC, pturner@bethelks.edu, Regular business hours, Monday and Wednesday

Bethel College Campus Pastor* — (316) 284-5318, 300 E. 27th St., North Newton, KS 67117, Basement Administration Building unruh@bethelks.edu, Regular Business Hours, M-F

• Local Off-Campus Resources:

North Newton Police Department – Emergency – 9-1-1, Non-Emergency – (316) 283-3191, 2601 N. Main, North Newton, KS 67117, nnpd@northnewton.org, 24/7

Prairie View Mental Health Center* – 24/7 Help Line: (800) 362-0180

Safehope*, Crisis Line – (800) 487-0510 or (316) 283-0350, (www.safehope.net), 24/7 Staff are available 24/7 off-campus, and are also typically on-campus Tuesdays between 12:00-2:00pm in a private office on the second floor of the Administration Building.

State & National Resources:

Kansas Coalition Against Sexual & Domestic Violence*, Crisis Hotline – 1-888-END-ABUSE (363-2287), (www.kcsdv.org)

LevelsRespect.org – 24/7 Help Line: (866) 331-9474, (www.loveisrespect.org)

National Sexual Assault Hotline* – 24/7 Help Line: (800) 656-HOPE (4673), (<https://ohl.rainn.org/online/>)

National Domestic Violence Hotline* – 24/7 Help Line: (800) 799-SAFE (7233), (<https://www.thehotline.org/>)

RAINN (Rape, Abuse, & Incest National Network) – 24/7 Help Line: (800) 656-HOPE (4673), (<https://www.rainn.org/>)

Suicide Prevention Lifeline – 24/7 Help Line: (800) 273-8255, (<https://suicidepreventionlifeline.org/>)

For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. Sexual Assault Nurse Examiners (SANE) are available at several area hospitals; however, you can go local providers and they will ensure you receive proper care. The hospital will arrange for a specific medical examination at no charge or can work with you to arrange state reimbursement. Typically, police will be called to the hospital to take custody of the SANE/rape kit, but it is up to you whether you wish to speak with them or file a criminal complaint. Locally in North Newton, Safehope (1-800-487-0510) is available to provide assistance or answer questions you may have regarding medical and legal options.

• Medical Resources (24/7 Unless Noted Otherwise):

Newton Medical Center, Emergency – 9-1-1, Non-Emergency – (316) 283-2700, 600 Medical Center Dr., Newton, KS 67114, (<https://www.newtonmed.com/>)

Ascension Via Christi Health – St. Joseph Hospital (SANE), Emergency – 9-1-1, Non-Emergency – (316) 268-5000, 3600 E. Harry St., Wichita, KS 67218

Ascension Via Christi Health—St. Francis Hospital, Emergency – 9-1-1,
Non-Emergency – (316) 268-5000, 929 N. Saint Francis, Wichita, KS 67214

Wesley Medical Center (SANE), Emergency – 9-1-1,
Non-Emergency – (316) 962-9122, 550 N. Hillside St., Wichita, KS 67214

9. RIGHTS OF PARTIES

The following rights are afforded to parties involved with the Bethel College resolution processes set forth by the Equal Opportunity, Harassment, & Non-Discrimination Policy and Procedures.

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or discrimination made in good faith to Bethel College officials.
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
- The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.
- The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.
- The right to be treated with respect by Bethel College officials.
- The right to have Bethel College policies and procedures followed without material deviation.
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
- The right not to be discouraged by Bethel College officials from reporting sexual harassment, discrimination, and/or retaliation to both on-campus and off-campus authorities.
- The right to be informed by Bethel College officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by Bethel College authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.
- The right to have allegations of violations of the Equal Opportunity, Harassment, & Non-Discrimination Policy and Procedures responded to promptly and with sensitivity by Bethel College officials.
- The right to be informed of available interim actions and supportive measures, such as counseling; advocacy; health care; student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.
- The right to a Bethel College-implemented no-contact order or a no-trespass order against a nonaffiliated third party when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct.
- The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available. Such actions may include, but are not limited to:
 - Relocating an on-campus student's housing to a different on-campus location or Assistance from Bethel College staff in completing the relocation
 - Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)
 - Transportation accommodations

