

ANDERSON UNIVERSITY  
**STUDENT HANDBOOK**  
**2017-18**

*anderson.edu*

# TABLE OF CONTENTS

Greetings.....	3
Student Activities and Organizations .....	4
Student Services.....	10
Spiritual Life.....	16
Chapel/Convocation .....	17
Student Support Staff.....	19
Campus Policies.....	24
Residence Life .....	29
Academic Policies .....	39
Financial Aid Policies.....	42
Campus Facilities .....	44
Campus Map.....	46
Privacy and Disclosure Policies.....	47
Sexual Misconduct/Harassment Policy.....	48
Racial Harassment Policy .....	61
General Student Complaint Procedure .....	62
Appeals Procedure.....	63
Code of Conduct.....	64

An annual publication of the Department of Student Life, the Student Handbook informs Anderson University students of university policies, as well as available services and opportunities. Students are expected to be familiar with and abide by the policies, procedures, and practices outlined herein. The material contained in the Student Handbook is for information only and does not constitute a contract between the student and the university. Questions about any aspect of the handbook should be directed to the dean of students. The university and its various units reserve the right to revise, amend, alter, and change from time to time its policies, rules, regulations, and financial charges — including those related to admission, instruction, and graduation — without notice to students. The university reserves the right to withdraw curricular and specific courses, alter course content, change the calendar, and withdraw or change programs and majors offered by the university without notice to students.

Anderson University is a not-for-profit exempt organization as described in Section 501(c)(3) of the Internal Revenue Code. In compliance with the Civil Rights Act of 1964 and 1991, and Title IX of the Educational Amendments of 1972, the university does not discriminate on the basis of race, color, sexual orientation, national origin, age, sex, or veteran status in its policies, practices, or procedures. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended, the university does not discriminate on the basis of disability in its educational programs, admissions procedures, and employment practices. In compliance with the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the university reports to the State of Indiana required information on newly hired employees. The university maintains compliance with the Occupational Safety and Health Act of 1970, the Drug-Free Schools and Communities Act of 1989, the Drug-Free Workplace Act of 1988, the Family Educational Rights and Privacy Act, and the Health Insurance Protection and Portability Act. Questions or concerns about AU's compliance should be addressed to the director of disability services for students at (765) 641-4223 or the director of human resources at (765) 641-4133.

## LETTER FROM THE STUDENT BODY PRESIDENT

Welcome to Anderson University! For 100 years, Anderson University has fostered a Christ-centered community, and no matter where you find yourself in your faith, you are welcome here with open arms. At AU, you will receive a phenomenal education that will challenge and equip you while making you competitive for internships and full-time employment.

Something that is so unique to this community is the diversity that it offers. I encourage you to share your stories with others and ask about their experiences. Recognizing the differences in one another will mold great friendships and unite us as one body — Ravens.

This is a friendly campus, where you are guaranteed to always encounter a smiling face. Anderson's atmosphere is so special; friendships are easy to create, and clubs are always welcoming newcomers. Join or create a social club that inspires your desire to serve or an interest club that ignites your passion and highlights your creativity. I truly hope you to invest in this campus and make it home.

GOD BLESS, GO RAVENS!

Hamilton O. Smith  
Student Body President

## LETTER FROM THE PRESIDENT

Welcome! We're glad you've joined us on your journey of learning, exploration, and discernment. Here at Anderson University, we believe we should pursue excellence in all things. Whatever your major or athletic, musical, social, or service activities you pursue, we believe your knowledge, skills, and abilities are being honed to honor and glorify God. Whether you pursue excellence is up to you, but if you choose to work hard and demonstrate professionalism with integrity and grace in all you do, I believe God will use you mightily to serve others as you live out your chosen profession.

Since arriving on campus in the spring of 2015, I've heard and seen stories of transformed lives from students, alumni, faculty, and staff. I have enjoyed tweeting with many of you @PresPistole, along with seeing your photos on Instagram via prespistole. Many of you have shared your story at #myAUstory, as have I, knowing we define and inspire each other through our life experiences. After all, they are really God's stories, aren't they?

We offer this student handbook as a resource to help all of us be in community together, for the benefit of all. By being at Anderson University, you join the rich tapestry of history that for 100 years has produced outstanding men and women in many disciplines, alumni who have been or are striving to bring God the glory and honor through the work of their hands and minds. You share a common set of values with those who have gone before you, and I encourage you to embrace what it means to be part of the fellowship of believers, wherever you may be in your walk of faith. I especially encourage you to look for ways to be involved with our Christian Spiritual Transformation initiative, claiming the promises of Romans 12:1-2 and 2 Corinthians 3:16-18 by being transformed into the likeness of Christ through the renewing of our minds, all to the glory of God!

Blessings,

John S. Pistole, BA '78, JD  
President

# STUDENT ACTIVITIES AND ORGANIZATIONS

## CAMPUS ACTIVITIES BOARD

The Campus Activities Board (CAB) provides a variety of programs on and off campus to enhance the academic and social atmosphere on campus through interaction among students, faculty, and staff. CAB is composed of students who develop, implement, organize, and evaluate inclusive and diverse events for the campus community. CAB provides a well-balanced activities program and helps campus groups with publicity and support for their events. CAB has 10 student employees and also offers any student an opportunity to assist in event planning and execution. These volunteers are called Scooters and are a great way to get a sneak peak into a CAB event. If interested in "scooting" please email Trent Palmer at [trpalmer@anderson.edu](mailto:trpalmer@anderson.edu).

## INTRAMURALS

The Department of Student Life offers recreational and intramural sports for men's, women's, and coed teams. Activities include flag football, volleyball, indoor soccer, floor hockey, basketball, dodgeball, ultimate Frisbee, disc golf, pickleball, softball, cornhole, Spikeball, KanJam, badminton, and wiffleball. Other intramural sports are added as interest is expressed. Teams are generally organized through housing units, social/service clubs, or groups of interested students. Organizational meetings are announced in the campus calendar, Stall Talk, chapel announcements, and campus bulletin boards. Officiating opportunities are also available for certain sports. For more information, call (765) 641-4214 or email [trpalmer@anderson.edu](mailto:trpalmer@anderson.edu).

## IMPACT

The IMPACT team connects students to challenging opportunities to reflect on faith, strengthen character, serve in leadership, lead in service, become community builders, and develop a personal sense of calling. The team is comprised of resident assistants, discipleship coordinators, small group leaders, career peers, peer mentors and representatives from Campus Ministries, the Chapel Worship Committee, Campus Activities Board, the intramurals program, Office of Admissions, Cultural Advisory Team, and the Student Government Association.

The IMPACT Council consists of senior student leaders across the campus leadership structure. This group provides leadership training to their own teams as well as other student leaders. The council also acts as a feedback team for the assistant provost and dean of students.

There is a seminar-style student leadership course offered in the spring semester for students desiring to serve in student leadership positions the following year. Servant leadership is one of our core values at AU, and we believe the best way for our students to grow in their leadership is to find a place to serve and put their strengths to work as they are mentored by our outstanding professional staff. There are more than 185 students serving in various areas of campus leadership every year.

## PEER MENTORS

Peer Mentors are an integral part of assisting first-year students (primarily freshmen) with the rigors of college. Each peer mentor will work closely with a faculty mentor and a group of approximately 18 freshmen beginning in the fall and continuing until the end of the academic school year.

During the fall semester, peer mentors team teach the First-Year Experience Seminar with a faculty mentor and are present to provide support, encouragement, and guidance to the freshmen in their group.

## STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) promotes spiritual, intellectual, social, and physical development of students. Its purpose is to help maintain intellectual honesty and academic freedom and to assure responsibility for furthering an effective, balanced, and healthy campus environment. SGA is alert to the needs of the student body and reflects the process of federal government with judicial, legislative, and executive branches. SGA is comprised of senators from residence halls and class representatives, student justices, president of the student body, vice president, chair of the senate, chief justice, and secretaries for finance, public relations,

student development, and community relations and engagement. SGA serves as the governing body for social clubs and interest clubs and is not associated with a department or major. Students have representation on pertinent university committees.

## INTEREST CLUBS

Interest clubs exist at the initiative of students. Their success or failure depends on the demand for them and the ingenuity of the members. Over time, several interest clubs have ceased to exist while others have taken their place. Campus facilities are generally available for use by recognized clubs, and the senate might help with project funding.

Initiating an interest club and becoming a fully authorized club requires the following:

- at least 10 students interested in being members of the club
- a faculty or staff advisor
- a club constitution (subsequent amendments must be approved by SGA and the Department of Student Life)
- approval by SGA Student Senate and the Department of Student Life

### **Interest Clubs**

- AUCME (AU Center for Ministry)
- Beyond Me
- Bound
- Cheerleading
- Cinema
- Compose
- Convictions
- College Democrats
- College Mentors for Kids
- College Republicans
- Dance Team
- Dave Matthews Band Club
- Enactus
- eSports
- Fellowship of Christian Athletes (FCA)
- Garden
- Lacrosse
- Longboarding
- Operation Foundation
- Outdoor
- Student Alumni Association
- Student Athlete Advisory Committee (SAAC)
- Student Dance Council
- Student Peace Initiative
- Swing Club

- TWLOHA
- Ultimate Frisbee

### **Cultural Interest Clubs**

- Asian Student Association
- Black Student Association
- Hispanic/Latino Student Association
- Global International Student Association
- Anderson University Gospel Choir

## **CULTURAL RESOURCE CENTER (CRC)**

The CRC Cultural Advisory Team (CAT) is comprised of students who serve as officers or members of the Asian Student Association (ASA), the Black Student Association (BSA), the Hispanic/Latino Student Association (HLSA), the Global International Student Association (GISA), the Massey Intercultural Leadership Scholars (MILS), and the Anderson University Gospel Choir (AUGC). As an extension of the CRC staff, they provide administrative and programmatic support. These students also serve as intercultural ambassadors within our AU community.

## **DISCIPLESHIP COORDINATORS**

The discipleship coordinators (DCs) are male and female students who work directly with the director of spiritual formation. They are upperclassmen committed to being intentional disciples of Jesus Christ on freshmen halls. They are shaped for and by community. This formative work takes place through the process of developing personal and communal Christ-like character and an understanding of what it means to live as Christ's servants — called and equipped for ministry — at AU. From listening to praying to Bible studies, focus groups, all-hall worship sessions, and service projects, the DCs are committed to working alongside resident directors and resident assistants for the overall spiritual health and life of the campus community.

## **SOCIAL/SERVICE CLUBS**

Social/service clubs have a rich history and heritage at AU. Involvement in a club is a great way to form and foster lifelong relationships. A social/service club may be formed with essentially the same criteria as interest clubs, with these exceptions:

- Organizing students must obtain the signatures of at least 15 interested students. Each student must meet all membership requirements found in the Social/Service Club Guidelines.
- Interested students must develop a club charter in accordance with these Social/Service Club Guidelines.
- Organizing students must present that charter and list of interested students to the SGA Senate. If the Senate and the Department of Student Life office approve the charter, the club will be in effect at the beginning of the following semester.
- A new club may convene meetings and plan events following approval but may not recruit new members until the next Interest/Recruitment Week.
- A club will be dissolved when one or all of these are true:
  - A club has two consecutive academic years with fewer than 15 members.
  - A club fails to provide SGA with a club charter for two consecutive semesters.
  - A club does not have an adequate leadership structure to support the organization.
- If a club is dissolved, it may seek reinstatement after a required one-year hiatus.
- Each club must have at least two faculty/staff advisors.

### **Women's clubs**

- Alacritas
- Camarada
- Lami'fidel
- Leona

### **Men's clubs**

- Boosters
- Dativus
- Adelphi
- Phi Alpha Kappa

### **Recruitment Activities**

Recruitment is the term defining a one-week joining process into a social/service club. One does not have to "recruit" to be in a club, but it is strongly encouraged. A more comprehensive look at recruitment can be found in the social/service club guidelines through SGA or director of student engagement.

- Interest Week: One week is designated at the beginning of the fall semester for social/service clubs to solicit members. During this time, clubs hold informational gatherings to acquaint interested students with the purpose, goals, and membership of each club.

### **Elections**

Officers are elected by each club's membership in accordance with their approved constitutions. Officers of any organization must be full-time students in good standing academically and socially with the university and have a 2.5 cumulative GPA during the preceding semester and while holding office. Election results are to be filed with the director of student engagement.

### **Responsibilities of Club Officers and Advisors**

Officers and advisors guide organizations in accordance with the purpose of the group and within the framework of university policy. They are responsible for executing each organization's programs, handling finances in a businesslike way, contacting SGA regarding programs and social functions, and promptly filing names of newly elected officers and club members with SGA and Student Life. Semesterly meetings will be held with advisors and the director of student engagement and monthly council meetings will be held with presidents/VP's of clubs, SGA clubs coordinator, and director of student engagement. A more comprehensive look at responsibilities of club officers and advisors can be found in the social/service club guidelines through SGA or director of student engagement.

### **Finances**

As a measure of their maturity and efficiency, clubs are expected to use sound business sense in their organizational finances and in the business relations of their members. Club treasurers keep records of all financial transactions, and clubs assume financial responsibility for losses incurred.

### **Student-Sponsored Programs/Events/Shows**

Student organizations present a variety of public programs, such as plays, musicals, talent shows, variety programs, and special speakers. Clubs are responsible for all expenses incurred and are charged at cost for rentals, scenery, prop construction, and transportation. Program and/or event protocol and procedure can be found in more depth in the social/service club guidelines found through SGA or director of student engagement.

## **CAMPUS MINISTRIES**

Campus Ministries provides opportunities for students to pursue spiritual growth and Christian discipleship. Students lead and participate in chapel, Vision Revision, and the Prayer Ministry. They also serve locally

through work projects, The Christian Center, Study Buddies, Juvenile Justice and T. E. A. M., and Differently Abled. Stop by Morrison House or call (765) 641-4203 to get involved.

## VISUAL AND PERFORMING ARTS

### Visual Arts

Exposure to the visual arts is an important part of campus life. Exhibitions and lectures by nationally known and local visiting artists are offered as part of the enrichment program at AU through the Jessie C. Wilson Galleries in the Krannert Fine Arts Center.

### Music Ensembles

All students are eligible to participate in music ensembles and to take private or group lessons in voice, piano, wind, string, or percussion instruments. For more information, please visit the School of Music, Theatre, and Dance in the Krannert Fine Arts Center (FA 137) or call (765) 641-4542.

- Ensembles
- Chorale
- Women's Chorus
- Valley Voices (mens)
- Symphonic Choir
- Wind Ensemble
- Orchestra
- Jazz Ensemble
- Jazz Combo
- Percussion Ensemble
- Guitar Ensemble
- Chamber Ensembles (brass, woodwind, and string)

### Music Performances

The School of Music, Theatre, and Dance sponsors a variety of concerts and recitals, featuring performances by faculty, students, guest artists, and ensembles. All concerts are offered free of charge. A list of upcoming music events can be found at [anderson.edu/arts-events](http://anderson.edu/arts-events).

### Theatre, Musical Theatre, and Opera

All students are invited to participate in theatre, musical theatre, and opera productions at AU. A wide range of productions directed by faculty and guest artists is offered each year. To receive information on auditions and performances, please contact the School of Music, Theatre, and Dance office at (765) 641-4542. For ticket information, call (765) 641-4351.

## STUDENT NEWSPAPER

The weekly campus newspaper, the Andersonian, is written and edited by students. Student staff members enrolled in COMM 2850 (Andersonian staff) may receive credit for their work. For more information, contact David Baird, professor of communication, at (765) 641-4341, or email [dabaird@anderson.edu](mailto:dabaird@anderson.edu).

## TRI-S

The Tri-S program provides opportunities for students and staff to study, serve, and share while experiencing other cultures. These learning/service programs take place during spring break, summer vacation, and winter term (late December through mid-January). Projects include construction, maintenance, teaching, nursing, music, athletics, evangelism, and varied learning programs. Tri-S groups have traveled to Africa, Europe, Asia,



Latin America, the Caribbean, and the Middle East, and have worked with Native Americans and other ethnic groups in the United States. For more information, contact the Center for International and Intercultural Studies/ Tri-S, Decker 132, (765) 641-4170, or *visit anderson.edu/tris*.

## INTERCOLLEGIATE ATHLETICS

Anderson University is a member of the National Collegiate Athletic Association (NCAA), competing in Division III, and the Heartland Collegiate Athletic Conference, an intercollegiate conference for men and women. The Department of Athletics seeks athletes who are committed to excellence in academics and athletics, and who are committed to the mission of Anderson University. For more information about a particular sport, contact the head coach for that sport or visit *anderson.edu/athletics*.

### Men's teams

- Baseball
- Basketball
- Cross Country
- Football
- Golf (2018-19)
- Lacrosse (2018-19)
- Soccer
- Swimming
- Tennis (2018-19)
- Track and Field

### Women's teams

- Basketball
- Cross Country
- Golf (2018-19)
- Lacrosse (2018-19)
- Soccer
- Softball
- Swimming
- Tennis (2018-19)
- Track and Field
- Volleyball

## NATIONAL HONOR SOCIETIES

National academic honor society chapters fostering the pursuit of scholarship at Anderson University include the following:

- Alpha Chi (top 10 percent of juniors and seniors maintaining a GPA of 3.7 or higher)
- Alpha Kappa Delta (sociology)
- Alpha Mu Gamma (foreign languages)
- Delta Mu Delta (business)
- Iota Tau Alpha (athletic training)
- Kappa Delta Pi (education)
- Kappa Mu Epsilon (mathematics)
- Phi Alpha (social work)
- Phi Alpha Theta (history)
- Phi Eta Sigma (freshmen)
- Pi Kappa Lambda (music)
- Pi Sigma Alpha (political science)
- Psi Chi (psychology)
- Sigma Tau Delta (English)
- Sigma Theta Tau (nursing)
- Sigma Zeta (sciences and mathematics)

# STUDENT SERVICES

## AU FOOD SERVICES — OLT STUDENT CENTER

Student ID meal cards may be used at all dining facilities on campus. Our meal plans offer a combination of meals for use in the all-you-care-to-eat Marketplace dining hall, the option to use a meal exchange in our other campus retail dining locations (not including Mocha Joe's), and Raven Dollars. Throughout the semester, students can add Raven Dollars to their account, and special offers are also available with bonus Raven Dollars throughout the year. Stay connected to learn about special offers and promotions by following us on Facebook or Twitter or by visiting our website.

For assistance in choosing the right plan, visit [www.dineoncampus.com/anderson](http://www.dineoncampus.com/anderson) and look for the My Meals Assistant icon, or call (765) 641-4555, stop by the AU Food Services office in the Student Center, or email [aufoodservices@anderson.edu](mailto:aufoodservices@anderson.edu).

## MEAL PLANS

Plans available to all residents and students:

- **Raven Unlimited:** Unlimited access to the Marketplace during service hours, plus one meal exchange combo per day, and up to eight guest meals per semester. This plan also includes \$100 Raven Dollars — \$2,270 per semester.
- **Raven Basic Plus:** 15 meals per week plus \$50 Raven Dollars. Up to four swipes per day, one meal exchange combo per day, and six guest meals per semester — \$2,060 per semester.
- **Raven Basic:** 10 meals per week plus \$150 Raven Dollars. Up to four swipes per day, one meal exchange combo per day, and four guest meals per semester — \$1,810 per semester.

Add-on Raven Dollars: Raven Dollars are optional and work like a debit card. They offer increased flexibility, are accepted at all on-campus dining locations and do roll over from fall to spring semester. You can add Raven Dollars at any time to any plan and in any amount with a minimum purchase of \$50. To purchase Raven Dollars, simply visit [www.dineoncampus.com/anderson](http://www.dineoncampus.com/anderson).

Additional plans available to juniors, seniors, off-campus and commuter students, and apartment dwellers:

- **Raven On-the-Go:** 75 Meals per semester plus \$200 Raven Dollars. Up to four swipes per day, one meal exchange combo per day, and two guest meals per semester — \$1,130 per semester.
- **Add-on Raven Dollars:** Raven Dollars are available to all students, faculty, and staff optionally and work like a debit card. They offer increased flexibility, are accepted at all on-campus dining locations, and do roll over from fall to spring semester. You can add Raven Dollars at any time to any plan and in any amount with a minimum purchase of \$50. To purchase Raven Dollars, simply visit [www.dineoncampus.com/anderson](http://www.dineoncampus.com/anderson).

Additional plans only available to off-campus and commuter students, and apartment dwellers:

- **Add-on Raven Dollars:** Raven Dollars are optional and work like a debit card. They offer increased flexibility, are accepted at all on-campus dining locations, and do roll over from fall to spring semester. You can add Raven Dollars at any time to any plan and in any amount with a minimum purchase of \$50. Get bonus Raven Dollars with the following plans:

Raven 1250: \$1250 Raven Dollars — \$1000

Raven 940: \$940 Raven Dollars — \$750

Raven 625: \$625 Raven Dollars — \$500

Raven 360: \$360 Raven Dollars — \$300

Raven 230: \$230 Raven Dollars — \$200

Raven 110: \$110 Raven Dollars — \$100

All students (excluding seniors) who live in residence halls are required to purchase a minimum meal plan:

- **Freshmen and Sophomores** (51 semester hours or less) may choose either the Raven Unlimited, Raven Basic Plus, or Basic plan.
- **Juniors** (52-87 semester hours) may choose either the Raven Unlimited, Raven Basic Plus or Basic plan, or Raven On-the-Go if living in university apartments.
- **Seniors** (88 semester hours or more) and all students living in university apartments are not required to purchase a meal plan; however, these students may purchase a plan if they wish to do so.

Meal plans and Raven Dollars may also be purchased by commuter students and graduate students, as well as university faculty and staff.

**Fine Print:**

Meal plans can be changed through the end of the 2nd week of classes each semester.  
 Semester I meal plan choice automatically rolls over for semester II unless AU Food Services is contacted to change the meal plan.  
 Raven Dollars remaining at the end of semester I may carry over to semester II.  
 If you have Raven Dollars left over from semester I and you opt not to have a meal plan for semester II, your Raven Dollars will be lost.  
 Students may purchase additional Raven Dollars on their student account until the 3rd week of classes each semester. Raven Dollar purchases after this time may be made with debit or credit card at [dineoncampus.com/anderson](http://dineoncampus.com/anderson)

**DINING VENUES**

- **The Marketplace:** Olt Student Center’s all-you-care-to-eat facility features a variety of chef-inspired menu offerings to satisfy your dining needs. Meals include daily breakfast specials with a smoothie bar, a fresh salad bar, deli, home-style entrees and sides, made to order menu offerings, fresh baked desserts, fresh fruits, and beverages. Specialty events feature menus from around the world, celebrity chefs, and seasonal specials.

New in 2017-18, we will be introducing anytime dining with the Raven Unlimited plan, which allows for ultimate flexibility allowing students to dine as often as they’d like without worrying about running out of meals.

HOURS							
	Breakfast	Continental Breakfast*	Brunch	Lunch	Late Lunch*	Dinner	Late Night*
Monday-Thursday	7:30-10am	10-11am		11am-2pm	2pm-5pm	5pm-8pm	8pm-11pm
Friday	7:30-10am	10-11am		11am-2pm	2pm-5pm	5pm-7pm	7pm-10pm
Saturday			11am-2pm		2pm-5pm	5pm-7pm	7pm-10pm
Sunday			11am-2pm		2pm-5pm	5pm-8pm	8pm-11pm

\*Reduced menu offerings during these times.

- **Raven’s Haven:** Raven’s Haven is the perfect place to meet on campus. Located on the lower level of the Olt Student Center, the Raven’s Haven is home of Anderson’s own Chick-fil-A Express, which features award-winning fresh-breaded chicken nuggets, sandwiches, and delicious fresh-squeezed lemonade. The Raven’s Haven is also home to Student Choice, where students vote each semester on what the concept will be the following semester. Choices change every semester and can range from Mexican to Italian! Voting is available through a variety of social media platforms and at [dineoncampus.com/anderson](http://dineoncampus.com/anderson). Student Choice brings variety and excitement by introducing a new concept every semester. Be sure to vote!

Hours

- **Chick-fil-A Express**

Monday - Thursday, 11 a.m. - 8 p.m.  
 Friday - Saturday, 11 a.m. - 7 p.m.  
 Closed Sunday

- **Student Choice Station: 2.mato**

Sunday - Thursday, 11 a.m. - 8 p.m.

Friday, 11 a.m. - 7 p.m.

Closed Saturday

- **Create:** Create is located in the Decker Hall Commons for the convenience of students, faculty, and staff. Create is a healthy dining destination, serving oatmeal, fruit and granola yogurt parfaits, breakfast sandwiches, signature salads, subs, wraps, a variety of fresh bakery items and soups. Create now offers "Retail to Go" online ordering at <https://autakeout.catertrax.com/>.

Hours

Monday - Friday, 7:30 a.m. – 2:30 p.m.

- **Mocha Joe's:** Our campus coffeehouse, Mocha Joe's, aims to serve the world's best cup of coffee. It is also a gathering space where students eat, play, study, attend a concert or events, or hang out with friends. Mocha Joe's offers a wide variety of hot and cold drinks for non-coffee drinkers and coffee lovers alike. Mocha Joe's also has ping-pong, foosball, and 2 pool tables, as well as a small performance stage. We are pleased to announce that Mocha Joe's will accept Raven Dollars starting in the fall 2017, in addition to cash or debit and credit cards. Check location for hours.

## ATM MACHINES

Two ATM machines are conveniently located on campus. Star Financial ATM is located in the basement of Decker Hall. PNC ATM is located on the ground floor of the Olt Student Center near the University Boulevard entrance.

## MAIL DISTRIBUTION CENTER — DECKER HALL 007, (765) 641-4135

The university operates a mail center in Decker Commons offering most of the services of a U.S. post office. All full-time and part-time students are issued a mailbox. The university mail center also distributes intracampus notes among students, faculty, and staff at no charge. Mail pieces must be at least three inches by five inches in size. Mailings of more than five pieces must be rubber-banded and sorted alphabetically by last name to assure prompt distribution. Please place large or bundled mail in the bulk mail chute under the cashier's window or drop at the package window.

Along with email and voicemail, campus mail is a primary means of communication among the campus community. Students are expected to check their campus mailboxes at least weekly. Students will be held responsible for information, deadlines, etc., sent through campus mail.

The Mail Center reserves the right to refuse to distribute campus mail that is objectionable in nature or not in keeping with Anderson University standards and expectations.

Hours

- Package window open Monday - Friday, 9 a.m. - 4 p.m.
- Incoming U.S. mail received Monday - Friday is usually distributed to boxes by 2 p.m.
- Outgoing mail picked up Monday - Friday at 3:45 p.m.

## STUDENTS WHO DO NOT RETRIEVE MAIL FROM CAMPUS MAILBOX

If a period of one month has gone by without students clearing their mailbox, Mail Center staff are authorized to take the following steps:

- U.S. mail will be marked "Return To Sender" and sent back.
- Campus mail with return address will be returned to the sender.
- Mail not in an envelope and without a return address will be thrown away.
- Mail in an envelope without return information will be opened to determine if it can be returned to the sender.
- Students will be sent an email from the Mail Center staff to inform them their campus mailbox has been cleared.

## **PORNOGRAPHIC/OBJECTIONABLE MATERIAL ARRIVING IN THE MAIL CENTER**

In situations where a student receives pornographic material or material not in keeping with the university's standards, the Mail Center staff is authorized to take the following action(s):

- The material will not be placed in the student's mailbox.
- A note from the Mail Center staff will be placed in the student's mailbox informing them that objectionable material had arrived addressed to them. Students will have the option of checking a box authorizing Mail Center staff to dispose of the material, as well as all objectionable material received in the future, or meet with the dean of students to discuss the situation.
- The Mail Center staff can assist students with general information regarding how to go about canceling subscriptions, particularly those that are not legitimate.
- Obvious objectionable material such as Playboy, Penthouse, etc. will be held as well as less graphic magazines such as Maxim and FHM.

## **LOST AND FOUND — DECKER HALL 007, (765) 641-4135**

The campus lost and found is located at the package window in the Mail Distribution Center. Found articles should be brought there promptly, and lost articles may be reported there.

## **CASHIER'S WINDOW — DECKER HALL 007, (765) 641-4120**

The Cashier's Window is located at the Mail Distribution Center. The cashier will cash checks up to \$100, accept and credit tuition and fee payments, accept deposits, make change, sell postage, and give refunds for vending machines. Cash or check only accepted for fees. Credit/Debit cards accepted for purchases only. A \$2 minimum purchase is required. An after-hours drop box is located under the Cashier's window.

### Hours

- Monday - Friday, 9 a.m. - 3:30 p.m.

## **SELF-SERVICE COPY CORNER — NICHOLSON LIBRARY**

The Self-Service Copy Corner is located in the media area of Nicholson Library. All services, except printing on the large format printer, are self-serve. The Copy Corner has a limited amount of paper (white, color, and résumé) and cardstock for sale. Other services include shrink-wrapping, three-hole punch, laminating, and binding.

## **AU CAMPUS STORE — OLT STUDENT CENTER**

The Campus Store offers textbooks, greeting cards, imprinted sportswear, school and office supplies, student-life merchandise, convenience items, and books for general reading. Books not in stock may be ordered through the Campus Store.

Starting in the fall of 2016, new students are automatically opted-in to Textbook Butler, which means you'll get all of your textbooks delivered directly to your dorm room and billed directly to your student account. It's the easiest, most affordable way to get your books. If you plan to opt-out of this program, be sure to make your selection today!

For more information, visit Textbook Butler, stop by the Campus Store on the lower level of the Olt Student Center, or call the store at 765-641-4149.

Books and supplies may be purchased with cash, check, or credit card.

### Hours

- Monday - Friday, 9 a.m. - 5 p.m.
- Saturday, noon - 4 p.m.

## INFORMATION TECHNOLOGY SERVICES (ITS)

Information Technology Services (ITS) enhances the Anderson University experience by providing excellent resources and support to meet the technology needs of students, faculty, staff, and friends of the university.

ITS has implemented a knowledge base and ticket tracking system found at [helpdesk.anderson.edu](http://helpdesk.anderson.edu). The knowledge base provides helpful information you need to navigate and use AU electronic resources. If you need assistance from ITS, you can submit a request through the ticket system.

ITS staff and students will provide you with technical assistance with connecting your personal computer or device to the AU network and with virus removal. ITS does not make hardware repairs. Check the ITS knowledge base for instructions for connecting to the network and information on protection against malicious software.

The MyAU portal at [myau.anderson.edu](http://myau.anderson.edu) is your link to Anderson University electronic resources. The portal is web based, so there is no software to install on your computer. Links are available to many resources such as AccessAU, Canvas, and much more. For more information on MyAU, search for "MyAU" in the ITS knowledge base.

AccessAU is the web-enabled version of the AU administrative records system. Students can view their class schedules and grades, monitor degree progress, check chapel attendance, and much more. AccessAU can be found in MyAU or directly at [accessau.anderson.edu/](http://accessau.anderson.edu/).

The ITS Help Desk can be contacted by email at [its@anderson.edu](mailto:its@anderson.edu), by phone at (765) 641-4300, or in person in Decker Hall room 54.

## ROBERT A. NICHOLSON UNIVERSITY LIBRARY ([library.anderson.edu](http://library.anderson.edu))

Nicholson Library advances and sustains the Anderson University teaching-learning mission by providing an intellectual and cultural environment where learning thrives. The library supports and facilitates instruction, discovery and collections, services and space, and knowledgeable and supportive library staff who are all about "Connecting with a World of Knowledge."

The Nicholson Library collection includes more than 250,000 books (in-print and electronic), thousands of online periodical subscriptions, 130+ databases, the Anderson University and Church of God Archives, and the Elizabeth and James York Reading Room and Special Collections. The only 24/7 on-campus computer lab is located in the library.

The Nicholson Library catalog identifies materials located not only in the our library but also worldwide. The "Reserve Desk" feature of the catalog includes print and online materials placed on reserve by various professors. The library subscribes to 130+ databases, many of which include the full text of indexed articles and electronic journals. All electronic resources are available to current AU students both on and off campus.

Librarians are available during most hours to assist with your information and research needs. Think of the librarian as your ultimate search engine. A Chat Reference service is conveniently located on the library's website. Class, small group, and individual instruction in research skills and strategies are available. The librarians create and maintain electronic subject resource guides for virtually every major on campus.

Need something not owned by the Nicholson Library? Materials may be borrowed from other libraries located virtually anywhere in the country. Request materials using the "Interlibrary Loan (ILLiad)" link on the library's web page. Questions about interlibrary loan may be sent through email to [ill@anderson.edu](mailto:ill@anderson.edu) or in person at the Reference Desk. In-person borrowing privileges are available at the Anderson Public Library and Bracken Library at Ball State University with a valid AU ID. Forty-six Indiana academic libraries are members of the Academic Libraries of Indiana (ALI) consortium and allow in-person borrowing privileges with a special borrower's card.

A list of member libraries and special borrower's cards are available at the circulation desk of Nicholson Library.

### **Academic Year Hours**

- Monday - Thursday, 7:45 a.m. - midnight
- Friday, 7:45 a.m. - 5 p.m.
- Saturday, 11 a.m. - 5 p.m.

- Sunday, 1:30 p.m. - midnight
- Library Lab: 24/7 with AU ID

**Summer Hours (hours may vary)**

- Monday - Friday, 8 a.m. - 5 p.m.
- Closed Saturday and Sunday

**Vacation/Holiday Hours**

- Hours posted at the entrance of the library and on the library's web page at *library.anderson.edu*.

Email the library director at *jlbrewer@anderson.edu* if you have questions or comments

## LIBRARY ETIQUETTE

The library is a place for individual reading, study, and research, and group study. Help maintain an environment conducive to study and research. Please respect others when using the library. Floors 1 and 2 are designated as quiet study areas. Group study rooms are located on all floors of the library.

Cell phones and pagers are permitted in the library; however, they must be used in a way that avoids disturbing other library users. Electronic devices should be turned to silent or vibrate mode. Any conversation on a cell phone should be held in a private area.

The books, furniture, and other materials/equipment in the library are used extensively. Many older books are very costly to replace or can no longer be replaced. Return books to the library on time or renew materials needed for a longer period of time. Need to move a chair? Okay. Just put it back where you found it. Trash baskets are located throughout the building.

Food and drink can damage books and equipment and attract unwanted pests. We prefer your beverages be in enclosed containers. Want to bring food into the library? OK, and please be sure to leave the area clean and waste disposed of in the trash containers.

## COMPUTER LABS

Computer labs are intended for use exclusively by Anderson University faculty, staff, and students for university-related purposes. Commercial or for-profit use is strictly prohibited. Questions about appropriate lab use should be directed to ITS.

**Computer Lab Locations** (labs equipped with PC-compatible computers)

- **Computer Science/Math Classroom Lab** — Decker Hall 351, (765) 641- 3866: Primarily for math and computer science classroom use. May be available to others during non-classroom hours at the discretion of departmental instructors.
- **Computer Science Classroom Lab** — Decker Hall 349, (765) 641-3865: For computer science classroom use. May be available to others during non-classroom hours at the discretion of departmental instructors.
- **Kissinger Learning Center Lab** — Kissinger Learning Center in the Nicholson Library: Primarily, for use by students using the services of the Kissinger Learning Center, however, it is a secondary resource to all students on campus.
- **Nursing Lab** — Hartung 258, 261, 272; (765) 641- 3828: Primarily for nursing students and classroom use. Secondary use for general student-computing needs.
- **Library Lab** — Nicholson Library 049: Primarily for library instruction for students. Secondary use for general student computing needs. This 24-hour lab has proximity-card access after the library is closed.
- **Decker Lab** — Decker Hall 347: Classroom as well as general-access lab with computers and a printer. Hours are Monday - Thursday, 8 a.m. - midnight, and Friday, 8 a.m. - 8 p.m.
- **Falls School of Business Lab** — Hardacre Hall 222, (765) 641- 3121



## SUMMER SCHOOL

Summer school is a good time to catch up or get ahead on earning credit hours by taking advantage of reduced-fee structures and alternatives to traditional classroom sessions. Specially arranged courses such as reading, tutorial, Tri-S, and online are possible. For more information, contact Dr. Jaye Rogers, director of summer school, at (765) 641-4442.

## SPIRITUAL LIFE

Vital to the Anderson University community is intentional Christian discipleship and spiritual growth — each a process with the goal of experiencing Christ as the living center of one’s life. This life of faithfulness involves communion (with Christ), community (with each other), and ministry (to the world). These areas of relationship are fostered through the following:

- cultivating the spiritual disciplines
- modeling peace, love, justice, and reconciliation in a local and global context
- pursuing a thoughtful and informed faith
- committing to a lifestyle of service
- participating in university chapels
- engaging in a local community of believers

## CHURCH ATTENDANCE

Participation in a local faith community is important for spiritual development. Students are encouraged to identify and become actively involved in a local church of their choice.

## MILLER CHAPEL AND THE PRAYER ROOM

Students are encouraged to find opportunities to use the Adam W. Miller Chapel in the School of Theology and Christian Ministry as well as the Prayer Room in the Morrison House for prayer, meditation, and reflection.

## SPIRITUAL EMPHASIS/IMPACT YOUR WORLD WEEKS

Spiritual Emphasis Week falls early in semester I and focuses on inward transformation and renewal. Impact Your World Week comes early in semester II and looks at the outward and global implications of our faith. God’s servants from around the world are invited to spend the week with us on campus, encouraging us toward both the inward and outward movements of our life with Christ.

## SMALL-GROUP MINISTRY

Small groups are led by upperclassmen, faculty, staff, or local church staff members to encourage, teach, and challenge students while providing a supportive community. A variety of topics are covered, and every small group will look a bit different, but all will focus on being a supportive community founded on prayer and the love of Jesus Christ.

## CAMPUS MINISTRIES

Campus Ministries seeks to foster growth and discipleship by offering opportunities to serve both the campus and the Anderson community. From tutoring programs, connecting with people in nursing homes or juvenile detention centers, to regularly meeting to pray for the campus or creatively planning a Vision ReVision chapel, we hope students will find a place to serve that aligns with their talents and passions.



# CHAPEL/CONVOCATION

## A STATEMENT OF PERSPECTIVE

Chapel/convocation attendance is an integral part of what it means to be a student in the Anderson University community.

Chapel/convocation meets every Tuesday and Thursday at 11 a.m. and is one setting in which individuals from the campus community gather regularly for worship, enrichment, and community building. Speakers include campus personalities and outstanding guests from many parts of the United States and the world. Students regularly participate in music and worship leadership. Required chapel/convocation attendance for students is an Anderson University tradition maintained over the entire history of the university. It is one of the experiences on this campus that sets us apart from secular schools and many private church-related colleges. We maintain this tradition as a sign of our devotion to be a learning, worshipping community, dedicated to the integration of faith and learning.

## CHAPEL VISION AND MISSION

### **AU Chapel/Convocation Vision**

Inviting a spirit-led life of faith and service.

### **AU Chapel/Convocation Mission**

The chapel/convocation program provides a hospitable environment for the AU community to engage in creative and diverse gatherings that empower, encourage, challenge, and transform toward a life of Christ-centered service and love.

### **Expectations**

Because of the special nature of our gathering together — most often for worship — respect and reverence are expected. Distracting or discourteous behavior is not acceptable and will not be tolerated. Cell phones, laptop computers, and iPods should be turned off unless taking notes of the content of chapel or using it to look up biblical passages. Talking or any other noise that would distract others should be avoided. Food or beverages are not permitted in the auditorium except water bottles. Feet are not to be placed on the seats. Failure to abide by these expectations could result in a student losing credit for attending. If a student is being disruptive, they will be confronted by a chapel usher, student leader, or faculty/staff member and asked for their student ID. The student will likely be entered into the student conduct process.

## ATTENDANCE POLICY

All full-time students (who are not Adult Education and maintain 12 semester hours or more) are required to meet the chapel/convocation requirement of 18 chapels per semester unless granted an exception in advance.