- Visa/immigration assistance
 - Arranging to dissolve a housing contract and a pro-rated refund
 - Exam, paper, and/or assignment rescheduling or adjustment
 - Receiving an incomplete in, or a withdrawal from, a class (may be retroactive) o Transferring class sections
 - Temporary withdrawal/leave of absence (may be retroactive) o Campus safety escorts o Alternative course completion options.
- The right to have Bethel College maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair Bethel College's ability to provide the supportive measures.
 - The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.
 - The right to ask the Investigator(s) and Decision-maker(s) to identify and question relevant witnesses, including expert witnesses.
 - The right to provide the Investigator(s)/Decision-maker(s) with a list of questions that, if deemed relevant by the Investigator(s)/Chair, may be asked of any party or witness.
 - The right not to have irrelevant prior sexual history or character admitted as evidence.
 - The right to know the relevant and directly related evidence obtained and to respond to that evidence.
 - The right to fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account is on the record.
 - The right to receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least ten (10) business days to review the report prior to the hearing.
 - The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.
 - The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
 - The right to regular updates on the status of the investigation and/or resolution.
 - The right to have reports of alleged Policy violations addressed by Investigators, Title IX Coordinators, and Decision-maker(s) who have received relevant annual training.
 - The right to a Hearing Panel that is not single-sex in its composition, if a panel is used.
 - The right to preservation of privacy, to the extent possible and permitted by law.
 - The right to meetings, interviews, and/or hearings that are closed to the public.
 - The right to petition that any Bethel College representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
 - The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
 - The right to the use of the appropriate standard of evidence, preponderance of the evidence, to make a finding after an objective evaluation of all relevant evidence.
 - The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.
 - The right to have an impact statement considered by the Decision-maker(s) following a determination of responsibility for any allegation, but prior to sanctioning.
 - The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale of the decision (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.

- The right to be informed in writing of when a decision by Bethel College is considered final and any changes to the sanction(s) that occur before the decision is finalized.
- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by Bethel College.
- The right to a fundamentally fair resolution as defined in the Equal Opportunity, Harassment, & Non-Discrimination Policy and Procedures.

RESIDENCE LIFE GUIDELINES & PROCEDURES

The objective of Residence Life at Bethel College is to create safe and comfortable living-learning environments that support and enrich the college's academic programs and provide opportunities for our residents to experience spiritual, intellectual, and personal growth within a Christian community.

ASSIGNMENT OF HOUSING

Students will be given housing assignments in accordance with their preferences to the extent that those preferences can be accommodated.

- Bethel College reserves the right to make housing assignments and alter student assignments at any time.
- Bethel College reserves the right to control the use of rooms in the event of an epidemic or emergency and, after notifying the resident, to use the rooms during academic breaks.

ADA ROOM ASSIGNMENTS

Students will be given housing assignments in accordance with their preferences to the extent that those preferences can be accommodated.

If you are a Bethel College student and have a documented disability, the Student Life office may be able to assist you with obtaining reasonable accommodation in an inclusive learning community at Bethel College.

The first step in receiving reasonable accommodation is the establishment of a reasonable accommodation plan with Student Life. The reasonable accommodation plan should be established at the beginning of each semester or academic school year.

Steps and Procedures for ADA Accommodations:

1. Email your accommodations request to studentlife@bethelks.edu.
2. Complete the Verification Form of Medical Necessity for Housing Accommodations Form.
3. Meet with and discuss individual needs with the Director of Advising and the Center for Academic Development.
4. Provide any and all medical and legal documentation of the disability from a licensed professional with recommended requested accommodations attached. (For Emotional Support Animals, please see Service and Emotional Support Animal Policy and Procedure)
5. If single room accommodations are needed, please complete the Bethel College Single Room Agreement form which is available from the Student Life Office. Refer to this webpage <https://www.bethelks.edu/academics/registrar> and click on Schedule of Fees for the current academic year single room charges.
6. Attend a New Student Orientation (NSO)/Thresher Days. (FOR STUDENTS NEW TO BETHEL)
7. Meet with your professors for the semester or academic school year to review

accommodations plan.

8. Renew every semester. (Every year for parking and housing accommodations.)

Bethel College reserves the right to make housing assignments and alter student assignments at any time.

Bethel College reserves the right to control the use of rooms in the event of an epidemic or emergency and, after notifying the resident, to use the rooms during academic breaks.