### **Exceptions**

Exceptions for employment, practicums, or other extenuating circumstances are considered on a case-by-case basis for one semester based upon a Request for Chapel Exemption form submitted online at [anderson.edu/chapel/exemption](http://anderson.edu/chapel/exemption). Though requests for exception to the chapel/convocation attendance policy may be submitted any time, requests will be considered using only the date the petition is submitted. Exceptions will be made for future chapel dates but not applied retroactively.

## GUIDELINES

1. All full-time students (12 hours or more) are required to meet the chapel attendance requirement.
2. Commuters who live within a 10-mile radius of AU and are full-time are required to meet the chapel attendance requirements.
3. It is the responsibility of approved commuters to ensure their Access AU records display the correct minimum chapel requirement.
4. Students who drop to part-time during the semester will have attendance calculated based on attendance up to the date part-time enrollment begins (based on registrar's date).

5. It is the responsibility of part-time students to ensure their Access AU records display the correct minimum chapel requirement.
6. Attendance to two-thirds of eligible chapels is required of students who are approved for a partial exemption.
7. In order to meet the attendance requirement, a student must accumulate 18 credits.
8. It is recommended that students attend more than the required 18.
9. A credit is earned by attending and being counted present (through the scanning system or by use of an attendance card) at a Tuesday or Thursday chapel/convocation session. (There are a few special evening services also providing credit opportunity each semester, and students must scan in before the service begins in order to receive credit for these as well.)
10. Once the service begins, attendance will not be counted.

### **Proper Use of ID Cards**

11. ID cards should be held within one inch of the card reader with the flat side of the card (front or back) facing the reader.
12. The light MUST BE RED when the card is presented to the reader, and the card has been successfully read WHEN THE LIGHT TURNS GREEN.
13. If the card is presented in front of the reader when the light is still green from the prior scan, it will not read the card until the card is removed and presented again.
14. Students should scan more than once if they're not sure their card scanned correctly.
15. IDs may not work correctly if the chip inside has been damaged. If this is the case, the student must contact Campus Police and Security to secure a new, working ID card. Credit will not be issued until a new ID is presented.
16. Students are only allowed to scan their own ID. If they are discovered scanning another student's ID, both students will lose credit for the chapel and may be referred to the assistant provost and dean of students for disciplinary action.
17. Likewise, students discovered scanning for credit but not attending chapel may also be referred for disciplinary action.

### **Lost or Stolen ID Cards**

18. If a student's ID has been lost or stolen, it is the student's responsibility to secure a new ID from Campus Police and Security.
19. No chapel credit will be given until a new ID has been issued or the old ID recovered.
20. If the old ID is found after it has been replaced, it will no longer be valid for chapel credit and should be returned to Campus Police and Security.

### **Proper Use of Chapel Attendance Cards**

21. Students who are unable to scan into chapel using their Student ID must request an attendance card from a chapel usher prior to the start of chapel. The card must be completed and remitted to a chapel usher immediately following chapel in order to earn credit.
22. Students are permitted to receive credit for a maximum of 5 chapel's using chapel attendance cards.

### **Irregular Absences**

23. Although faculty and staff members frequently submit students' names to the Office of Chapel Attendance when institutional requirements/commitments prohibit regular chapel/convocation attendance (i.e., student teaching, nursing practicums, etc.), students are responsible for their attendance record (earn 18 credits or have approved exemption).
24. Irregular absences from chapel/convocation because of participation in institutional activities (i.e., field trips, athletic events, etc.) are considered a part of absences allowed, and 18 credits must still be earned.
25. Students are responsible to be aware of their chapel/convocation attendance credits earned. However, the cumulative attendance credits recorded in the Office of Chapel Attendance will be used as the official record and will be used to determine whether or not the attendance requirement is met.
26. This information is available online through AccessAU by navigating to the "Chapel Attendance" page under Self Service > Chapel.
27. If you have additional questions after reviewing your attendance record, please send an email to the Office of Chapel Attendance at [chapel@anderson.edu](mailto:chapel@anderson.edu) or call (765) 641-4070.

### **Failure to meet the minimum Chapel Requirement**

28. A student who fails to accumulate 18 chapel/convocation credits any given semester will be placed on chapel probation for the following full semester and assessed a disciplinary fine.
29. Students attending 0-5 chapels in a semester will be fined in the amount of \$150.

30. Students attending 6-12 chapels will be fined \$100.
31. Students who attend 13-17 chapels will be fined in the amount of \$75.
32. A student may choose to appeal disciplinary action taken for violation of the chapel/convocation attendance policy by following the standard appeals process as outlined in the Appeals Process section of this handbook.
33. A student who fails to fulfill the chapel/convocation attendance requirement (18 credits) the following semester after being placed on chapel probation will be suspended from the university for one semester unless a written appeal is submitted and approved. Parents will be notified.
34. Students who choose to appeal their suspended status and are granted approval will be reinstated in a probationary status and assessed a disciplinary fine (see above).
35. Failure to fulfill the attendance requirement the following semester will result in the student being suspended for one year without an opportunity to appeal.

## STUDENT SUPPORT STAFF

DEPARTMENT OF STUDENT LIFE — DECKER HALL 204, EXT. 4219

Chris Confer, *Assistant Provost and Dean of Students*

The office of the assistant provost and dean of students provides leadership to the broad range of services available to AU students through the Department of Student Life. The assistant provost and dean of students also works collaboratively with Police and Security Services to ensure the safety of our students and compliance with community standards. It is our desire to see students live within the university's code of conduct. When problems do arise, it is our hope to engage students in redemptive and restorative ways that value both the individual and the community.

**RESIDENCE LIFE** — Decker Hall 209, ext. 4192

Jason Stephens, *Director of Residence Life and Student Conduct*

At Anderson University, we believe living in the residence halls provides a unique opportunity for students to experience growth spiritually, academically, and socially. Jason sees it as a privilege to work with a dynamic team of professional resident directors and student resident assistants to provide support, encouragement, and programming to enable residents to fully engage in the AU community. It is his hope that students will take full advantage of all residence hall living has to offer and will work diligently to help meet the needs of students in the halls.

### **RESIDENT DIRECTORS**

Each residence hall has a live-in resident director (RD) who supervises the facility. Resident directors work with resident assistants to build relationships with students, to serve as a resource, and to create living and learning environments facilitating academic, spiritual, social, and personal growth. Resident directors work with the resident assistants in relational ministry to create and maintain a healthy living/learning environment.

### **RESIDENT ASSISTANTS AND ASSISTANT RESIDENT DIRECTORS**

Resident assistants (RAs) are students who serve as campus resources, plan and implement floor and hall programming, promote academic achievement, help enforce campus and community regulations and policies, consult with RDs about individual student behavior and needs, and act upon matters concerning the welfare of students in the residence hall. Resident Assistants are assigned to each floor of the residence hall and are selected each spring for the following school year. Assistant Resident Directors (ARDs) are students who have previous experience serving as an RA and provide additional leadership in the residence hall and assistance to the RD.

### **COMMUTER CONNECTIONS**

For information on campus activities and how you can get involved, contact Jason Stephens at (765) 641-4192

or Leah Zachary at [lzachary@anderson.edu](mailto:lzachary@anderson.edu). We believe commuter students are vital to the campus community, and there are endless opportunities for commuters to connect, such as free monthly meals and campus events. For updates, encouragement, or questions:  
Text @ac76c4 to 810-10 (standard messaging rates apply)  
Follow us on Twitter — @AUCommuters (Raven Commuters)

### **Campus Mailbox and email**

Every commuter and off-campus student has a campus mailbox and an email account. You are expected to check both of these on a regular basis. They are the two main sources of campus communication.

### **Current Address Information**

All commuter and off-campus students are required each year to complete and submit their housing/commuter information on the AU housing website ([housing.anderson.edu](http://housing.anderson.edu)).

### **Code of Conduct**

Commuter and off-campus students are expected to abide by all lifestyle expectations of Anderson University. Failure to do so could result in disciplinary action as outlined in the Code of Conduct.

## **FIRST-YEAR EXPERIENCE PROGRAM — DECKER HALL 208, EXT. 4202**

Lisa Horst, *Director*

The First-Year Experience program consists of Raven 101, orientation/welcome week, two academic courses, and a mentoring program. All freshmen are placed into a mentor group with approximately 18-20 other freshmen. Each mentor group is led by a faculty mentor and a peer mentor. The mentors teach their group in the fall the First-Year Experience Seminar course and work throughout the entire year to help freshmen have the most successful year possible. During second semester, mentor groups take Critical Thinking Seminar as a group.

## **CENTER FOR CAREER AND CALLING — DECKER HALL 213, EXT. 4196**

Katie Mitchell, *Director*

The Center for Career and Calling (CCC) is a place for you to discover who you are and how to best discover and prepare for how God is calling you to serve society and the church at large. The CCC specifically provides career coaching and career preparation services to help students prepare for the transition from college to the world of work. CCC staff can assist students in identifying key strengths, interests, personality traits, and values that lend themselves well to particular majors and career paths. Web-based tools are available through the CCC website and Raven CareerLink, in addition to one-on-one appointments with CCC staff members, which walk students through the process of creating professional résumés and cover letters, practicing interview skills, conducting internship and job searches, and networking with industry professionals. The CCC hosts on-campus recruiting visits, targeted career fairs, and various career development events and workshops throughout the year, which students are encouraged to participate in. For more information visit [anderson.edu/career](http://anderson.edu/career) or email [career@anderson.edu](mailto:career@anderson.edu).

## **COUNSELING SERVICES — MORRISON HOUSE, EXT. 4203**

Christal Helvering, *Director, MSW, LCSW*

The college experience brings with it a wide array of difficult decisions, stressful situations, and natural losses, which can result in symptoms of anxiety or depression. There is also a high prevalence of eating disorders, troubled relationships, and substance abuse among the college-student population. The staff of Counseling Services is comprised of highly qualified individuals who strive to minister with wisdom and compassion to the emotional, physical, spiritual, psychological, and relational aspects of the student's struggle. Counseling Services staff provide individual and group counseling sessions. Our counseling sessions are strictly confidential and free to all AU students. Records are kept confidential and maintained as required by state law. At the discretion of the director, referrals may be made to service providers within the local community or in the student's home community for the purpose of further evaluation or longer-term counseling.

## CULTURAL RESOURCE CENTER (CRC) — DECKER HALL 235, EXT. 4193

Michael Thigpen, *Director of Cultural Resource Center*

The Cultural Resource Center (CRC) strives to intentionally increase awareness, sensitivity, knowledge, and understanding of diverse cultures. Our mission is to pursue and model reconciliation through encouraging acceptance, affirming identity, building community, and cultivating leadership. The CRC sponsors the following cultural clubs: Anderson University Gospel Choir (AUGC), Asian Student Association (ASA), Black Student Association (BSA), Global International Student Association (GISA), and Hispanic Latino Student Association (HLSA). The Offices of International Student Services and Multicultural Student Services are located in the Cultural Resource Center.

### **Multicultural Student Services**

The Office of Multicultural Student Services serves multi-ethnic students through facilitating relationships, programming, academic encouragement, advocacy, and leadership development. Its purpose is to enhance the academic, spiritual, social, and cultural development of multi-ethnic students. The office promotes a diverse environment where students, faculty, and administrators learn from and value each other's differences without abandoning one's own cultural uniqueness.

### **International Student Services**

International students are citizens of countries around the world, U.S. citizens who grew up in another country, TCKs (Third Culture Kids such as kids of military or international business people who have lived overseas), and MKs (missionary kids). Services offered include international admissions, orientation, immigrations, and financial aid counseling, as well as student programming. Workshops and counseling on culture shock and transition are also provided.

## HEALTH SERVICES — BOLITHO HOUSE, (765) 641 4222

Health Services has partnered with Community Health Network to provide comprehensive health services to students. The clinic is staffed by two nurse practitioners and a physician.

Health Services is available to all traditional undergraduate students enrolled in five or more hours and who have submitted a health record before semester I classes begin. The Report of Health History and Report of Required Immunization form is available online at [anderson.edu/students/health/resources](http://anderson.edu/students/health/resources). Failure to submit immunization and health history records will impact a student's ability to register for spring courses.

Health Services provides first-level care and treatment of common illnesses and injuries, medications, and referral services. Other services include, but are not limited to, blood pressure monitoring, throat cultures, and tuberculin skin tests.

In addition to services provided by Health Services, Campus Police and Security provide a team of certified EMTs. As it is difficult for Health Services to respond to an emergency situation on campus, Police EMTs are trained to be First Responders. It is important to use this service wisely. It is for emergency use only.

Students may call (765) 641-4222 to schedule a same-day appointment.

#### Hours (by appointment only)

- Monday - Friday, 8:30 a.m. - 4:30 p.m.

### **Health Insurance**

All students are encouraged to have health insurance to cover the cost of medical care not provided by Health Services. Normally, group medical coverage through a parent's employer is adequate. However, many HMO, preferred provider, and managed-care plans limit payment of medical services when away from home. International students are required to carry approved health insurance coverage. The university does not provide student health insurance or health-care services other than those listed previously under Health Services. If a student does not have insurance they are encouraged to visit the government exchange at [www.healthcare.gov](http://www.healthcare.gov).

Anderson University and its directors and officers are not liable for any injuries, illnesses, claims, damages, charges, bills, and/or expenses related to health or accident issues while involved in a university-sponsored activity.

### **SPIRITUAL LIFE — MORRISON HOUSE, EXT. 4203**

Tamara Shelton, *Campus Pastor*

Becca Palmer, *Director of Spiritual Formation*

Spiritual Life exists to help us fulfill the greatest commandment — loving God and loving our neighbor. Becca Palmer works with a student staff to offer avenues for spiritual growth, service to others, and Christian discipleship. Tamara Shelton coordinates the chapel program, where she speaks regularly, and provides pastoral counseling for the AU community. Together, these two seek to provide the resources, opportunities, and encouragement needed for our community to grow in faith together.

### **STUDENT ENGAGEMENT — OLT STUDENT CENTER, (765) 641-4214**

Trent Palmer, *Director of Student Engagement*

Student Engagement exists to provide students opportunities for faith and leadership development as well as activities on and off campus to facilitate social, emotional, physical, intellectual, and spiritual development. These are intended to strengthen relationships among students and to foster personal growth. Areas of responsibility are Campus Activities Board (CAB), Intramurals (IM), and student clubs and organizations. The Office of Student Engagement is located in the bottom of the Olt Student Center around the corner from the Haven and adjacent to Mocha Joe's.

### **KISSINGER LEARNING CENTER — NICHOLSON LIBRARY, (765) 641-4225**

Dianna Stankiewicz, *Director of Learning Assistance Programs, (765) 641-4227*

The Kissinger Learning Center assists all AU students in achieving academic excellence through individual and group-oriented resources, including self-directed audio, audiovisual, and computer-assisted materials. In addition, the KLC offers face-to-face and online peer tutoring and study groups for many courses as well as assistance with reading, writing, and study skills. The KLC also provides programmatic assistance and test proctoring services (for students meeting specific criteria only\*).

The KLC is located in the Nicholson Library.

Hours:

- Monday - Thursday, 8 a.m. - 9 p.m.
- Friday, 8 a.m. - 5 p.m.

Online at [kissinger.anderson.edu](http://kissinger.anderson.edu), 24/7

\*Please inquire at the KLC or call (765) 641-4225 for more information

### **DISABILITY SERVICES FOR STUDENTS — NICHOLSON LIBRARY, KISSINGER LEARNING CENTER, (765) 641-4225**

Teresa Coplin, *Director*

Kay Wilson, *DSS Academic Tutor*

Disability Services for Students (DSS) provides academic support and reasonable accommodations for students with documented disabilities. Students seeking accommodations or information should contact Teresa Coplin at (765) 641-4223 or Kay Wilson at (765) 641-4226.

### **EDUCATIONAL SUPPORT SERVICES — DECKER HALL 258C, (765) 641-4191**

Crysti Luna, *Director*

Colleen Owens, *Assistant to the Director*

Educational Support Services personnel work with new, returning, and transfer students in the area of declaring majors and academic advising. Their goal is to promote academic success by providing resources,

information, and support so that students learn to take a proactive role in the educational process. Our office also works closely with students on academic probation and oversees programming for the ALPHA Program. They provide support for student success through meetings and academic support contracts. Visit their website at [anderson.edu/academics/support](http://anderson.edu/academics/support).

## **POLICE AND SECURITY SERVICES — HARDACRE HALL BASEMENT, (765) 641-4154**

Rick Garrett, *Director*

Police and Security Services oversees the safety and welfare of the campus. The department also manages the parking enforcement program and the student identification card program. Some of the services provided by Police and Security Services include escorts, vehicle unlocks and jump-starts, door unlocks, light surveys, fire and tornado drills, building checks, and various safety and crime prevention programs. To report a crime, contact Police and Security Services at (765) 641-3333, or call (855) 270-3684 to report a crime anonymously.

## **HUMAN RESOURCES — DECKER HALL 10, (765) 641-4132/4134**

Shanna McClure, *Director*

Kathy Young, *Assistant Director*

Renee Miller, *Payroll and Benefits Specialist*

Pauletta Swank, *Office Manager/Training Coordinator*

The Office of Human Resources coordinates on-campus student employment and off-campus Federal Work Study (FWS) employment. During the academic year, students may work up to 15 hours per week. International students may work up to 20 hours per week. Although all students may seek part-time on-campus employment, students who are eligible for FWS as part of their financial aid are given priority for available jobs. Information regarding student employment is available in Human Resources Office or on the web at [anderson.edu/hr](http://anderson.edu/hr) under Employment Opportunities. Student job postings may be viewed on AccessAU HR > Main Menu > Self Service > Student Job Postings > SEARCH. Visit Human Resources to complete employment forms and receive job referrals.

## **FINANCIAL AID — DECKER HALL 288, (765) 641-4180**

Chaunta Redfield, *Director*

Chris Maggart, *Senior Counselor*

Heather Corle, *Senior Systems Analyst*

The Office of Student Financial Services assists students in applying for and receiving financial aid, understanding their obligation to the university, enrolling in a payment plan, or obtaining other financing.

## **ALUMNI ENGAGEMENT — DECKER 214, (765) 641-4100, [ALUMNI@ANDERSON.EDU](mailto:ALUMNI@ANDERSON.EDU)**

Scott Tilley, *Director of Alumni Engagement and Annual Giving*

The Office of Alumni Engagement and Annual Giving seeks to cultivate a lifelong relationship with AU alumni and to connect students with alumni in a meaningful way. Students wishing to network with alumni in a specific career, industry, company, or geographic location can seek help making a connection. The Office of Alumni Engagement and Annual Giving also coordinates programming and communication to parents of current AU students and serves as a support to the university's alumni and Alumni Council.



# CAMPUS POLICIES

## CAMPUS LIFE STANDARDS

Anderson University was founded by the Church of God and lives within a heritage rooted in holiness and the person of Jesus Christ.

The realization of the Christ-centered community for which Anderson University strives is dependent upon every member embracing the established core values and lifestyle expectations. As Matthew 22:37 states, we are to love the Lord and love each other. We at AU believe to live in a healthy community together, we must love each other and seek to understand before being understood. We desire a community in which we can agree to disagree but where safety and respect are a priority for all. A healthy community also means we are willing to lay aside our personal preferences for the benefit of the community as we live our lives together.

When the community standards are broken, students will enter into the restorative process. This process is one of love, grace, forgiveness, tough conversations, and the pursuit of personal and community health.

Any action of a student confronted by another student, faculty, or staff member and asked to cease a behavior and chooses not to comply (i.e. public displays of affection, not wearing shoes in class or in an eating establishment, not showing respect for speakers or teachers, not maintaining healthy emotional and physical boundaries once they have been established, not managing one's medical and/or emotional self-care, etc.) will be subject to the student conduct process. This behavior is not conducive to the kind of community we wish to create and may be subject to a charge of Misconduct (see Student Code of Conduct 4.47).

All laws of the nation, state, and local community are to be obeyed. Any student charged or convicted of a felony or misdemeanor can expect a university response in addition to any federal, state, or local response.

## ALCOHOL AND ILLICIT DRUGS

Illicit drug use, possession, or distribution for all Anderson University students and alcohol use for students 25 and under (unless in presence of parents) is strictly prohibited. Use of these substances creates an environment that is not conducive for educational pursuits or for the type of community that AU strives for and directly impacts the health and safety of the users.

Because of the considerable health risks involved with drug and alcohol use, the following are resources available to our students:

- AU Health Clinic: (765) 641-4222
- Narcotics Anonymous: <https://www.narcotics.com/na-meetings/indiana/anderson/>
- Alcoholics Anonymous: <http://www.madisoncountyintergroup.org/>
- Celebrate and Recovery: <http://www.madisonparkchurch.org/adults>
- Anderson Center: (765) 646-8444
- Start Your Recovery: <https://startyourrecovery.org/learn/life-experiences/students>

Drugs, drug paraphernalia, and/or any and all controlled substances producing altered states of consciousness — including but not limited to cocaine, amphetamines, heroin, marijuana, and hallucinogenic drugs — are not to be used, possessed, or distributed. Possession of prescription drugs not prescribed by the student's physician or paraphernalia (including vaporizers) associated with drug use will be considered evidence the student has engaged in a behavior that violates the university expectations. Exceptions are medications currently prescribed by a physician and used as prescribed.

All individuals on the Anderson University campus are subject to the Indiana Criminal Code ([iga.in.gov/legislative/laws/2016/ic/](http://iga.in.gov/legislative/laws/2016/ic/)) as it applies to the possession of drugs or alcohol.



Students in violation of the drug policy are subject to the maximum sanction of expulsion or lesser sanction as outlined in the Student Code of Conduct (see Student Code of Conduct, 4.18, 4.18.1, and 4.18.2).

The purchase, possession, or use of alcohol by any current student who is under the age of 25 both on or off campus is prohibited. Individuals who drink alcoholic beverages off campus and return to campus will be subject to disciplinary action. Alcoholic beverage containers found in rooms, automobiles, etc., will be considered as evidence of drinking by occupants. Beverage containers, posters, and other items advertising alcohol or drug use are not permitted. The only exception to the alcohol policy is if the student is consuming alcohol under direct parental supervision and it is consumed without drinking in excess (i.e. attending a wedding and toasting, having a glass of wine at dinner with your parents, on a family vacation and having a drink, etc.). We still expect students to not drink on campus under any circumstance and would request students not drink near campus, even under parental supervision.

Anderson University's goal is to achieve compliance with our alcohol policy by approaching students who violate the policy in a restorative and redemptive manner. Individuals who drink alcoholic beverages off campus and return to campus will be subject to disciplinary action. Individuals found in possession or under the influence will be subject to disciplinary action. Students in violation of the alcohol policy are subject to the maximum sanction of a dismissal or lesser as outlined in the Student Code of Conduct (See Student Code of Conduct, 4.20, 4.20.1, 4.20.2).

- Disciplinary probation with a maximum of dismissal (see Student Code of Conduct, 5.40- 5.80)
- Written notification to parents for students under 21
- Possible assessment/treatment at the Anderson Center St. Vincent's Anderson Campus
- Online educational assignment/follow-up treatment
- Additional growth and educational opportunities determined by the Office of the Dean of Students

Students who provide alcohol or a place to consume alcohol for others will be at minimum placed on strict disciplinary probation and fined a minimum of \$100 (see Student Code of Conduct, 5.50).

Students who, as a result of alcohol consumption, are uncooperative or belligerent are subject to the full police powers of Police and Security Services and may be placed under arrest.

Students in violation of the alcohol policy are subject to the maximum sanction of expulsion (see Student Code of Conduct, 5.00-5.12). Students who violate the policy by possessing or consuming alcohol, or being present where other students are in possession of or consume alcohol, will enter the Student Conduct Process.

### **Good Samaritan Policy**

In cases of alcohol and drug intoxication, our primary concern is the health and safety of the individual(s) involved. We strongly encourage students to call for medical assistance (765) 641-3333 on campus, 911 off campus) for themselves or for another member of the community who experiences an acute reaction to substance use or abuse. Students who seek emergency medical assistance for alcohol or drug overuse will avoid disciplinary sanctions for the sole violation of using or possessing the substance or being in the presence of the substance. A conversation with the assistant provost and dean of students or director of residence life and student conduct is required following the incident so that he/she can fully understand and help the student grow from the situation. Educational activities will likely be part of their growth contract with the university.

## **AUTOMOBILES**

Anderson University is viewed as a walking campus. Freshmen may find automobiles unnecessary as academic requirements seldom demand off-campus travel. Many freshmen who work part time are employed on campus. Freshman parking is restricted to designated areas. The City of Anderson Transit System (CATS) provides regular bus service through campus and makes several stops in the campus area.

Whether living on campus or commuting, all students must register their vehicle(s) with Police and Security Services and comply with parking policies. Permits may be purchased online at [www.anderson.edu/security](http://www.anderson.edu/security)

or in the office in the bottom of Hardacre Hall. A two-semester parking permit costs \$60 for the first vehicle and \$20 for the second vehicle. Parking locations are designated for freshmen, commuter, residential upper-class students, and faculty/staff. Parking violation fines begin at \$20. Fines rise to \$30 upon receipt of a sixth parking ticket. After 10 tickets the fine is \$40, and after 15 tickets, the fine rises to \$50. Students receiving five or more tickets are considered habitual offenders, subject to enter into the conduct process from the Department of Student Life.

Police and Security Services also encourages bicycle owners to register their bikes free of charge. Just fill out the form with a description of the bike and the serial number. This information will aid officers in returning found bicycles to their owners.

## COMPUTER-USE POLICIES

The primary purpose of Anderson University's computer resources is to transmit and share information in support of education and research. It is a privilege, not a right, to be granted access to the university's computer resources. Certain responsibilities come with these privileges, most of which fall in the realm of common sense and courtesy.

The university reserves the right to refuse service to anyone at any time for any reason. Anderson University reserves the right to access a student's email account at any time if there is a reasonable cause to believe information held therein is a necessary part of a Title IX, Title VII, or student-conduct investigation. We ask all users of Anderson University computer resources to honor the following guidelines in spirit and intent:

- **Campus email:** Along with the campus Mail Distribution Center and campus voicemail, the campus email system is a primary means of communication among the campus community. Students are expected to check their campus email daily. Students will be held responsible for information, deadlines, etc., sent via email.
- **Respect for the privacy of others:** Do not seek information about, obtain copies of, or modify electronic information about others.
- **Respect of a shared resource:** Do not deliberately or unintentionally act in such a way as to degrade or disrupt system performance or to interfere with the work of others. This includes mass emailing of messages.
- **Respect for ethics and community standards:** All use must be consistent with the ethics and community standards of Anderson University (see Student Code of Conduct).
- **Use of social media:** Be cautious of the information you share online in order to protect your safety and identity. If the university becomes aware of material on a student's site that incriminates them in a violation of the university's lifestyle expectations or federal, state, or local laws, on or off campus, the student will be subject to disciplinary sanctions by the university.

We encourage students to use their years at Anderson University to become adept at accessing computer resources. The university is committed to maintaining the quality of campus computer resources. We ask students to be committed to using them in a manner compatible with the above principles.

## DATING BEHAVIOR

Dating conduct, in both public and private, should reflect responsibility, honesty, and good taste. Public displays of affection on campus are not viewed to be in good taste, may infringe on the rights of others, and can be a source of embarrassment both to those involved and to others. If asked to stop, students should respectfully comply. If students do not honor a request to stop, a penalty of other misconduct may be issued (see Student Code of Conduct 4.47).

## FIREARMS

For the sake of safety, firearms, ammunition, and illegal or unauthorized weapons of any kind are not allowed on campus. Violations will likely result in immediate dismissal and/or criminal charges (see Student Code of Conduct 4.39, 4.40).

BB guns, pellet guns, paint guns, etc. are also prohibited on campus. Students who violate this policy will have their gun confiscated and will be subject to disciplinary action up to and including dismissal from the university.

## FIREWORKS

Anderson University prohibits the use of fireworks by students on campus property. Students are expected to respect the rights of others on and off campus by recognizing and abiding by this regulation. The use of fireworks inside a campus building or throwing fireworks through windows may result in immediate dismissal from the university.

## HOVER BOARDS

Possession of hover boards on or near any campus property is strictly prohibited.

## DRONE USAGE

Any university employee, student, vendor, visitor, or other party who seeks to operate an Unmanned Aircraft System (Drone) on or above university property or at a university-sponsored event must obtain approval in advance (at least 10 business days from date of operation) from Police and Security Services. Any operation that is not approved in advance is prohibited.

## GAMBLING

Gambling by Anderson University students, including online gambling, is prohibited both on and off campus. Students should not be present in locations where gambling is the primary reason for gathering, such as horse tracks and casinos (see Student Code of Conduct, 4.15).

## IDENTIFICATION CARD

Every student must carry a student identification (ID) card while on campus. The ID card serves as a meal card, chapel card, library card, entry key into residence halls and KWC, and admission card for campus events. The ID card must also be shown upon request of Police and Security Services and other university personnel. Replacement ID cards may be purchased for \$20 at the Police and Security Services office. Students should not punch holes in or damage cards, as this causes them to deactivate.

## RECYCLING

The president of Anderson University has designated AU as a recycling campus. Containers marked with the AU recycling logo are placed in all buildings on campus. Talk to your hall director for information about recycling in the residence halls or check the website at [anderson.edu/sustainability](http://anderson.edu/sustainability).

## ROOFTOPS OF CAMPUS BUILDINGS

Students are prohibited from climbing on or accessing the rooftops of campus buildings. Students are also prohibited from climbing/rappelling the walls of campus buildings or any stairwells.

## TOBACCO

The use of tobacco in any form (including e-cigarettes and vaporizers) is prohibited on campus, on streets contiguous to campus, and in conjunction with any activity associated with the university. This includes smoking, chewing tobacco, dipping snuff, openly displaying tobacco and tobacco products, and advertising such products in any form.

## SIGNS AND NOTICES

- Signs and notices are to be posted only on surfaces specifically designated for this purpose by the appropriate building manager.

- Masking tape only for use in hanging signs/posters and tape should be placed on backside of poster/sign to remain unseen.
- Painted and wood-paneled surfaces are not to be used for posting signs and notices.
- Glass surfaces such as doors and windows are to be kept free of signs and notices except those announcing chapel/convocation activities and official notices and signs posted by appropriate university personnel. Reminder: masking tape only.
- All improperly posted notices and signs will be removed by university personnel.
- Individuals posting signs or notices are responsible for their content and may not post signs and notices objectionable in nature or not in keeping with Anderson University standards and expectations. Objectionable signs and notices will be removed, and those responsible could face disciplinary action.
- Sidewalk chalk should only be used on uncovered walkways that can be reached by rainfall. No chalk should be used on covered surfaces and breezeways. Do not write on campus sculptures, artwork, fountains, etc.

## MISSING STUDENT

Definition of a missing student: any person who is a student of Anderson University who resides in a facility owned, operated, or approved by the institution, and is reported missing from his or her residence.

If it is believed a student is missing, immediate referral to Police and Security Services is required. University police officers are trained in the investigation of missing persons.

### Reporting Procedure:

- Dial 911 and/or
- University Police ..... (765) 641-3333
- Student Life.....(765) 641-4070 (Only available during business hours)

At the first point of notification, Student Life will provide immediate notice to Police and Security Services when a student has been reported missing.

### Missing Student Procedure:

- Upon receipt of information concerning a possible missing student from any department on campus, Police and Security Services should be notified.
- Immediate attempts will be made to locate the student.
- Officials will attempt to determine the last known whereabouts of the student using resources available to them, including but not limited to:
  1. Questioning roommates, friends, faculty/staff.
  2. Calling and/or texting the student's "local" number. In most cases this is the student's cell number provided on the Student Verification Form.
  3. Determining the location and time of the most recent use of the card access system.
  4. Email: Determining the most recent log in to this service.
  5. Access AU: Determining the most recent access to this site.
  6. Canvas: Determining the most recent log in.
  7. Vehicle location: Checking of parking registrations, tickets, etc.
  8. Facebook, Twitter, and other social media may also be utilized when available.
- Consulting with the assistant provost and dean of students in order to update them and receive additional consultation. The assistant provost and dean of students will ascertain if/when other members of the president's cabinet will be notified.

- Police and Security Services will follow any information that may lead to determining the current location of the student.
- No later than 24 hours after determining the student is missing, notification must be made to the student's designated emergency contact.
- For those students who are under age 18 and not emancipated, the institution must notify a custodial parent or guardian when the student is missing, in addition to any additional contact person designated by the student.
- Police and Security Services will notify the Anderson Police Department, the Madison County Sheriff's Department, and the Indiana State Police no later than 24 hours after determination of a missing person from campus. If abduction is suspected, a thorough and aggressive investigation will commence immediately utilizing all the resources of all agencies.
- Once the student has been located, notification will be made to those university departments involved, as well as any additional law enforcement agencies made aware of the missing student. Appropriate care and information will also be provided to other community members, including students, who were aware of the situation.

**Students have the option to provide an emergency contact person and a missing contact person.**

The missing contact person may be the same or different from emergency contact person. The missing contact is the person who will be contacted, within 24 hours of the report, in the event the student is reported missing. Students may designate their emergency contact person and their missing contact person via their admissions documents or by contacting the assistant provost and dean of students office at (765) 641-4070. This information will be registered confidentially and the information will be accessible only to authorized campus officials and will not be disclosed except to law enforcement individuals in furtherance of a missing person's investigation. If a student is under the age of 18 and not emancipated, the institution must notify a custodial parent or guardian when the student is missing, in addition to any additional contact person designated by the student.

## RESIDENCE LIFE

The Department of Student Life is committed to providing a quality residential campus experience for its students. Our mission is to contribute to the educational mission of the university by cultivating a Christ-centered, diverse, and transformative community focused on student learning and holistic growth. We believe the value of the relationships, challenges, adjustments, and experiences students encounter when they live in a residence hall are formative, and residence hall staff, including professional resident directors (RDs) and student resident assistants (RAs), work hard to foster personal and spiritual growth.

Sharing the space of a residence hall room with another person is not always easy, but it can be a fun, life-changing experience. Students learn the value of honesty and communication, the necessity of occasional compromise, and the affirmation of articulating their values and expectations to another person. We see ourselves in partnership with the academic experience at Anderson, supporting the educational experience of our students. RDs and RAs create programs to help students get to know those who live around them and nurture spiritual, intellectual, social, and physical development.

Residence hall staff do their best to help each student have a positive experience and to hold residents accountable to the standards inherent in a healthy Christ-centered community.

Being a part of a community can be an exciting time of new relationships, learning about oneself and others. Often, as we discover our similarities and differences, we face challenges in peacefully learning and growing

together. Being a part of the community means certain campus policies and expectations are necessary to make residence life a positive experience.

It is important for each resident to be familiar with all the policies. Being a part of the community includes being respectful, listening, and occasionally sacrificing your wants for others who live on your floor or hall. It also includes being willing to confront — in a caring manner — those who are not abiding by the community or hall expectations, taking responsibility for your own feelings and actions, and living according to AU lifestyle expectations.

## HOUSING POLICY

Students are required to live in on-campus housing if they:

- have earned less than 88 semester hours
- are registered as full-time students
- are single and are not living with parents or guardians
- will not be 22 years of age by the end of Semester II
- Senior status must be achieved prior to beginning of Semester I to be eligible to live off campus.

Seniors and part-time students may live off campus, but Anderson University reserves the right to require any student, regardless of class standing or number of hours enrolled, to live in university housing. Students living with parents or guardians must provide statements signed by a parent or guardian certifying their residency. Students living in off-campus housing must provide statements giving their place of residency, telephone number, local mailing address, and names of other individuals living in the same residence.

Students who wish to be released from the housing policy may obtain an off-campus appeal form by emailing [housing@anderson.edu](mailto:housing@anderson.edu). The campus housing committee will review the application and notify students of their decision. Decisions of this committee are final.

Failure to abide by the Anderson University housing policy could result in disciplinary action.

## ROOM ASSIGNMENTS AND CONTRACTS

The Department of Student Life staff makes and coordinates room assignments and communicates move-in dates before each semester begins. Keys are obtained from the residence hall staff. Each resident is expected to complete a room contract and adhere to the conditions of residency. As a resident, you are expected to stay overnight in your own room. If residents change their status from full time to part time, they must have permission from the housing office to continue living in the residence hall. Residents who have stopped attending classes must vacate their residence hall room unless the dean of students has given permission to stay.

## CHANGE IN ROOM OR HALL

Requests for changes in rooms or halls are to be made to the RDs. No changes are to be made without prior approval. RDs may make room or hall changes when they deem it necessary. Students without roommates by the third week of the semester may be asked to consolidate or to pay the private room rate. Failure to get prior approval for a hall or room change will result in disciplinary action including a minimum fine of \$50.

## CHECK-IN/CHECK-OUT PROCEDURES

Campus residence hall students are required to complete room inventory/room condition forms indicating all pre-existing conditions, damages, and irregularities in the residence hall rooms. Detailed completion of this form will either validate charges for room damage or protect students from being charged for room damage for which they are not responsible. This form is used to determine damage to the room and the corresponding charges, regardless of whether the occupants move out during the year or at the end of a semester. Failure to complete and file a form will indicate that there were no pre-existing damages (see “Damages” under Residence Hall Policies).

Students who withdraw or leave school during the school year must review the room inventory/room condition form with an RA or RD before leaving. Students changing rooms or moving to another residence hall must review the room inventory/room condition form with an RA or RD before leaving and complete a room inventory/room condition form for the new residence hall room. The RD will check the room after it is vacated. Failure to follow proper check-out procedures will result in an automatic \$50 fine.

Proper check-out procedures will be posted and distributed to students. The following procedures are required for all final check-outs:

- sweep room and take all trash to the dumpster
- clean inside of drawers, desk tops, and window sills
- return all furniture to original places and secure properly
- remove all putty from walls and doors
- close and lock all windows
- return key
- review room inventory with an RA or RD

## RESIDENCE HALL POLICIES

### **Bicycles and Motorized Vehicles**

Bicycles may be kept in rooms or in bicycle racks. They may not be left in stairwells, halls, storage rooms, balconies, or entryways in residence halls. Students will be charged for damage caused by bicycle storage in residence hall rooms and damage to common areas such as hallways or entryways. Bicycles are not to be ridden in the hallways or stairwells. Motorized vehicles may not be stored in the residence halls. Any bikes left in bike racks at the end of the year will be removed by Police/Security Services.

### **Bulletin Boards**

Bulletin boards hang in the lobby of each residence facility. All materials posted in public must be approved by the RD or RA and removed after the event occurs.

### **Cooking and Food**

Some food preparation is allowed in residence hall rooms. However, cooking with an open flame, hot plates, electric skillets, grills of any kind, or appliances that do not shut off automatically are not permitted. Care should be taken to ensure carpet or furniture damage does not occur as a result of cooking. Refrigerators no larger than 4 cubic feet and compact microwave ovens are permitted in residence halls. Refrigerators must be removed from residence halls during the summer. Keep food in tightly covered containers. Waste food and empty food containers should be securely wrapped before depositing in waste cans or dumpsters. Food must be removed from refrigerators and refrigerators cleaned out and unplugged during Christmas break.

### **Conduct**

Roommates will be held accountable for activities in their room and will be subject to student code of conduct for violations of university regulations of which they are aware, even if they did not participate in such violations.