CHECK-IN & CHECK-OUT

Each student, upon moving into their assigned room, shall complete a room inspection form, which should be an accurate and complete record of the contents and conditions of the living space.

- When vacating the assigned room, the student must check out with the Coordinator of Residence Life and Student Life Operations or appointed Residence Life staff member, or follow approved Bethel College Residence Life protocols.
- The room inventory form and inspection by a staff member will serve as the basis for any assessed damage fees/charges.
- Please note additional charges may be assessed after the student leaves the space if issues hidden from plain view are found and noted by the Bethel College Maintenance Department.
- Fees will be assessed if a student fails to follow the proper check-out guidelines, regardless of the condition of the living space.

FURNITURE

All residence hall rooms are furnished with a desk, desk chair, chest of drawers, bed and mattress. Double Occupancy rooms will have two of the above stated furniture items.

- Students bringing personal furniture to be used in their residence hall must be prepared to store the Bethel College-issued furniture at their own expense. Bethel College will not store items.
- Anyone bringing personal furniture should be fully aware of the history of the item to ensure the furniture does not expose the residents or the facility to pests (i.e. rodents, bedbugs, fleas and/or other types of insect infestations). Bethel College ensures all residence hall rooms are free of pests prior to student move-in each year.
- If pests are found in a room after students move in, the student(s) residing in that room may be required to reimburse Bethel College for any costs associated with removal.
- The college prohibits the lofting of beds; beds may elevate with Bethel College risers only. To have a bed raised to maximum height, one must make a request with the Bethel College Maintenance Department.

OPENING / CLOSING

Residence hall occupancy is available to students as defined by the academic calendar. Postings will be provided regarding residence hall closings during holiday breaks.

- Failure to comply with stated closing dates will result in a \$50 fine every day starting at 6pm the night of closing and then 10am each day after the residence halls close (up to \$200). Additional responses may be determined by the Residence Life staff.

PERSONAL PROPERTY LOSS

Bethel College is not liable for the theft, loss, or damage of property belonging to the student or their guest, nor for any personal goods stored in the residence halls. Students are encouraged to acquire renter's insurance or should make certain

their belongings are covered by an “off the premises” clause in a householder’s or homeowner’s insurance policy on their permanent residence.

- Any student who opts to leave behind personal belongings forfeits those belongings to Bethel College at the end of the academic year.

REFRIGERATORS

- Full-size refrigerators and freezers are not allowed in rooms.
- Refrigerators and their contents are subject to room check procedures. The use of a refrigerator in a violation of Bethel College policy or Community Standards may result in the forfeiture of the student’s ability to have a refrigerator in a residence hall.
- All refrigerators and freezers must be unplugged over the Thanksgiving, Christmas, and Spring Break hall closures.

ROOM / ROOMMATE CHANGES

Residents may not change rooms without the prior consent of the Coordinator of Residence Life and Student Life Operations. If a resident has an issue in their assigned room, it is recommended they speak with their Community Assistant.

ROOM OCCUPANCY & CONSOLIDATION

- Residents without a roommate will be expected to find an on-campus roommate.
- Failure to find a roommate will result in: a mandatory reassignment, or a roommate assigned to the room, or remaining in the space at the single-room rate charge

BETHEL COLLEGE COMMUNITY STANDARDS & POLICIES

All students are responsible for knowing, understanding, maintaining, and following all Bethel College community standards and policies.

STORAGE OF PERSONAL PROPERTY

Storage of personal property will ONLY occur over the summer break, and is made available on a first-come-first-served, space-available basis to out-of-state Bethel College students. Once approved, a Storage Agreement and the \$50 non-refundable deposit will secure the space needed.

- No students are guaranteed a space to store items.
- Space is limited in cases of large furniture items such as couches, carpet, chairs, futon, etc.

All items must be:

- contained in boxes, suitcases, etc.
- clearly labeled
- placed in defined spaces of the storage area
- Property placed in designated storage through appropriate Residence Life staff will remain in storage \ for the student’s possession until the first Friday of the following semester.
- Bethel College is not responsible for damage or theft of stored items.

TERMINATION OF RESIDENTIAL STATUS

The college may take possession of the room at any time if full-time enrollment is not maintained, for violation of any of the guidelines or procedures herein, for violation of Bethel College community standards or policies, for health or social reasons, or for any other reason deemed sufficient by Bethel College.