### **Damages**

Students are responsible for treating the facilities and residence hall equipment with care. Please exercise good stewardship of rooms, lounges, halls, and furnishings. Residence halls must be financially self-supporting, and any damage, whether accidental or intentional, ultimately results in higher costs to students. Following are examples of common charges:



### Repair/replacement costs

- Painting.....\$25-150
- Standard room door ..... \$250
- Flooring.....\$25-450
- Fire extinguisher ..... \$75
- Lock.....\$75
- Lost key.....\$75
- Screen .....\$40
- Blinds .....\$75
- Smoke detector.....\$100
- Window .....\$50-350
- Mirror.....\$15-55
- Desk chair .....\$200
- Towel bar .....\$30
- Extra cleaning.....\$25-50
- Removing extra furniture.....\$25-50
- Holes in walls ..... \$10 per hole
- Furniture not secure or not properly replaced .....\$15-100
- Comcast box.....\$40
- Comcast remote only .....\$10
- Cork part of the desk.....\$50
- Room number signs.....\$30

Any burn marks or carpet damages not able to be cleaned will likely result in a charge to replace total room carpet. Individuals responsible for damage should be prepared to assume the full cost for repairs. Writing, drawing on, or attaching shelves to walls and other surfaces is not permitted. Vandalism or careless destruction of property constitutes a severe violation and subjects the violator to restitution, fines up to \$100, and disciplinary action with possible dismissal.

Damages to common areas, hallways, restrooms, stairwells, laundry rooms, or lounges may be prorated to all residents of the floor or the hall unless those responsible have been identified and assessed.

Roommates are jointly responsible for room damage. Charges will be shared equally unless one occupant is known to be responsible. Room damage and items needing repair should be reported immediately to the residence hall staff. Students are encouraged to submit a report in writing to the RD or RA when damage occurs. Residence hall staff can inform students of the proper reporting procedure for their halls. The residence hall staff reserves the right to check the rooms for damages.

Grades and/or transcripts may be withheld if payment for residence hall damage or fines is outstanding.

### DELIVERY SERVICES

Delivery services, including services such as food, flowers, mail, etc., are not permitted to enter a residence hall unless supervised. It is advised that students meet the delivery service at the front door of the building and complete transaction there. These services would include pizza delivery, door dash, and other food delivery options.



## DOOR AND ROOM DECORATIONS

Care must be taken when attaching pictures, pennants, and bulletin boards to walls or doors. Only white poster putty should be used. Nails should not be used, and students will be charged for repairing and repainting nail holes. Wallpaper, contact paper, and duct tape are not permitted anywhere in the room or on the door. Furniture should be arranged so as to allow unobstructed visual access to the room.

## EXTENSION CORDS

For the safety and security of all residents and to comply with safety codes, only extension cords with surge protectors may be used.

## EMERGENCIES ON CAMPUS

Report all cases of illness, serious disturbances, room or hall repairs, property loss, and personal problems needing attention to the resident directors. Report life-threatening situations to authorities by dialing (765) 641-3333 on a campus phone.

## ENTRANCE RESTRICTIONS

Students are not to enter residence living units of the opposite sex without permission of an RA or RD except during open house hours. Violation could result in disciplinary action and a fine for the occupant and visitor.

## FIRE EXTINGUISHERS AND SMOKE DETECTORS

Be familiar with fire regulations and know the locations of fire extinguishers, which are located throughout the residence halls. Any of the following actions will result in a \$100 fine, disciplinary action up to and including suspension or dismissal, and any appropriate charges for cleaning, repair, and replacement:

- unauthorized use of fire extinguishers
- tampering in any way with the smoke detectors
- damage or misuse of other safety equipment or exit signs
- failure to leave a building when fire alarm sounds

Possession and/or use of halogen lights, candles, incense, oil lamps, and other flame-producing lights is prohibited. Cooking with an open flame, grills of any kind, electric skillets, or any appliances without automatic shut-offs are not permitted. Possession and/or use of any type of space heater is prohibited.

## FIRE PROCEDURES

### **If a fire is discovered, immediately:**

- activate the building fire alarm
- call the Anderson Fire Department (dial 9-911)
- call the campus operator (dial 3333)
- If the fire is small and contained please use the fire extinguishers nearby to put out the fire.

### **When the fire alarm sounds:**

- check for smoke around the door cracks
- feel the inside door surface; if it is hot, don't open it
- if door seems cool, cautiously open it with your body braced solidly against it; with one hand on the knob, hold your other hand over the door opening to detect any blast of in-rushing heated air
- if it is safe to do so, close all windows and doors behind you, and proceed rapidly to a clear exit
- leave the building and go to your designated area

**If your door is hot, you may be trapped. Do not open it. Instead:**

- seal up cracks around the door using sheets, pieces of clothing, or whatever is handy; this can hold back deadly heat and smoke
- open window slightly to let in fresh air and let out bad air
- hang a sheet out the window to signal rescuers

**If you are escaping through a smoke-filled room or corridor:**

- wear hard-soled shoes
- place a wet towel or cloth over your head and face; breathing through the wet towel will help to cool the air and filter out much of the smoke
- take short breaths through your nose; avoid inhaling large amounts of smoke
- cover your body with something easily be discarded if it catches fire, such as a blanket
- heat and smoke rise, and dangerous gasses settle to the floor, so move quickly in a crouching position to the nearest exit
- Always try to remain calm. Never re-enter a burning building to try to save your personal possessions.

## GUEST POLICY

Overnight guests are allowed, but they must be of the same gender as the residents assigned to that hall and not in a romantic relationship with the students with whom they spend the night, be registered with the RD or RA before the visit, and adhere to all policies and regulations of Anderson University. For the safety and security of all students and guests, students should notify their RD or RA when they are hosting overnight guests. Because many students have rigid study and work schedules, overnight visits should be limited. Guests staying more than three nights must obtain permission from the RD and may be charged a fee. Former students who have been barred or who are not in good standing with the university for academic or disciplinary reasons are not allowed to stay overnight in the residence halls. The university reserves the right to deny any guest, including students living in another residence hall, if such action is determined to be in the best interest of the residents or the university. Roommates are jointly responsible for conduct and property in their room.

Baby-sitting is permitted only during open house hours and not overnight. Family members eight years and older are required to stay with same-gender host.

## HEALTH

The residence hall staff is concerned with students' health and reserves the right to confront students regarding serious health problems or potential problems. The university reserves the right to deny housing to students whose health needs have not been or cannot be satisfactorily met and if such action is determined to be in the best interest of the university and the occupants of the hall.

## KEYS

Students are responsible for room keys and for locking their room doors. The university does not assume responsibility for loss of money or valuables. If a key is lost or left in the room, contact the RA to have the door opened. There is a \$75 charge for changing locks and re-keying.

## LAUNDRY

ASI Laundry Solutions owns and operates all washers and dryers in residence halls. For service, notify the Business & Auxiliary Services at (765) 641-4131 or [aubusaux@anderson.edu](mailto:aubusaux@anderson.edu). Laundry facilities are intended for residents only. Do not leave laundry unattended.

## LOFTS

Personally built lofts are not permitted in the residence halls. Students may only create lofts in their rooms with the loftable furniture provided as it was intended to be lofted.

## LOUNGES

Lounges are to be used by hall residents for educational endeavors and for relaxing, socializing, and entertaining visitors and friends. They should not be monopolized by small groups nor should loud noise or inappropriate behavior create an undesirable atmosphere. Individuals are responsible for cleaning up and throwing away their own trash. Haircutting and other activities that could damage furniture and carpets are prohibited. Videos and video games may not be shown or used in lounges unless as part of hall programming. Students and visitors may not spend the night in the lounges. Non-residents must vacate lounges at 1 a.m.

## MUSICAL INSTRUMENTS

Musical group or instrument practice in the residence halls is discouraged. The use of headsets, when possible, is encouraged. Residents are expected to regulate their noise level out of respect for others.

## OBJECTIONABLE MATERIAL

Offensive or questionable pictures, posters, videos, CDs, cassettes, vinyl, printed materials, or clothing, as determined by the RA or RD, are prohibited in residence halls. Failure to remove such materials when asked could result in removal of the materials by staff and/or a \$25 fine.

## OPEN HOUSE

Doors to residence hall rooms must be at least half open when visitors are present during open house. Violations could result in fines and disciplinary action. It is the resident's responsibility to see guests of the opposite sex leave when open house is over (see Student Code of Conduct).

### Open House Hours

- **Residence Halls:** Tuesday and Thursday, 5-10 p.m.; Friday, 5 p.m. - midnight; Saturday, 1 p.m. - midnight; Sunday, 1-10 p.m.
- **Fair Commons/South Campus/Tara East** (kitchen, living room, and dining room only): Sunday through Thursday, 10 a.m. - midnight; Friday and Saturday, 10 a.m. - 2 a.m.
- **Lobby Hours** (residence halls and Fair Commons): Sunday through Thursday, lobbies close to non-residents at 1 a.m.; Friday and Saturday, lobbies close to non-residents at 2 a.m.

## PERSONAL BELONGINGS

Fire code dictates nothing be left in the hallways. Personal belongings are to be kept in your room. We encourage you to keep your room locked. Personal property left in the lounges, halls, study rooms, bathrooms, laundry rooms, or on stairways will be removed. The university assumes no liability and provides no insurance for damaged, lost, or stolen personal items. Students should check their parent's homeowner's insurance for coverage. The university recommends students purchase renter's insurance if not covered by their parents' homeowner's insurance (see Section 9 of the Housing Agreement).

## PETS

Fish are the only pets allowed in the residence halls. Aquarium owners will be asked to remove aquariums left unattended during vacations or other times and to pay for damages occurring from improper use. The maximum allowable aquarium size is 3 gallons.

## EMOTIONAL SUPPORT ANIMALS

Under the Fair Housing Act, individuals with disabilities may request an emotional support animal (ESA) as a reasonable accommodation to the no-pets (other than fish) university housing policy. Students may qualify for

this accommodation if (1) the student has a disability; (2) the animal is necessary to afford the student with the disability an equal opportunity to use and enjoy their dwelling; and (3) there is an identifiable and documented nexus between the disability and the assistance the animal provides.

ESAs are allowed only in university-owned housing and only in the privately assigned individual living accommodations of the student who has been approved for this accommodation. ESAs are not allowed in other buildings on campus or in residence hall/university apartment common spaces.

Dangerous, poisonous, illegal, or any other animals posing a direct threat to the health and/or safety of the campus community will not be permitted as ESAs. Size restrictions may also apply.

A student with an emotional support animal must obtain approval before bringing the animal into the student's assigned university residence.

Students seeking the accommodation of an ESA in university housing should read the Anderson University Emotional Support Animal Policy and Agreement (available via the AU website). Students who feel they meet the requirements should contact the Housing Office at (765) 641-4190 for an application packet. Decisions will be made on a case-by-case basis.

An approved ESA will be permitted to live in a student's personal residence provided it is in compliance with the university's policies regarding such animals.

## PROCEDURES FOR TORNADO/SEVERE WEATHER

When the weather service is predicting heavy storm activity and the possibility of tornadoes developing, the campus Police/Security officer on duty will direct the campus operator to notify all building managers of the weather conditions and advise them to listen to 98.7 The Song for information and updates on the weather.

In the event of an approaching tornado, a "take cover" warning will be issued by Emergency Management and the Civil Defense siren near campus will be activated for two minutes. A second siren will indicate there is a second tornado. There will be no siren for all-clear. Listen to 98.7 The Song for all-clear information.

In addition, building managers or designated individuals will alert people in their buildings either by word or by three short blasts on a safety whistle indicating to take cover.

When a warning to take cover is made, everyone is instructed to go indoors to basements, lower levels, and/or interior hallways and to stay away from glass. These instructions may also apply during high winds, lightning, or hail. Do not leave the building until notified all is clear.

## QUIET HOURS

Quiet hours are generally 11 p.m. to 9 a.m., though these may be extended by agreement of the residents of a hall or floor. All other times should be considered as courtesy hours, during which residents are considerate of those who are ill, studying, sleeping, etc. Students not honoring courtesy hours related to the use of electronic equipment may be required to use headphones.

## RECREATION

For the safety of residents and to prevent damage to the facilities, rollerblading or playing sports in hallways and common areas is not permitted. Dart boards are not allowed in residence halls.

## RENTAL INSURANCE

The university assumes no liability and provides no insurance for damaged, lost, or stolen personal items. Students should check their parent's homeowner's insurance for coverage. The university recommends students purchase renter's insurance if not covered by their parents' homeowner's insurance (see Section 9 of the Housing Agreement).

## ROOM ENTRY

The university reserves the right to inspect students' rooms for damage or to enter to make repairs. The university also reserves the right to enter students' rooms given reasonable cause, to ensure adherence to university policies, or to protect the health and safety of the residents (see university Student Code of Conduct).

## ROOM MAINTENANCE

Students are responsible for cleaning their own rooms and are expected to follow common-sense standards of cleanliness. All furnishings must remain in residence hall rooms. Furniture is not to be removed from lounges. A fine will automatically be assessed if lounge furniture is found in your room or in your possession. Items may not be taken from storage rooms without permission. If a personal emergency or maintenance problem makes it necessary for the RD, RA, or maintenance personnel to enter a student's room, privacy and personal belongings will be respected. However, items appearing to be stolen (street signs, road signs and lights, milk crates, etc.) or not consistent with university policy or standards may be confiscated by residence hall staff.

## SOLICITATION

Selling and soliciting in residence halls is prohibited without permission of the resident director. This includes various kinds of demonstration parties. Building managers, RDs, and RAs are instructed to help enforce this regulation. Questions regarding selling on campus should be directed to the controller, Decker Hall 28. Please report immediately to your RD or to Police/Security Services any situation in which people are selling or soliciting in your hall.

Solicitation also includes advertising as a driver for ride-sharing services such as Uber or Lyft. Listing your room for rent on online marketplaces such as Airbnb or Craigslist is also a violation of the housing agreement and not allowed under the university's solicitation policy.

## STORAGE ROOMS

All items stored in the residence hall should be clearly labeled. Storage is not available for furniture, lofts, bed parts, refrigerators, or bicycles. Storage areas in Martin and Dunn Halls are secured and may not be entered after specified storage dates. If storage items are not claimed within one year, Anderson University reserves the right to dispose of them. The university is not responsible for stored items; students store at their own risk.

## TELEPHONES

There will be a telephone provided at the main entrance to each hall. These phones will only be available for local calls. For more information, contact Kenny McCoy, Physical Plant, (765) 641-4249. Room phones may be requested, for emergency reasons, by contacting your RD.

## TRASH

Residents are expected to place their own trash in the dumpster outside their residence hall. Personal trash should not be left in the hallway or deposited in bathroom waste cans. Leaving trash or any other personal items in residence hall hallways is a violation of safety codes and is punishable by a fine.

## VACATION PERIODS

Students may not enter closed residence halls after the stated dates or times or during vacation periods for any reason. Students may not occupy rooms during vacation periods except in the residence halls open over the specific break. Arrangements for alternate housing must be made at least three days before the beginning of each vacation period. Students must apply to stay in the traditional hall over break and have the final responsibility for finding vacation period accommodations.

- **Mid-fall Holiday:** All halls will remain open.
- **Thanksgiving Break:** South Campus, Fair Commons, and Tara East will remain open during break. All other halls will close the Wednesday prior to Thanksgiving at 10 a.m. and reopen the Sunday after Thanksgiving at 10 a.m.

- **Semester Break (Christmas):** South Campus, Fair Commons, and Tara East will remain open during break. All other halls will close the day after the last day of finals at 10 a.m. and reopen the Sunday prior to school starting at 10 a.m.
- **Spring Break:** South Campus, Fair Commons, Myers Hall, and Tara East will remain open during break. All other halls will close the Saturday after the last day of classes at 10 a.m. and reopen the Sunday before classes start at 10 a.m.
- **Easter Weekend:** All halls will remain open.
- **Year End:** Rooms must be vacated by 3 p.m. on the Saturday after the last day of finals unless graduating or approved to stay late to participate in commencement activities. If approved to stay late, the residence halls will be closed by 10 a.m. the day after commencement.

## VENDING

Treat America owns and operates all vending machines on campus, including residence halls. For service, notify Business and Auxiliary Services at (765) 641-4131. Vending refunds are available by visiting the Mail Center.

## WINDOWS AND SCREENS

Outside window ledges should be kept free of personal items. Stereo speakers placed on room window ledges must not face out. Nothing should be thrown out of and no one should enter or exit through windows. Screens may not be opened or removed from the windows except in an emergency or by permission of the residence hall staff. Screen removal subjects room occupants to fines of up to \$50.

Please check to see screens are on windows and are properly attached. Damaged or missing screens will result in a charge for repair or replacement to the responsible individuals. Damaged or missing screens in common areas such as restrooms, lounges or hallways could result in all residents of the floor or hall being charged for repair or replacement. Record missing or damaged screens on the room inventory form and report them to your RA.

## WITHDRAWING OR DROPPING TO PART-TIME STATUS

Residents are not to move out of the halls or to another room in the same hall without first contacting the RD and completing a room inventory/room condition form. Vacating a room without checking with the RD could result in fines or continued charges for rent until formal arrangements have been made. A \$65 charge is assessed for each lost or unreturned key. Extra cleaning or damage to rooms is subject to extra charges.

Residence hall students enrolled in less than 12 hours must complete a form and obtain permission from their resident director and the assistant dean of students for residence life to remain in the hall.

Students who quit attending class but have not formally withdrawn may be asked to vacate the residence halls. Failure to comply may result in disciplinary action.

# ACADEMIC POLICIES

## ADVISING

Faculty mentors serve as advisors after students matriculate and until they declare a major. At that time, a faculty advisor in the department in which a student plans to major helps the student select the required courses of study and plan class schedules. Although students are directly responsible for meeting graduation and other requirements, they are urged to consult frequently with their advisors.

## ACADEMIC CALENDAR

The academic calendar is maintained by the Registrar's Office. For the 2017-2018 academic calendar, please visit [anderson.edu/registrar/calendar](http://anderson.edu/registrar/calendar).

## ACADEMIC CREDIT

The AU academic year is arranged on the semester system. The semester hour is the unit of academic credit and represents one 50-minute period of class work per week. Thus, a 3-hour course will usually meet for one 50-minute lecture three times each week during the semester, although this can vary with laboratories or other special courses. It is assumed students will spend two hours in preparation for each period of class time.

Students who are considering taking courses elsewhere (i.e., during the summer for transfer to AU) should get pre-approval on all classes by submitting the paperwork for a request for courses taken elsewhere form. Forms are found in the Registrar's Office or online under forms Office of the Registrar under links on the Access AU login page.

## ACADEMIC INTEGRITY

AU supports and promotes academic honesty and personal integrity and regards cheating, plagiarism, and all other forms of academic dishonesty as serious offenses against the university community. Cheating or academic dishonesty is defined as the "deception of others about one's own work or about the work of another." Examples of cheating include, but are not limited to:

- submitting another's work as one's own or allowing another to submit one's work as though it were his or hers
- failure to properly acknowledge authorities quoted, cited, or consulted in preparing written work (plagiarism)
- use of a textbook or notes during an examination without the instructor's permission
- getting or giving unauthorized help on assignments
- tampering with experimental data to obtain a desired result or creating results for experiments not done (dry-labbing)
- tampering with or destroying others' work
- submitting substantial portions of the same academic work for credit or honors more than once without permission of the present instructor
- lying about these or other academic matters

Students who are guilty of such academic violations can expect to be penalized. Instructors whose definition of cheating differs from that stated above have the responsibility and obligation to so inform students, in writing, at the beginning of the course. Instructors who fail to do so have no basis for disciplinary action in instances of purported student dishonesty outside the above provisions.

In all instances of academic dishonesty, instructors are urged to discuss incidents with students and, if necessary, refer them to the provost and dean. The course instructor shall have authority to deal with instances of academic dishonesty within these guidelines:



- Faculty members should report any student who has violated the policy on academic integrity to the provost and dean. Upon the second report of a serious act of academic dishonesty against a student, action will be initiated under provisions of the Student Code of Conduct and could lead to dismissal of the student from the university.
- The maximum assessable penalty for a first offense shall not exceed double the original value of the assignment plus no option to make up the work in question.

Alternate courses of action may include, but are not limited to:

- Work may be redone for full or partial credit.
- Alternate assignments may be given for full or partial credit.
- Work may not be redone and no credit given.

Students have the right to appeal action under this policy through the regular channels as established by the grade appeal process. Grounds for appeal are:

- insufficient evidence of dishonesty
- penalties in excess of those allowed under the above guidelines
- provisions of grade appeal cited in the Student Handbook

## ACADEMIC STANDARDS

To be in good standing, students must maintain these minimum standards:

<u>Hours Earned</u>	<u>Grade Point Average</u>
1-29 hours	1.6 GPA
30-59 hours	1.8 GPA
60-89 hours	2.0 GPA

A student may be dropped from the university at any time when excessive class absences or academic performance indicate inability or unwillingness to achieve normal progress toward a degree. Typically, however, students not in good academic standing are placed on academic probation for a maximum of two consecutive semesters.

All students on academic probation are expected to develop and sign a support contract with a designated academic official before attending classes. The contract may include, but is not limited to, study assistance; limits on participation in university- sponsored extracurricular activities; limits on work commitments, housing, and course loads; and stated expectations for class attendance.

At the end of each semester, the provost will lead a process in which the status of low-achieving students is determined. Normally, students not achieving acceptable standards are barred from returning to Anderson University for at least one semester. Extenuating circumstances could justify the continuation of students whose cumulative grade point averages fall below the stated standards.

Barred students who wish to be readmitted must appeal to the Provost. Students who are readmitted after being barred once are expected to attain a 2.00 current grade point average in the next 12 semester hours and must continue to achieve or make substantial progress toward the stated minimum standards in order to continue. If they should be barred again, it will be for a period of at least two years. Subsequent re-admission shall be regarded as a final opportunity to continue studies at Anderson University.

When pertinent, the provost and dean could request the Barring Appeals Committee review and make recommendations regarding cases. Extenuating circumstances could justify the continuation of students whose cumulative grade point averages fall below the stated standards.



## CLASS ATTENDANCE

This policy assumes class attendance, by instructors and students, is fundamental to the teaching/learning process and is crucial to effective, quality teaching and learning at the university level. The AU faculty adopted the class attendance policy with this rationale in mind. Students may be directly penalized for absences only after the number exceeds the number of class meeting hours/sessions per week.

Any absence results in a loss of learning for the student. It is the student's obligation to personally notify individual course instructor(s) about any absence, in advance if possible. Students may be directly penalized only after the number of absences exceeds the number of class meeting hours per week. When a student misses more than the number of classes stated above, the course instructor determines whether to allow completion of missed work and how much work will be evaluated, including possible penalties.

This policy recognizes the loss of participatory learning and class involvement due to class absences by students will differ depending on the particular course and instructor. For this reason, individual instructors are responsible for setting specific course policy for each class regarding makeup work sanctions for missed classes (after the student misses more than the number of class meeting hours per week), course examinations, laboratory sessions, field experiences, class presentations, and special class events. Whatever specific policy a given instructor adopts for a class should be clearly documented in the course syllabus and reviewed with students at the beginning of the semester.

## DECLARATION OR CHANGE OF MAJOR

To officially declare and/or change a major, a declaration of major/change of major form, available in the Office of Educational Support Services, Decker Hall 258- C, must be completed. Students entering teacher education, social work, or nursing must also file applications for admission with those departments. This procedure constitutes the official declaration of a major and is necessary before the assignment of a faculty advisor from the department in which major work is intended.

## EXAM SCHEDULE

View the exam schedule for Fall 2017 and Spring 2018 classes online: [anderson.edu/registrar/exam-schedule](http://anderson.edu/registrar/exam-schedule).

For a complete list of information and services provided by the registrar's office, visit [anderson.edu/registrar](http://anderson.edu/registrar).

## GRADE APPEAL

At times, students might believe there is adequate reason for grade reconsideration. Students with such grievances have the right to make an appeal and receive a fair hearing. The following procedure outlines the steps in the grade-appeal process:

- **Step 1:** Students are expected to attempt to resolve the issue through consultation with the instructor. The grade-appeal process must be initiated by the student no later than 30 days after grades have been issued. Students who are no longer within the community may consult with the instructor by telephone or by letter. Extenuating circumstances are possible in which it would not be feasible or advisable to register an appeal with the instructor. In such unusual circumstances, students may present their appeal directly to the dean of the college in which the course was offered.
- **Step 2:** Students who are unable to reach a satisfactory agreement with the instructor or who, for reasons stated previously, have not conferred with the instructor, may file a petition (in person or by letter) with the appropriate college dean or director, requesting the dean or director review the appeal. Such petition is to be filed within 15 days after the discussion with the instructor, or if the contact has been by letter, 15 days following the receipt of the instructor's reply. In filing appeals, students must state their appeal clearly, indicate the date or dates on which they consulted with the instructor and state briefly their interpretation of the outcome of the discussion.
- **Step 3:** Upon receiving a petition for a grade appeal, the college dean or director might seek additional information from the student (through interview or by letter) in an attempt to understand as fully as possible the nature of and the justifications for the appeal. The dean of the college or school will then confer with

the faculty member and, at his or her discretion, might talk with the instructor and student together.

- **Step 4:** If the dean of the college or school is unable to resolve the issue to the student's satisfaction, he or she will ask the chairperson of the Appeals Committee to call a special meeting of the committee, to review all the information available, and to give a hearing to the student (if he or she is on campus or in the community) and also to the instructor. The committee might consult with other students who are or were in the same course and also with the department chairperson or other faculty members in the instructor's department.
- **Step 5:** When the appeals committee has made a thorough review of the case and has reached a decision about the appeal presented, it shall make its decision and recommendations known, in writing, to the student, to the instructor of the course, and to the college dean or director. The committee may make appropriate recommendations regarding procedures to the instructor. If a semester grade is in question, the committee may recommend to the instructor that a change of grade be considered. In unusual circumstances, the provost and dean may initiate such a change if the instructor will not do so and there appears to be compelling reasons for such action.

## TRANSCRIPTS

Students seeking transcripts of their university work must present a written request to the registrar. A \$3 payment must be included with the request. All non-current financial obligations, including tuition, fees for room and board and similar fees, outstanding phone bills, fines for lost library books, fines for Student Code of Conduct violations, unpaid rent, and any and all obligations of whatever nature owed by the student to the university, must be paid before the transcript will be released.

## FINANCIAL AID POLICIES

To receive financial aid, students must meet satisfactory academic progress. Anderson University's satisfactory academic progress policy can be found on the Resources and Forms page online at [anderson.edu/students/fin-aid/resources](http://anderson.edu/students/fin-aid/resources).

## APPEALS

Students wishing to appeal a decision regarding their financial aid may do so by contacting the Office of Student Financial Services via email ([sfs@anderson.edu](mailto:sfs@anderson.edu)) to request an appeal form.

## CHANGES IN FINANCIAL SITUATION

Students whose family's finances change — affecting their ability to meet college expenses — should see a counselor in the Office of Student Financial Services. An adjustment in the award based on the new financial information might be possible. A student or parent Additional Information Request Form is available online at [anderson.edu/finaid](http://anderson.edu/finaid).

## REDUCTION IN CREDIT HOURS

Most financial aid awards are based on full-time enrollment. If the number of hours for which a student is enrolled is reduced, the amount of aid could change. The Office of Student Financial Services can determine whether a reduction in hours would reduce the amount of aid. Reduction in credit hours to less than 6 prohibits eligibility for the student employment program.

## DEADLINE

Students who file the Free Application for Federal Student Aid (FAFSA) by March 1 will be the first to receive notice of their awards for the following school year. Filing by March 1 also ensures no penalties for filing late. For Indiana students to be eligible for state aid, the FAFSA must be received by April 15.

## GRANTS, SCHOLARSHIPS, AND LOANS

Questions regarding participation in any one of the federal, state, or Anderson University aid programs should be directed to your counselor in the Office of Student Financial Services.

## UNIVERSITY FUNDS FOR OFF-CAMPUS STUDY

Students may apply through the Center for International and Intercultural Studies (CIIS) for institutional funds to study off campus according to the following criteria:

- Students may apply for institutional aid to study off campus for a maximum of one semester during their time at Anderson University.
- Programs of study must be approved by the director of Tri-S and study abroad in consultation with the appropriate department chair.
- Awards will have a maximum of \$3,000.
- Primary consideration in the determination of awards will be based on the student's financial need, after taking into account their eligibility for non-institutional financial aid (i.e., Federal Pell Grant, Indiana State aid). In addition, students whose off-campus study is an institutional requirement will receive priority over other students in approved programs of study. No- or low-need students and remitted-tuition students will be considered depending on availability of funds. Students attending by virtue of a tuition exchange program will not receive any special consideration in the distribution of funds.

Application for off-campus study must be received by the last Friday in March for semester I and by the second Friday in November for semester II. Recognizing some programs of study have early deadline dates, applications received before these deadlines will be acted upon in a timely manner. Applications are available in the Center for International and Intercultural Studies.

## FINANCIAL ADJUSTMENT FOR WITHDRAWAL FROM CLASSES

You may be entitled to a reduction in your tuition, fees, and room and board charges if you withdraw from some or all of your classes. The reduction in your charges will depend on when you withdraw and whether you withdraw from all of your classes or from just one or more. When you withdraw from classes, you will be entitled to a reduction in your tuition and fees based on the following schedule, assuming classes are all a full semester in length. For classes not lasting a full semester, a proration of the following schedule will be used:

<b><u>Withdrawal by end of</u></b>	<b><u>Tuition/fees adjustment</u></b>
First week of classes	90 percent reduction
Second week of classes	80 percent reduction
Third week of classes	60 percent reduction
Fourth week of classes	40 percent reduction
Fifth week of classes	20 percent reduction
Sixth week of classes	No adjustment

## RETURN OF FUNDS

Students who are eligible to receive federal student aid (Title IV funds) and who withdraw from Anderson University during the first 60% of an enrollment period are deemed not to have earned all of their aid. The date the student last attends classes as documented by the Registrar's Office is used to determine the 60% enrollment period. The unearned portion of their federal student financial aid, based on the percentage of the enrollment period the student was enrolled, must be returned to the federal student aid programs.

Federal student aid funds will be returned in the following order:

1. Federal Direct Unsubsidized Loan
2. Subsidized Federal Direct Loan
3. Federal Perkins Loan

4. Federal Direct Parent PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (SEOG)

Institutional financial aid is adjusted based on the same percentage used in the reduction of costs for tuition.

The official withdrawal date is the date that contact is made with the dean of students. In extenuating circumstances, students may officially withdraw from all classes by phone or letter to the dean of students; the official withdrawal date shall be the date such correspondence is received.

Reductions are based on tuition and room and board charges made to the student and not the amount paid on the account. There is no reduction of any charges to students who are dismissed or suspended for disciplinary reasons. Questions concerning the policy for complete withdrawal should be directed to the dean of students. Questions related to financial adjustment for reducing the number of semester hours to one or more should be directed to the Office of Student Financial Services.

## CAMPUS FACILITIES

### RESIDENTIAL FACILITIES

- **Dunn Hall:** Completed in 1954, renovated in 1999; houses 190 men; located on University Boulevard next to the president's home.
- **Martin Hall:** Completed in 1958, renovated in 2008; houses 183 women; located at the corner of University Boulevard and Graceland Avenue.
- **Morrison Hall:** Completed in 1949, renovated in 2007; houses more than 183 women; located on College Drive between Myers Hall and Park Place Church of God.
- **Myers Hall:** Completed in 1970, renovated in 2016; houses 111 women; located between Morrison Hall and University Boulevard.
- **Smith Hall:** Completed in 1964, renovated in 2008; houses 205 men; located on Graceland Avenue north of Martin Hall.
- **Fair Commons:** Apartment-style living for seniors and juniors; located at Fifth Street and Nursery Road.
- **South Campus:** Apartment-style living for seniors and juniors; located at Eighth and Chestnut streets.
- **Tara East:** Apartment-style living for seniors and juniors; located at Sixth Street and College Drive.
- **York Seminary Village:** Apartment-style living for seminary students; located south of Reardon Auditorium, between Sixth and Seventh streets.

### ACADEMIC/ADMINISTRATIVE FACILITIES

- **Broadcasting Center:** Houses Covenant Productions, 98.7 The Song, production rooms, a TV studio, editing bays, offices, and class labs; located at Sixth and Walnut streets.
- **Decker Hall:** Completed in 1970, expanded in 1994; houses classrooms, faculty and administrative offices, Information Technology Services, the Mail Distribution Center, Create, the Center for Educational Technology, the Department of Student Life, and several other offices and departments; located at Fifth Street and College Drive.
- **Welcome Center:** Completed in 1994 as an expansion of Decker Hall; houses the Office of Admissions, Student Financial Services, and the Registrar; located at Fifth Street and College Drive.
- **Hardacre Hall:** Dedicated in 2001; houses Falls School of Business, Police/Security Services, and Physical Plant; located on Fifth Street.

- **Hartung Hall:** Opened in 1964, renovated and expanded in 1993; houses classrooms, laboratories, faculty offices, and a lecture hall; located on Fifth Street, east of Decker Hall.
- **Krannert Fine Arts and Engineering Center:** Completed in 1979; houses the School of Music, Theatre, and Dance, York Performance Hall, the Wilson Art Galleries, Warner Sallman Collections, classrooms, laboratories, practice and rehearsal rooms, recital venues, a MIDI lab, a recording studio, and faculty studios as well as 7,500 square feet of workspace in the Engineering Center; located between Fifth Street and University Boulevard.
- **Robert A. Nicholson University Library:** Completed in August 1989 as a merger of the Wilson (undergraduate) and Byrd (seminary) Libraries; houses the university's library collections, computer labs, group study rooms, Kissinger Learning Center, NicMedia, Idea-U lab, and the archives of Anderson University and the Church of God; located on University Boulevard, west of the School of Theology.
- **School of Theology and Christian Ministry:** Completed in 1961, expanded in 1975; houses faculty and administrative offices, classrooms, a student lounge, the Adam W. Miller Chapel, and the Gustav Jeeninga Museum of Bible and Near Eastern Studies; located on University Boulevard, between Olt Student Center and the Robert A. Nicholson University Library.
- **Anderson University Flagship Center:** Completed in 2007; houses offices and classrooms for the Falls School of Business graduate programs, the Professional Development Center, and AU's residential MBA students; located at I-69, exit 222.

## RECREATIONAL FACILITIES

- **Athletic Complex:** Includes Macholtz Stadium, Don Brandon Field (baseball), Raven Field (softball), and tennis courts; located north of Kardatzke Wellness Center.
- **Bennett Natatorium:** Completed in 1972, connected to Kardatzke Wellness Center in 2002; houses a six-lane collegiate-size swimming pool for the men's and women's swimming teams; located between Miracle and Graceland avenues on the north side of Kardatzke Wellness Center.
- **O. C. Lewis Gymnasium:** Completed in 1962, connected to Kardatzke Wellness Center in 2002, renovated in 2004; houses intercollegiate athletic facilities for men's and women's basketball and volleyball; located on Graceland Avenue on the east side of Kardatzke Wellness Center.
- **Kardatzke Wellness Center:** Completed and connected to O. C. Lewis Gymnasium and Bennett Natatorium in 2002; houses a large field house, weight room, fitness center, indoor tracks, a state-of-the-art dance studio, athletic training facilities, classrooms, intercollegiate athletics offices, and the Department of Kinesiology; located between Graceland and Miracle avenues, north of University Boulevard.
- **Soccer Field:** Home of the Raven men's and women's soccer teams; located on Fifth Street between Executive Drive and Nursery Road.
- **Intramural and Club Sports Field:** Location of all outdoor Intramural sports play as well as practice and game fields for all outdoor club sports. Located on Fifth Street between Executive Drive and Nursery Road just east of Soccer Field.
- **Olt Student Center:** Completed in 1963; houses the Marketplace, Raven's Haven, Mocha Joe's, the Corner Pocket, private dining rooms, the AU Campus Store, student government offices, and the Office of Student Activities; located on University Boulevard, between the School of Theology and Byrum Hall.

## AUDITORIUMS/PERFORMANCE FACILITIES

- **Byrum Hall:** Completed in 1908, renovated in 1974; a campus landmark once used for basketball games and physical education classes; houses a 530-seat proscenium theatre; located on University Boulevard, between Olt Student Center and Krannert Fine Arts Center.
- **Reardon Auditorium:** Completed in 1983; seats 2,200; used primarily for chapel/convocation, performance events, and conferences; located at Fifth Street and College Drive.
- **York Performance Hall and Galleries:** The York Performance Hall and Galleries were completed in the fall

2012; features concerts by professional musicians from around the world as well as student recitals. It is also home to the university's collection of Warner Sallman art. York Performance Hall and Galleries is connected to the east side of the Krannert Fine Arts and Engineering Center.

## OTHER FACILITIES

- **Bolitho House:** Houses Health Services; located at University Boulevard and Cottage Avenue.
- **Boyes House:** Completed in 1968; home of the Anderson University president and his family; located on University Boulevard, west of Dunn Hall.
- **Morrison House:** Houses the Office of Counseling Services and Spiritual Life; located on College Drive, east of Myers Hall.
- **Smith House:** Houses the Office of Communication and Marketing; located at University Boulevard and College Drive.

# CAMPUS MAP

## ANDERSON UNIVERSITY CAMPUS MAP





# PRIVACY AND DISCLOSURE POLICIES

## STUDENT RIGHT TO KNOW ACT

Anderson University complies with the Student Right to Know Act, which requires the university to disclose graduation or completion rates annually for the student body in general and athletes in particular. All current students and prospective students (individuals who have contacted the university requesting information concerning admission) may request general information on graduation rates from the Registrar's Office.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Annually, Anderson University informs students of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. This act, with which the institution intends to comply fully, was designated to protect the privacy of educational records, to establish the right of students to inspect and review their records, and to provide guidelines for correcting inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Educational Rights and Compliance Office concerning alleged failures by the institution to comply with the act.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the act. Copies of the policy can be found in Academic Support Services, the Department of Student Life, the Registrar's Office, and the School of Theology and Christian Ministry. These offices also maintain a directory of records listing all education records maintained on students by this institution. Questions may be referred to the university registrar.

Occasionally, institutional and non-institutional organizations request information regarding students. Prior requests have included, but are not limited to, the AU Student Government Association for the student directory, athletic teams for printing athletic programs, the communication and marketing department for news releases, and local churches to provide information on worship services. AU directory information includes name, campus address and telephone number, home address, date and place of birth, major, class year, dates of attendance, participation in officially recognized activities and sports, height and weight of athletic team members, degrees and awards received, and the most recent educational agency or institution attended by the student.

Under the provisions of FERPA, students have the right to deny the disclosure of directory information. The decision to withhold directory information should be considered carefully. Instructing Anderson University not to release directory information means future requests for such information from non-institutional persons or organizations will be refused.

Request forms prohibiting release of information are available in the Registrar's Office. To ensure information is not released to non-institutional individuals and organizations, requests to deny disclosure of information must be submitted to the Registrar's Office before the end of the second week of each academic term.

## POLICY ON NOTIFICATION OF PARENTS

Anderson University's policy on notification of parents is in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. The university seeks to help students in their development as responsible individuals in all aspects of life. Our policy is to communicate and work directly with students in all matters related to student life at Anderson University. Communication with parents or legal guardians will be in accordance with the following guidelines and will be sent only to parents or guardians of students as defined above.

- **Academic Matters:** The provost and dean or a designated academic officer may correspond with students and parents after the midterm and the end of each of the first two semesters of study at Anderson University if students are not maintaining good academic standing as defined in the Anderson University undergraduate catalog. All midterm and final grade reports will be available on AccessAU.
- **Disciplinary Matters:** The dean of students or other designated staff members may notify parents if a student is placed on disciplinary probation. When more serious disciplinary action (suspension, dismissal,



or expulsion from the university) is being considered or taken, every effort will be made to contact the parents of dependent students.

- **Personal Health Matters:** Students will first be encouraged to contact their parents/guardians or allow a staff member to do so on their behalf. However, if the student is not able to communicate or if the situation is an emergency as identified by an university authority, the student's designated emergency contact person will be notified.
- **Financial Matters:** Upon written request from students, parents, or guardians, specific information about student financial accounts will be sent to parents, guardians, or other appropriate individuals or organizations. In addition, the accounts receivable manager, at her discretion, may notify parents, guardians, or other appropriate individuals or organizations regarding the status of student financial accounts at Anderson University.