- The college is under no obligation to make refunds to students who are removed or reassigned from their housing assignment as a result of the student conduct process.
- Part-time students with federal/state aid do not qualify for any refunds.

Lactation Policy

Bethel College's goal is to support breastfeeding or lactating individuals by providing them the necessary accommodations to express milk while attending classes or working on campus. There are two locations identified on campus that can be used for this purpose.

Primary location: Administration Building – private office, 3rd floor

Secondary location: Library – private study room, 3rd floor

Both of these spaces are located in the center of campus and provide elevator access to the upper floors of the buildings. They provide privacy and have basic accommodations such as: doors that lock, comfortable seating and electrical outlets. The primary location has a refrigerator to keep expressed milk but is only available during normal business hours. We will provide items for labeling stored milk in the refrigerator but individuals are assuming responsibility for the safety of the milk and risk of harm for any reason, including improper storage, refrigeration, and tampering. The secondary location does not have a refrigerator but offers greater availability each day and weekends.

If you have any questions about accessing these locations or basic accommodations for pregnant/parenting students and employees, please contact the TIX Coordinator. Students and employees have rights under federal and state laws that assure them continued access to school and work even while navigating these issues. If students have any questions or need specific academic accommodations related to pregnancy/parenting, they should contact one of Bethel's designated ADA compliance persons.

Specific Contact Information:

- Janet Fulmer, Director of Human Resources and Compliance / TIX Coordinator
jfulmer@bethelks.edu or 316-284-5248
- Dan Quinlin, Professor and ADA Liaison
dquinlin@bethelks.edu or 316-284-5333

FINANCIAL AID POLICIES

Bethel College students must maintain Satisfactory Academic Progress (SAP) standards to remain eligible for financial aid. For purposes of this determination, the following definitions and policies apply. Individual scholarships may have additional requirements for renewal.

MAXIMUM TIME FRAME TO COMPLETE AN UNDERGRADUATE DEGREE

The time frame, (the Department of Education refers to it as “PACE”) for completion of an undergraduate program cannot exceed 150% of the published program length. The minimum number of credit hours required to graduate from Bethel is 124. Therefore, students who have attempted fewer than 186 hours of college credit, either here or elsewhere, are eligible to apply for financial aid. Withdrawals (WP or WF), incompletes, failures, courses at non-accredited institutions, or non-college level remedial courses not reflected on official BC transcripts, will not be counted toward the determination of the 186 hours attempted.

MINIMUM COURSE COMPLETION RATES AND GPA

Students are required to pass or satisfactorily complete (not withdraw from) a minimum of 67% of the courses taken (PACE), with a grade point average (GPA) above the published academic suspension level.

The current levels are 1.4 for freshmen and 1.6 for sophomores.

- Federal regulations require students who have attempted 48 credit hours to maintain a minimum of a 2.0 cumulative GPA.

EVALUATION TIMING AND INTERVALS

Evaluation of this standard is made every semester. The completion rate is based on classes taken during the previous semester, as well as credit hours attempted and GPA. The evaluation of course completion will relate only to courses taken at Bethel, however hours attempted and cumulative GPA will include all hours attempted or transferred to Bethel as shown on the official Bethel transcript.

- Interterm can be part of the fall semester.
- Summer can be part of spring semester.

FINANCIAL AID WARNING

Students failing to meet the 67% completion rate, or the 1.4 GPA level as a freshman, 1.6 GPA level as a sophomore, 2.0 GPA rate as a junior or senior are placed on Financial Aid Warning for the following term. They will be notified in writing. A student on Financial Aid Warning is eligible to receive aid for the next term. If the student fails to meet the PACE and GPA levels needed, the student will be placed on Financial Aid Suspension status for the next term. If the student successfully completes at least 67% of the courses taken and increases their GPA above the 1.4, 1.6, or 2.0 thresholds, then the student would be back in good standing and would continue to be eligible for financial aid for the next term.

FINANCIAL AID SUSPENSION

Students who are on Financial Aid Warning who fail to complete the PACE needed and/or the GPA needed for reinstatement will be placed on Financial Aid Suspension. Also, students who have attempted more than 186 hours of college credit will be placed on Financial Aid Suspension. Students on suspension are not eligible for financial aid. If subsequent coursework of at least 6 hours enables them to meet the required SAP, their financial aid eligibility will be reinstated.

APPEAL PROCEDURE

Students may appeal either warning or suspension status by writing to the financial aid director listing reasons why they did not achieve satisfactory academic progress as defined herein. Reasons may include but are not limited to: illness; death in the family; other unusual circumstances; or by listing coursework completed successfully in summer term or interterm following the initial determination of warning status. Students on suspension due to the 186-hour limit may appeal if their coursework attempted while at Bethel has not exceeded the 150% of the minimum hours needed to complete their degree objective. The financial aid director will respond to the appeal in writing. A student may appeal the decision of the financial aid director by writing to the Admissions and Financial Aid Committee.

If the appeal is approved, students will be placed on Financial Aid Probation for one semester. Students on probation are eligible for aid, but must make SAP to receive aid beyond one semester. At the end of the semester, an evaluation will be made to determine if the student has met the SAP as reflected in GPA and PACE. If SAP is met, then the student is back on normal status. If the SAP is not met, the aid is suspended.

ACADEMIC PLAN

If a student has done so poorly that it would be impossible to meet SAP in one semester, the student may ask for and be allowed to work up an Academic Plan (PLAN). The PLAN must be completed with the student's academic advisor and signed by the advisor, the student and the director of financial aid. The PLAN must indicate the PACE and GPA that is the target goal for the semester and to get the student back to SAP. At the end of the semester, the financial aid office will determine if the PLAN was followed and SAP was met. If successful, normal status will return. If not successful, aid will be suspended.

PRIVACY/DISCLOSURE OF STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law requiring the institution to maintain the confidentiality of student education records.

- Bethel College accords all the rights under the law to students of the college. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the prior written consent of the student(s) except to 1) parents of dependent students, 2) personnel within the institution who have a legitimate educational interest, 3) persons or organizations providing students' financial aid, 4) accrediting agencies carrying out their accreditation function, 5) persons in compliance with a judicial order, 6) persons in an emergency in order to protect the health and safety of students or other persons. All these exceptions are permitted under the Act.

- Within the Bethel College community, only those members, individually or collectively, acting in the student's educational interest are allowed access to student education records. These members include personnel in the Office of Admissions, Office of the Registrar, Business Office, Financial Aid Office, library, career planning and placement, college officials and other administrative and academic personnel within the limitations of their need to know. Social security number and student status data may be provided to other state agencies for use in detection of fraudulent or illegal claims against state monies.

At its discretion, Bethel College may provide "Directory Information" to anyone in accordance with the provisions of the Act.

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

BUSINESS SERVICES INFORMATION

REFUNDS

- Refunds will be made according to a prorated schedule to students officially withdrawing from all classes. For a copy of the prorated schedule, inquire at the Business Office.
- Refunds require an official withdrawal certificate with the date of withdrawal issued by the vice president for student life and approved by other designated offices.
- Responsibility is upon the student to make official withdrawal from classes in the registrar’s office. Dropping all classes does not constitute official withdrawal. This policy applies also during the first week of classes before academic registration is finalized.
- The college is under no obligation to make refunds to students who are suspended, expelled or leave school without following proper withdrawal procedures.
- If a student is confronted with unusual circumstances, a request for an exception should be addressed to the vice president for business affairs.

UNPAID ACCOUNTS

- All student accounts must be paid in full or the student must have completed satisfactory arrangements with the Business Office before official transcripts are released.
- Students will not be permitted to register if their accounts for the preceding academic year have not been paid in full, except by approval of the vice president for business affairs.
- Official transcripts for any purpose will not be released.
- Diplomas will not be issued.
- If an account is turned in for collection, the added collection costs will be the responsibility of the debtor

WITHDRAWAL FROM SCHOOL

A student who is affecting a total withdrawal from all classes needs to complete a formal withdrawal procedure. Forms are available from the Director of Student Success and Retention in WAC 109.

COMMUNITY SAFETY

STORM PROCEDURES

Severe weather can create a tornado. There are two commonly accepted terms for tracking tornado-type weather. These terms are as follows:

- Tornado Watch – weather conditions indicate the possibility of one or more tornadoes forming in the area. Continue normal activity, but listen to radio/TV weather and watch for tornadoes!
- Tornado Warning – a tornado has been sighted or detected and may be approaching. Seek shelter immediately!

North Newton has an outdoor warning system, consisting of a voice message followed by a 5-minute siren. This system is tested every Monday at noon.