## MEDICAL LEAVE OF ABSENCE POLICY

Medical leave is available for students who, due to documented serious physical or emotional illness, need to leave the university. Medical leave is intended to enable a student to maintain his or her status as a student so as to continue their education at a later date. Students on medical leave are not regarded as having permanently withdrawn from the university and need not apply for readmission through the Admissions Office. However, students must be approved for fitness to return to campus. Medical leave must be approved by the assistant provost and dean of students. This policy does not determine a financial refund to the student but rather defers to the tuition refund schedule at [anderson.edu/billdates](http://anderson.edu/billdates).

## TITLE IX QUALIFIED SEX/GENDER HARASSMENT, DISCRIMINATION AND MISCONDUCT POLICY

<sup>1</sup> Section 703, Title VII of the Civil Rights Act of 1964. As used herein, "sexual harassment" shall also be defined to include any future amendments to this section.

### INTRODUCTION

Anderson University affirms its commitment to Christian higher education and a work/learning environment that encourages and enables individuals to strive for excellence. Sexual misconduct is damaging to this environment, and a violation of law and university policy. The conduct standards and expectations for those who choose to be part of the Anderson University community are informed by the university's core values and our Church of God heritage (see the Anderson University Ethos Statement). Student, faculty, and staff handbooks contain specific conduct expectations and policies.

Sexual misconduct in any form will not be tolerated and will be dealt with promptly. When an allegation of misconduct is reported, protective and other remedial measures will be used to reasonably ensure such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated this policy.

Anderson University defines sexual misconduct to include a broad spectrum of violent behavior including but not limited to sexual violence, sexual harassment, domestic violence, dating violence, and stalking or any other non-consensual sexually-related conduct. The university also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression or intimidation or hostility based on sex or sex-stereotyping, even if those acts do not involve physical conduct.

The university adheres to principles of academic and expressive freedom. Nothing in this policy should be construed to limit the legitimate exercise of academic and expressive freedom, including but not limited to written, graphic, or verbal expression that can reasonably be demonstrated to serve a legitimate educational

purpose (Section 3.93 of the Faculty Handbook at [anderson.edu/uploads/provost/faculty-handbook.pdf](http://anderson.edu/uploads/provost/faculty-handbook.pdf)).

The university uses the preponderance of the evidence (also known as “more likely than not”) as a standard for proof of whether a violation occurred. In campus investigations, legal terms like “guilt, “innocence” and “burdens of proof ” are not applicable, but the university never assumes a responding party is in violation of university policy. Campus investigations are conducted to take into account the totality of all evidence available from all relevant sources.

## TITLE IX COORDINATOR

The university has appointed a Title IX coordinator responsible for implementing the Anderson University Sexual Misconduct Policy and Procedures. The Title IX Coordinator is the director of human resources. The university’s Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination, and misconduct policy. The coordinator reports to the vice president for finance and is housed in the Office of Human Resources. Questions about this policy should be directed to the Title IX coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the university.

### **Title IX Coordinator:**

Shanna McClure, *Title IX Coordinator*

Office of Human Resources, Decker Hall Room 10

(765) 641-4133 [srmccclure@anderson.edu](mailto:srmccclure@anderson.edu)

Additionally, anonymous reports can be made by victims and/or third parties using the online reporting form posted at [anderson.edu/hr/misconduct](http://anderson.edu/hr/misconduct) or the reporting hotline at (855) 270-3684. Note that these anonymous reports may prompt a need for the institution to investigate.

Individuals experiencing harassment or discrimination also have the right to file a formal grievance with government authorities:

Region V Office for Civil Rights (OCR)

500 W. Madison Street, Suite 1427

Chicago IL 60661

Customer Service Hotline: (800) 421-3481

Facsimile: (312) 730-1704

TDD: (877) 521-2172

Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Web: [www.ed.gov/ocr](http://www.ed.gov/ocr)

In the event an incident involves alleged misconduct by the Title IX Coordinator, reports should be made directly to the vice president for finance and treasurer, (765) 641-4112.

## OVERVIEW OF EXPECTATIONS WITH RESPECT TO PHYSICAL SEXUAL MISCONDUCT

Any person who believes he or she has been sexually harassed (the complainant) is encouraged to bring the matter to the attention of the appropriate university official. In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing, and voluntary consent prior to and during the sexual activity. The majority of the sexual misconduct complaints received by the university revolve around the question of whether the victim consented to the reported conduct. To continue to engage in sexual activity without effective consent from his/her partner is a violation of this policy.

Consent is clear, knowing, and voluntary permission; it is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable, clear permission regarding willingness to engage in (and the conditions of) sexual activity. Previous relationships or prior consent do not imply consent to future sexual acts. When it is unclear whether someone consents to activity, it is the responsibility of the person who initiates the activity to ensure his/her partner clearly communicates effective consent. A reasonable person would have to consider the words or actions of the parties to indicate there was an agreement to engage in the given activity with each other at the same time. Consent cannot be obtained through force or coercion.

Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into a sexual activity. Similarly, engaging in sexual activity with a person one knows or should know is incapacitated is a violation of this policy. Violation of this policy does not require an individual to actively resist a sexual advance or request, but resistance is a clear demonstration of non-consent. Forced sexual activity is by definition non-consensual, but lack of physical force or coercion does not indicate consent.

Use of alcohol or other drugs will never function to excuse any behavior violating this policy. This policy is applicable regardless of the sexual orientation and/or gender identity of individuals engaging in sexual activity.

## OVERVIEW OF POLICY EXPECTATIONS WITH RESPECT TO CONSENSUAL RELATIONSHIPS

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student, or supervisor-supervisee) are considered inappropriate. These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later complaint of a violation of applicable sections of the faculty/staff handbooks. If a complaint of sexual harassment or misconduct is made, it will not be a defense to allege the relationship was consensual.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Individuals with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, which will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes resident directors (RDs) and students over whom they have direct responsibility. Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

## SEXUAL VIOLENCE RISK REDUCTION TIPS

Risk reduction tips can often take a victim-blaming tone, even unintentionally. Only those who commit sexual violence are responsible for those actions. The tips below are offered with no intention to victim-blame, recognizing these suggestions may nevertheless help you to reduce your risk of experiencing non-consensual sexual activity.

1. If you have limits, make them known as early as possible.
2. Tell a sexual aggressor “NO” clearly and firmly.
3. Try to remove yourself from the physical presence of a sexual aggressor.
4. Find someone nearby and ask for help.
5. Consider whether sharing your intimate content, pictures, images and videos with others, even those you may trust, is appropriate. If you do choose to share, clarify your expectations as to how or if those images may be used, shared, or disseminated.
6. Take care of your friends and ask them to take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.
7. Take personal responsibility for use of alcohol/drugs and acknowledge alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views someone under the influence of alcohol or drugs as a sexual opportunity.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
2. Understand and respect personal boundaries.
3. **DON'T MAKE ASSUMPTIONS** about consent, about someone's sexual availability, about whether they are attracted to you, about how far you can go, or about whether they are physically and/or mentally able to consent. Your partner's consent should be affirmative and continuous. If there are any questions or ambiguity, you **DO NOT** have consent.
4. Mixed messages from your partner are a clear indication you should stop, defuse any sexual tension, and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the time line for sexual behaviors with which they are comfortable.
5. Don't take advantage of someone under the influence of alcohol or drugs, even if they willingly consumed alcohol or drugs.
6. Realize your potential partner could feel intimidated or coerced by you. You may have a power advantage simply because of your gender or physical presence. Don't abuse that power.
7. Do not share intimate content, pictures, images, and videos shared with you.
8. Understand consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
9. Silence, passivity, or non-responsiveness cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and nonverbal communication and body language.

## SEXUAL MISCONDUCT OFFENSES

### **Sexual Harassment**

Sexual harassment is unwanted, unwelcome, sexual, sex-based and/ or gender-based verbal, written, online, and/or physical conduct. Anyone experiencing sexual harassment in any university program is encouraged to report it immediately to the Title IX coordinator or a deputy. Remedies, education, and/or training will be provided in response. Sexual harassment may be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment, and/or creates a hostile environment.

A hostile environment is created when sexual harassment is sufficiently severe, or persistent or pervasive, and objectively offensive if it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the university's educational, employment, social, and/or residential program.

Quid pro quo harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another. Behavior constitutes sexual harassment when submission to sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational or employment progress, development, or performance. This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational or employment program.

Examples of quid pro quo harassment include an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; punishing a refusal to comply with a sexual-based request; conditioning a benefit on submitting to sexual advances; sexual violence; intimate partner violence; stalking; or gender-based bullying.

Some examples of possible sexual harassment include but are not limited to:

1. Promising, directly or indirectly, a student, employee, or other person a reward if the student or employee complies with a sexually oriented request.

2. Threatening, directly or indirectly, retaliation against a student, an employee, or another person if the student, employee, or another person refuses to comply with a sexually oriented request.
3. Denying, directly or indirectly, a student or employee an employment- or education-related opportunity if the student or employee refuses to comply with a sexually oriented request.
4. Engaging in sexually suggestive conversations.
5. Displaying pornographic or sexually oriented materials.
6. Engaging in indecent exposure.
7. Making sexual or romantic advances toward a student, employee, or another person and persisting despite the student's, employee's, or other person's rejection of the advances.
8. Physical conduct such as assault, touching, or blocking normal movement.

### **Non-Consensual Sexual Contact**

Non-consensual sexual contact is any intentional sexual touching, however slight, with any object, by a person upon another person without consent and/or by force.

### **Non Consensual Sexual Intercourse**

Non-consensual sexual intercourse is any sexual intercourse, however slight, with any object, by a person upon another person without consent and/or by force. Acquaintance rape, commonly referred to as "date rape," may occur in the context of a single date, a hook-up, an ongoing relationship, or any other interaction between two people when one person forces another to have sex or takes advantage of him/her while she/he is incapacitated. Other sexual conduct means acts involving a sex organ of one person and the mouth or anus of another person and/or the penetration of the sex organ or anus of a person by an object.

### **Sexual Exploitation**

Sexual exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and the behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to, prostituting another student, non consensual video or audio taping of sexual activity (such as one person allowing others to secretly watch consensual sex), engaging in voyeurism, and knowingly transmitting an STD or HIV.

## **OTHER DEFINITIONS**

1. Consent is clear, knowing, and voluntary words or actions that give permission for specific sexual activity.
  - Consent is active, not passive.
  - Silence, in and of itself, cannot be interpreted as consent.
  - Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of ) sexual activity.
  - Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
  - Previous relationships or prior consent cannot imply consent to future sexual acts.
  - Consent can be withdrawn once given, as long as withdrawal is clearly communicated.
  - In order to give consent, one must be of legal age. Consent cannot be given by minors to adults, by mentally disabled individuals, or by otherwise physically or mentally incapacitated individuals.
  - Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy. Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, or blackout. The question of what the responding party should have known is objectively based on what a reasonable person in the place of the responding party, sober and exercising good judgment, would have known about the condition of the reporting party. Incapacitation

is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of rape drugs.

2. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcome free will or resistance or produces consent. (“Have sex with me or I’ll hit you.” “Okay, don’t hit me. I’ll do what you want.”) There is no requirement for a party to resist a sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Forced sexual activity is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
3. Coercion is unreasonable pressure for sexual activity. When someone makes clear to you they do not want sex, they want to stop, or they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

## OTHER MISCONDUCT OFFENSES

1. The following are Title IX offenses when determined to be sex or gender based:
2. Threatening or causing physical harm, extreme verbal abuse, or other conduct threatening or endangering the health or safety of any person.
3. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender.
4. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another.
5. Hazing, defined as the commission of any act, or conspiring to commit any act, that injures, frightens, degrades, disgraces, or tends to injure, frighten, degrade, or disgrace any person.
6. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally, that is not speech or conduct otherwise protected by the First Amendment.
7. Intimate Partner Violence, defined as violence or abuse between those in an intimate relationship to each other.
8. Stalking is defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear for the person’s safety or the safety of others, or suffer substantial emotional distress. Stalking can include the following:
  - Repeated, unwanted, intrusive, and frightening communications from the perpetrator by phone, mail, email, and/or any electronic or social media communication
  - Repeatedly leaving or sending the victim unwanted items, presents, or flowers
  - Following or lying in wait for the victim at places such as home, school, work, or recreation place
  - Making direct or indirect threats to harm the victim, the victim’s family, friends, or pets
  - Damaging or threatening to damage the victim’s property
  - Harassing victim through the internet
  - Posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth
  - Obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim’s garbage, following the victim, contacting victim’s friends, family work or neighbors, and similar activities
  - Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, obsesses, surveils, threatens, or communicates to or about a person or interferes with a person’s property.
  - Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling



9. Any other university policies may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party's sex or gender.

## RETALIATION

Retaliation is prohibited by federal law and institutional policy. It is defined as any adverse or negative action against an individual for an allegation, for supporting a reporting party, or for assisting in providing information relevant to an allegation. Retaliatory behaviors include intimidating, threatening, coercing, hostility, harassment, retribution, or violence that occurred in connection to the making and follow-up of the report.

## SANCTIONS

The following sanctions may be imposed upon any member of the community found to have violated the Sex/Gender Harassment, Discrimination, and Misconduct Policy. Factors considered in sanctioning are defined in Student Handbook, Faculty Handbook, or Staff Handbook. The following are the typical sanctions that may be imposed upon students or organizations singly or in combination.

- Restitution
- Disciplinary Warning
- Disciplinary Probation
- Strict Disciplinary Probation
- Suspension
- Dismissal
- Expulsion
- Other Sanctions

Employee Sanctions are listed below and defined in the staff and faculty handbook

- Warning — Verbal or Written
- Disciplinary Probation
- Investigative Leave without Pay
- Dismissal

## SANCTIONING FOR SEXUAL MISCONDUCT

A student found responsible for violating the non-consensual sexual contact policy (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident and taking into account any previous disciplinary violations. A student found responsible for violating the non-consensual sexual intercourse policy will likely face a recommended sanction of suspension or expulsion. A student found responsible for violating the sexual exploitation or sexual harassment policies will likely receive a recommended sanction ranging from probation to expulsion or termination, depending on the severity of the incident and taking into account any previous disciplinary violations. If a student is dismissed or expelled for a Title IX violation, they will not be granted readmission to the university at a future date.

Staff or faculty found responsible for violating the non-consensual sexual contact policy will likely receive a disciplinary warning up to and including termination, depending on the severity of the incident and taking into account any previous disciplinary action. Staff or faculty found responsible for violating the non-consensual sexual intercourse policy will likely face termination of employment. Staff or faculty found responsible for violating the sexual exploitation or sexual harassment policies will likely receive disciplinary action ranging from a warning up to termination, depending on the severity of the incident and taking into account any previous disciplinary action.

The Title IX coordinator, along with the applicable administrative area (i.e. Student Affairs, provost, Human Resources) reserves the right to broaden or lessen any range of recommended sanctions in the case of serious



mitigating circumstances or egregiously offensive behavior. Neither the investigators nor any appeals officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

## CONFIDENTIALITY, PRIVACY, AND REPORTING POLICY

### **Confidentiality and Reporting of Offenses Under this Policy**

All university employees (faculty, staff, and administrators) are expected to take immediate, prudent, and reasonable action to prevent or stop an act of sexual misconduct. Taking action may include direct intervention, calling law enforcement, or seeking assistance from a person in authority. Additionally, employees are expected to report actual or suspected discrimination or harassment to the Title IX coordinator or university administrator. Community members will be supported by the university and protected from retaliation.

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, meaning they are not required to report actual or suspected discrimination or harassment to appropriate university officials. These individuals may offer options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other resources exist for a victim to report crimes and policy violations, and these resources will take action when an incident is reported to them. These reporting options are described below.

### **Confidential Reporting**

A victim (reporting party) who does not wish an incident to be reported to the Title IX coordinator should speak with someone who can promise confidentiality. Those employees are licensed counselors, medical professionals, and ordained clergy acting in a pastoral care capacity. Additionally, administrative assistants, counseling interns, and others working directly with those listed below will maintain confidentiality:

#### **On-Campus Confidential Reporting**

- Christal Helvering, *Director of Counseling Services*, (765) 641-4205, [crhelvering@anderson.edu](mailto:crhelvering@anderson.edu)
- Tamara Shelton, *Campus Pastor*, (765) 641-4204, [tsshelton@anderson.edu](mailto:tsshelton@anderson.edu)
- Becca Palmer, *Director of Spiritual Formation*, (765) 641-3820, [rmpalmer@anderson.edu](mailto:rmpalmer@anderson.edu)

#### **Off-Campus Confidential Reporting**

- Madison County Sexual Assault Treatment Center: (Preferred)  
For treatment contact Community Hospital Anderson, Emergency Room  
1515 N. Madison Avenue, Anderson IN 46011  
(765) 298-5141  
Program Director: Holly Renz RN, SANE-A  
(765) 622-2077 [hrenz@ecommunity.com](mailto:hrenz@ecommunity.com)  
[www.communityanderson.com/emergency/satc.asp](http://www.communityanderson.com/emergency/satc.asp)
- Alternatives, Inc., of Madison County  
Domestic violence related services, including emergency shelter, counseling, supportive services, legal and financial assistance, and community educational services.  
Hotline: 866 593-9999  
[www.alternativesdv.org](http://www.alternativesdv.org)
- St. Vincent Anderson Regional Hospital  
Emergency Center includes Sexual Assault Treatment Center  
2015 Jackson Street, Anderson IN 46016  
(765) 649-2511
- Victim Advocacy Program Coordinator: Lessa Johnson Anderson Police Dept  
1040 Main Street, Anderson IN 46016  
[ljohnson@cityofanderson.com](mailto:ljohnson@cityofanderson.com)  
[www.cityofanderson.com/230/Victims-Assistance](http://www.cityofanderson.com/230/Victims-Assistance)

The on- and off-campus contacts listed above will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. Campus counselors are available to help free of charge and can be seen on an emergency basis during normal business hours. These employees will submit anonymous, aggregate statistical information for Clery Act purposes unless they believe it would be harmful to a specific client, patient, or parishioner.

### **Formal Reporting Options**

All university employees have a duty to report incidents unless they fall under the confidential reporting section above. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX coordinator and/or deputy coordinators. Employees must share all details of the reports they receive. Generally, climate surveys, classroom writing assignments, human subject research, or educational events do not provide notice that must be reported to the Title IX coordinator by employees. Remedial actions may result without formal university action.

If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX coordinator, who will evaluate the request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons, and/or violence, the university will likely be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the university to honor the request, the university will offer interim supports and remedies to the victim and the community but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have reports taken seriously by the university when formally reported and to have those incidents investigated and properly resolved through these procedures.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told, including but not limited to the Title IX coordinator, dean of students, and Anderson University Police and Security Services. Information will be shared as necessary with investigators, witnesses, and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party's rights and privacy. Anonymous reports can be made by victims and/or third parties using the online reporting form posted at [anderson.edu/hr/misconduct](http://anderson.edu/hr/misconduct), or the reporting hotline at (855) 270-3684. Note that these anonymous reports may prompt a need for the institution to investigate.

Reports to the Title IX coordinator can be made via email, phone, or in person at the contact information below:

Shanna McClure  
Human Resources Department, Decker Hall Room 10  
(765) 641-4133  
[srmcclure@anderson.edu](mailto:srmcclure@anderson.edu)

Failure of a non-confidential employee, as described in this section, to report an incident or incidents of sex or gender harassment or discrimination of which they become aware is a violation of university policy and can be subject to disciplinary action for failure to comply with university policies.

### **Federal Statistical Reporting Obligations**

Certain campus officials, those deemed campus security authorities, have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes (Clery Act). All personal identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off campus, in the surrounding area, but no addresses are given) for publication in the annual security report. This report helps to provide the community with a clear picture of the extent and nature of campus crime to ensure greater community safety.