WHEN A WARNING IS SOUNDED

1. Take shelter immediately, preferably inside steel-framed or reinforced concrete buildings. It is best to seek shelter in the center of the building under a support beam or in a small room such as a bathroom or closet. Stay away from areas with windows.
2. In classrooms, office buildings and residence halls, stand in an interior hallway on a lower floor, preferably in a basement.
3. In shopping centers, theaters or gymnasiums, move to a hallway away from wide, free-spanned roofs or large glass windows.
4. In homes or rooms, get to the lowest level and take shelter under a workbench or heavy table, go to a small windowless room in the center of the building, or stay under heavy furniture.

SAFE AREAS ON CAMPUS DURING A TORNADO WARNING

Haury Hall	Basement hallways and basement lounge away from windows
Voth Hall	Interior hallways away from windows
Warkentin Court	North and south basement laundry/rec room areas
Administration Building	Ground floor interior walls, restrooms or janitor closet
Luyken Fine Arts Center (FAC)	Music wing, restrooms and 141
Franz Center	Room 4, welding area north wall
Goering Hall	Basement hallway
Kauffman Museum	East end (kitchen, restrooms, hallway)
KIPCOR	Basement
Krehbiel Science Center (KSC)	Lower level/basement hallway
Leisy House	Basement
Mantz/MLA	Lower level restrooms and hallways
Memorial Hall	Basement hallways
Schultz Student Center	Restrooms and hallway
Thresher Stadium	Restrooms
Thresher Gym	West end restrooms or Memorial Hall basement
Will Academic Center (WAC)	ower level hallway, original building

If you work or live in one of the college houses, seek refuge in the basement.

FIRE PROCEDURES

In case of a fire:

1. Pull the fire alarm.
2. If in a residence hall and you can do so safely, contact a Community Assistant or a professional residential staff member.
3. Leave the building immediately at the sound of the alarm, proceeding to the nearest exit.
4. Keep moving rapidly, but do not push or crowd.
5. Move a safe distance from the building.
6. Wait until informed by Bethel College staff to re-enter the building.

CAMPUS SAFETY

All members of the community are encouraged to observe the following:

- Be aware of your surroundings.
- At night: Always walk in well-lit areas, preferably with a companion. If that's not possible, carry a flashlight, and let someone know where you are, where you are going and when you should arrive.
- Lock your door when you leave your room.
- Guard your keys; do not loan them to others.
- If anyone makes comments to you that make you feel uncomfortable or threatened in any way, say so and/or walk away. If they continue this behavior after you have asked them to stop, report it to any member of the Student Life staff.
- Inform someone (your CA, a professor, a staff member) immediately of any acts that threaten the safety or security of the campus/residence hall, or of the presence of persons who should not be in the building.
- Know the location of emergency telephones on campus. These can be found at the blue-light Emergency Stations and the Goering Hall red metal box and are set up to dial 911.

There are THREE Emergency Stations, each marked by a tower with a blue light and with a red emergency button that dials 911, located on campus: on the walking path near the southeast corner of the Will Academic Center (WAC) where three paths going towards Voth Hall, Warkentin Court and Haury Hall meet; on the east side of the Luyken Fine Arts Center (FAC) parking lot between Schultz Student Center and FAC; on the north side of Mantz Library, at the end of the walkover bridge leading to the tennis courts and Goering Hall. The Emergency Stations provide added safety and support on campus.

EMERGENCY NUMBERS

Police, ambulance and/or fire: from campus phone, 9-911 / or from cell phone 911

Adam Akers, facilities: 316-284-5254 or 316-650-0137

Student Life: Ext. 324 or 316-284-5324

NMC Health (Newton hospital/ER): 316-283-2700

Prairie View Mental Health Services: 316-283-2400

Community Assistant On Call phone: 316-215-5160

Closing Statement:

These policies and procedures will be reviewed and updated annually by the vice president for student life (VPSL). Bethel College reserves the right to make changes to this document as necessary and once those changes are posted online, they are in effect.

The VPSL may also vary procedures with notice (on the Bethel College website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in policy and procedure.

The policies and procedures in this handbook are effective as of Aug. 1, 2023.

ACKNOWLEDGMENTS

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Safehope

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University of Colorado

U.S. Department of Education, Office for Civil Rights