Mandated federal reporters include student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities. The

information to be shared includes the date, the location of the incident (using Clery location categories), and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

### **Federal Timely Warning Reporting Obligations**

Victims of sexual misconduct should also be aware that university administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The university will ensure a victim's name and other identifying information are not disclosed while still providing enough information for community members to make safety decisions in light of the danger.

## **ADDITIONAL POLICY PROVISIONS**

### **Attempted violations**

In most circumstances, the university will treat attempts to commit any of the violations listed in the gender-misconduct policy as if those attempts had been completed.

### **False Reports**

Any person who knowingly makes a false report will be in violation of this policy and will be subject to the appropriate disciplinary process, up to and including suspension, dismissal, or expulsion from the university.

### **Amnesty for Victims and Witnesses**

The university encourages reporting incidents of sexual misconduct and seeks to remove any barriers to reporting by making the procedures for reporting transparent and straightforward. The university recognizes an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of the potential disciplinary consequences for his/her/their own conduct. An individual who reports sexual misconduct, either as a complainant or a third party witness, will not be subject to disciplinary action by the university for his/her/their own personal consumption of alcohol or drugs at or near the time of the incident, provided any such violations did not and do not place the health or safety of any other person at risk. The university may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs through the use of a growth contract.

### **Parental Notification**

The university reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly for alcohol and other drug violations. The university may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is non-dependent, the university will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The university also reserves the right to designate which university officials have a need to know about individual conduct reports pursuant to the Family Educational Rights and Privacy Act.

## **QUESTIONS AND ANSWERS**

Following are some commonly asked questions regarding the university's sexual misconduct policy and procedures.

### **Does information about a report remain private?**

The privacy of all parties to a report of sexual misconduct must be respected, except insofar as it interferes with the university's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. The university will not disseminate information and/or written materials to individuals not involved in the resolution process without the consent of both parties. Witnesses are also required to maintain the privacy of information shared with them during interviews and/or hearings. Violations of the privacy of the reporting party or the responding party may lead to conduct action by the university, though both parties are allowed to share their perspectives and experiences. All parties, including witnesses, involved in an allegation are strongly encouraged to maintain the privacy of information and/or written materials.

In all resolutions of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain university administrators are informed of the outcome within the bounds of student privacy (e.g., the president of the university, provost, assistant provost and dean of students, director of Police and Security). If there is a report of an act of alleged sexual misconduct to a conduct officer of the university and there is evidence a felony has occurred, local police may possibly be notified. This does not mean charges will be automatically filed or a victim must speak with the police. The institution must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual security report of campus crime statistics. This statistical report does not include personally identifiable information.

### **Will my parents be told?**

No, not unless you tell them. Whether you are the reporting party or the responding party, the university's primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. University officials will directly inform parents when requested to do so by a student or in a life-threatening situation. If the responding party is found responsible and assigned a heightened disciplinary status, the parent may be informed, and if the responding party is a minor, the parent will be informed of the disciplinary status.

### **Will the responding party know my identity?**

Yes, if the university determines there is reasonable cause to believe a violation has occurred and formally investigates the matter. The responding party has the right to know the identity of the reporting party. The reporting party is not required to confront the responding party directly.

### **Do I have to name the responding party?**

Yes, if you want formal disciplinary action to be taken against the responding party. You can report the incident without the identity of the responding party but doing so may limit the institution's ability to respond comprehensively.

### **What do I do if I am accused of sexual misconduct?**

DO NOT contact the reporting party. You may immediately want to contact someone who can act as your advisor; anyone may serve as your advisor. You may also contact the Department of Student Life, which can explain the university's procedures for addressing sexual misconduct reports. You may also want to talk to a confidential counselor at the counseling center or seek other community assistance. See below regarding legal representation.

### **Will I (as a victim) have to pay for counseling/or medical care?**

No, if you are utilizing services provided on campus. If a victim is accessing community and non-university services, payment for these will be subject to the provisions of Indiana Code 5-2-6.1 and insurance requirements. A victim may be ineligible for state-based assistance if they were engaged in any illegal activity during the assault or if they fail to cooperate with criminal prosecution.

### **What about legal advice?**

Victims of criminal sexual assault need not retain a private attorney to pursue criminal prosecution because representation will be handled by the Madison County Prosecutor's Office. You may want to retain an attorney if you are considering filing a civil action or are the responding party. The responding party may retain counsel at their own expense if they determine they need legal advice about criminal prosecution. Both the responding party and the reporting party may also use an attorney as their advisor during the campus' investigation. Attorneys are subject to the same restrictions as other advisors in the process as described in the Student Handbook under section 8.13.

### **How is a report of sexual misconduct decided?**

The university investigates allegations of sex/gender-based harassment, discrimination, or misconduct to determine whether there is evidence to indicate a policy violation is "more likely than not." This standard,

called the preponderance of the evidence, corresponds to an amount of evidence indicating a policy violation is more than 50% likely.

### **What about changing residence hall rooms?**

You may request a room change if you want to move. Room changes under these circumstances are considered emergencies. It is typically institutional policy in emergency room changes that the student is moved to the first available suitable room. If you prefer the responding party be moved to another residence hall, the request will be evaluated by the Title IX coordinator or Department of Student Life to determine if it can be honored. Other assistance and modifications available to you might include the following:

- Assistance from university support staff in completing a room relocation
- Assistance with or rescheduling an academic assignment (paper, exams, etc.) or otherwise implementing academic assistance
- Taking an incomplete in a class
- Assistance with transferring class sections
- Temporary withdrawal
- Assistance with alternative course completion options
- Escorts to and from campus locations
- On- or off-campus counseling assistance
- Transportation assistance or support
- Other accommodations for safety as necessary

### **What should I do about preserving evidence of a sexual assault?**

Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time.

If you believe you have been a victim of a criminal sexual assault, you should go to the hospital emergency room before washing yourself or your clothing. The Sexual Assault Nurse Examiner (SANE) is a specially trained nurse at the hospital and is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). The nearest local hospital with an appropriate SANE program is located in the Emergency Department of Community Hospital, 1515 N. Madison Avenue, Anderson IN 46011; (765) 298-5141.

A resident director or other student life professional from the university can accompany you to hospital and university police or local law enforcement can provide transportation. The hospital is not required to notify the police; it is the victim's option whether the police are notified. Even if the victim chooses to notify police, s/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected appropriately will help to keep all options available to a victim but will not obligate her or him to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges should the victim decide later to exercise this option.

**For the victim:** The hospital staff will collect evidence, check for injuries, address pregnancy concerns, and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene — leave all sheets, towels, etc. that may bear evidence for the police to collect.

Will a victim be sanctioned if he/she has illegally used drugs or alcohol?

No. The seriousness of sexual misconduct is a major concern, and the university does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct. The university provides amnesty from any consequences for minor policy violations occurring during or coming to light as the result of a victim's report of sexual misconduct.

Will the use of drugs or alcohol affect the outcome of a sexual misconduct resolution?

The use of alcohol and/or drugs by either party will not diminish the responding party's responsibility. On the other hand, alcohol and/or drug use is likely to affect the reporting party's memory and, therefore, may affect the resolution of the reported misconduct. A reporting party must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence, and/or witnesses to prove policy was violated. If the reporting party does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the responding party without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by a responding party.

Will prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?

Not unless there is a compelling reason to believe prior use or abuse is relevant to the present matter.

What should I do if I am uncertain about what happened?

If you believe you have experienced sexual misconduct but are unsure of whether it was a violation of the institution's sexual misconduct policy, you should contact the institution's Title IX coordinator or dean of students (not confidential), or university counseling services (confidential).

## DEFINITION OF TERMS

### **Advisor**

The reporting party and the responding party are each entitled to an advisor of their choosing. This advisor may be an attorney. Advisors are permitted to accompany the reporting/responding party at any meeting regarding a sexual misconduct investigation. An advisor accompanying a reporting/responding party at any meeting may provide support, guidance, or advice only to the student during the meeting but may not otherwise participate in the meeting unless requested to do so by the university. The university reserves the right to remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation.

### **Clery Act**

Also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, this rule requires institutions of higher education to comply with certain campus safety and security related requirements as a condition of their participation in the title IV, Higher Education Act programs.

### **Reporting Party**

This is the individual initiating a complaint of sexual misconduct. This term is used once a victim has entered the report/complaint process.

### **Responding Party**

This is the individual facing an accusation of sexual/gender-based misconduct.

### **Student**

For the purposes of Title IX and VAWA (Violence Against Women Act), the university considers a student one who has registered for classes. The university reserves the right to hold an admitted student registered for classes accountable to conduct standards under Title IX and VAWA.

### **Third-Party Reporter**

An individual reporting an unwelcomed behavior but is not the recipient of the behavior.

### **Title IX**

Title IX means Title IX of the Education Amendments of 1972, Public Law 92-318, as amended, which is designed to eliminate discrimination on the basis of sex in any educational program or activity receiving federal financial assistance.

### **Victim**

An individual who has experienced a sexual misconduct offense but has not yet reported the incident. Once the alleged offense has been reported, this person is referred to as the reporting party.



### **Violence Against Women Act (VAWA) 2013**

VAWA implemented changes to the Clery Act by requiring institution of higher education to comply with certain campus safety and security related requirements, including compiling statistics for incidents of dating violence, domestic violence, sexual assault, and stalking, and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports.

Date of Adoption: Aug. 18, 2015

Updated: June 20, 2017

## **RACIAL HARASSMENT POLICY**

The purpose of this policy is to help ensure all members of the Anderson University community understand the prohibition against racial discrimination and/or harassment. All members of the university community are encouraged to reflect upon the issue of discrimination and harassment as it might affect the lives and conduct of others. Further, anyone who may be the victim of racial discrimination or harassment should be aware of the procedure for reporting such incidents.

### **PHILOSOPHY**

Anderson University asserts that all members of the university community are entitled to and shall be afforded an environment devoid of both overt and subtle racism. Therefore, members of the Anderson University community will not tolerate racial discrimination or harassment in any form. The increased incidents of racial discrimination and harassment on college and university campuses nationwide suggest information alone has not abolished this behavior. Consequently, a more aggressive stance must be assured. To this end, Anderson University has adopted a policy addressing racial discrimination and harassment that applies to all members of the community.

### **POLICY**

Behavior constituting racial discrimination or harassment is prohibited by Title VII of the 1964 Civil Rights Act, including but not limited to racial/ethnic slurs, coarse jesting with racial and/or ethnic overtones, and other forms of communication resulting in disparagement or intimidation. Also see the Anderson University Student Code of Conduct Section 4.30 Acts of Discrimination/Intimidation.

### **REPORTING PROCEDURE**

A reporting form may be found at [anderson.edu/diversity/incident](http://anderson.edu/diversity/incident). Once the form is completed, it may be submitted to any member of the MOSAIC Committee, to the director of human resources, to the assistant provost and dean of students, or to the director of residence life. For more information and to find out who serves on the Diversity Committee, please see [anderson.edu/diversity/committee](http://anderson.edu/diversity/committee). Also, the assistant provost and dean of students, the director of the Office of Multicultural Student Services, the director of residence life and student conduct, and any residence hall director stand ready to help you. They can walk through the process with you. Please know you may also contact any faculty or staff member whom you trust to walk with you throughout the reporting process.

### **PROCEDURE**

Upon notice being received by the assistant provost and dean of students or by the director of residence life and student conduct that an action of racial discrimination or harassment has taken place, an investigation will be launched with members of the Diversity Committee to investigate the claims and to issue a report of findings and recommendation to the assistant provost and dean of students.



## CONSEQUENCES OF VIOLATIONS

Any Anderson University student who commits racial discrimination and/or harassment is subject to disciplinary action, including disciplinary probation up to dismissal from the university. Students allowed to remain in the university community, in addition to disciplinary sanctions, may also be subject to educational and/or developmental requirements.

Conversely, since the university takes such charges of discrimination and harassment seriously, should the results of an investigation reveal a frivolous or groundless complaint of racial discrimination or harassment, the complainant may be subject to the same disciplinary action as described in the previous paragraph.

## GENERAL STUDENT COMPLAINT PROCEDURE

While Anderson University tries at every level to operate with integrity and with concern for the general welfare of students, we also understand that, on occasion, events arise in which students have complaints. When these events occur, we want students to have a ready means for resolving complaints. While not every resolution may turn out in the way a student might hope, we aspire to have a process to ensure a way for the complaint to be heard and for resolutions to be sought. To this end, the following is suggested:

- If the complaint involves academic issues outside of a student's perception of being unfairly evaluated in a course, such as concerns about academic advising, the student should address the complaint first to the faculty member, then to the chair of the department in which the course is listed, then to the dean of the school for which the course is listed and finally to the provost if the issue has not been resolved.
- If the complaint involves student life issues, such as concerns about conditions of a residence hall, please contact the assistant provost and dean of students.
- All complaints must be made in writing or via email to the director of residence life and student conduct or assistant provost and dean of students.

Other specific complaints may be pursued as follows:

- If the complaint relates to what students feel are unfair evaluations in courses, please follow the steps outlined in the "Grade Appeal" section of this Student Handbook, listed under Academic Policies.
- If the complaint relates to sexual misconduct or harassment, please follow the steps outlined in the "Sexual Misconduct/Harassment Policy" of this Student Handbook.
- If the complaint relates to race or national origin, please follow the steps outlined on the incident report of the MOSAIC Committee page of the university website, [anderson.edu/diversity/incident](http://anderson.edu/diversity/incident).
- If you are not sure who to contact, please advise the provost or the assistant provost and dean of students of your concern. Either would be willing to assist you in identifying the most appropriate outlet for dealing with your concern.
- Anyone (students and non-students) may file a complaint with the assistant provost and dean of students, director of residence life and student conduct, or the director of Police and Security Services against any student or other member of the university community or student organization for conduct believed to be in violation of the Student Code of Conduct.

## STUDENT CONDUCT PROCESS

The director of residence life and student conduct is the university officer usually designated to review complaints filed against students and to determine how the investigation will be conducted. This investigation could include involving the director of Police and Security Services, director of residence life and student conduct, resident directors, and/or other university staff.

Misconduct related to most residence hall infractions will be investigated and adjudicated by the residence

hall staff. This will include discussing with the responding party the allegations and complaints, investigating complaints, determining responsibility, and either dismissing complaints or initiating conduct process.

Misconduct related to more serious violations of residence hall regulations and/or other violations of the Code of Conduct, on or off campus, shall usually be investigated and adjudicated by the assistant provost and dean of students or the director of residence life and student conduct. In some situations Police and Security Services staff or Student Life staff shall investigate infractions. This will include discussing with the responding party the allegations and complaints, investigating the complaints, and either dismissing the complaints or taking disciplinary action.

The reporting party and the responding party are each entitled to an advisor of their choosing. This advisor may be a faculty or staff member. Advisors are permitted to accompany the reporting/responding party at any meeting regarding a disciplinary investigation. An advisor accompanying a reporting/responding party at any meeting may provide support, guidance, or advice only to the student before or after the meeting but may not otherwise participate in the meeting unless requested to do so by the university. The university reserves the right to remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation.

The responding party may also present witnesses, written documentation, or other evidence during the investigation. The complainant(s) making the allegations and their witnesses are not required to identify themselves to the responding party. Notification of sanctions, if any, shall be made to the responding party promptly after a decision is made. The student can either accept the recommended penalties or pursue a formal appeal.

## APPEALS PROCEDURE

In order for a student to appeal, a letter or email must be submitted within two business days of the initial decision and **must show clear and convincing evidence relating to at least one of the following:**

1. New information related to the complaint that would materially affect the outcome of the decision.
2. Evidence of bias in the process.
3. Evidence the disciplinary action was not consistent with sections four, five, or six of this Student Code of Conduct and would materially affect the outcome of the decision.
4. The burden of proof is on the student.

### **The student has the right to appeal:**

1. To the student government chief justice to access the Appeals Board who will make a recommendation to the provost or assistant provost and dean of students (whoever did not make the initial decision).
2. To the provost directly (if the assistant provost and dean of students made the original decision).
3. To the assistant provost and dean of students (if the director of residence life and student conduct made the original decision).

The person to whom the appeal is written will make a determination if the request meets one of the three criterion stated above. Only one appeal is permitted, and the ruling by the individual(s) hearing the appeal will serve as a final decision.

If the appeal is based on a Title IX violation, the only option for appeal is through the Title IX coordinator and will only be considered based on the evidences stated above.

## APPEALS BOARD

The purpose of the Appeals Board is to act upon all cases referred to it in accordance with the Anderson University Code of Conduct.

### **Composition and Authority of the Appeals Board**

The Appeals Board shall consist of four students (justices of the Student Court) and a chairperson (chief justice of the Student Court), as well as two appointed faculty and two appointed staff members. The provost, assistant provost and dean of students, and the director of residence life and student conduct will not be considered for the makeup of the Appeals Board.

1. Student participation will be limited to the students who serve on the SGA Student Court. They must meet the qualifications and requirements set forth by the Anderson University Student Government Association Constitution to serve on the Student Court. They may serve in this position until graduation, are removed by a student conduct violation, or by their own voluntary removal from the Student Court.
2. The chairperson shall be limited to the chief justice of the Student Court. The chief justice is elected by the Student Court prior to the beginning of each academic year. The chair shall participate fully in the appeal process but shall vote only in the event of a tie. Each of the other members will have voting privileges.
3. A quorum of at least four individuals plus the chief justice must be present for the Appeals Board to convene.
4. When possible, a student's case must be heard within seven days of the appeals request.
5. At a hearing, the student may ask a fellow student or faculty/staff member to accompany him or her as an advocate or to provide relevant testimony, but they may not speak unless called upon. The student must inform the chief justice of any person attending the hearing on the student's behalf at least 12 hours prior to the hearing. The hearing is closed to all other individuals, including attorneys.
6. The student and other relevant Department of Student Life members may be present throughout all presentation of testimony and evidence at the meeting. The person who made the original decision will also be granted the opportunity to give a response for any new information given and will also present rationale for the original decision. All individuals not part of the Appeals Board will leave the room for the final deliberation and recommendation.
7. The Appeals Board has the authority to review conduct matters properly brought before the chief justice in accordance with the procedures stated above.
8. Action by the Appeals Board will be in the form of a recommendation to either the provost or the assistant provost and dean of students (whichever was not part of the original decision).
9. The student will not be eligible to represent the university in any co-curricular activity while he or she is the subject of a disciplinary process or appeal. Where immediate suspension, dismissal, or expulsion is involved, the student's enrollment may be interrupted until the appeal process has been completed.

## **CODE OF CONDUCT**

### **INTRODUCTION**

The Christian ethic demands a willingness to recognize and accept people in their individuality; it also affirms the social dimension of our existence. A socially responsible community, therefore, must determine the structure within which individual freedom may flourish but not become so self-centered that the resulting environment finally destroys the very freedom it was intended to support. Anderson University believes the Christian ethic is best served in an atmosphere of personal self-discipline, guided by the principle of concern for others and reinforced by a structure representing appropriate limitations. Students acknowledge the existence of such limitations and accept responsibility for the consequences of their actions whenever they go beyond the necessary limitations. In some cases, this will result in entering into the conduct process related to specific complaints. The student conduct process is designed to produce a consistent process with tailored responses and outcomes designed to produce growth within the student. It is also understood, however, students whose behavior clearly indicates an incompatibility with the philosophy stated herein may be counseled to leave this community for another more suited to their needs. Students are citizens of several communities: city, county, state, and nation, as well as the university. Certain types of misconduct may subject students to the concurrent jurisdiction of and the imposition of sanctions by both the university and civil authorities.

## Section One: Code Authority

1.01 In accordance with the Anderson University Charter and the by-laws of the Board of Trustees, the president of the university has final responsibility and authority for the conduct process of all students of the university. The president may delegate conduct matters to other administrative officers and/or to responsible conduct bodies. The assistant provost and dean of students may participate in all conduct proceedings, ex officio.

## Section Two: Definitions

- 2.10 The term "university" means Anderson University when used in this code.
- 2.11 For the purposes of student conduct and housing at Anderson University, a student is defined as any person under the age of 26 who is registered for, or enrolled in, a traditional undergraduate program, either full time or part time, on the main campus in Anderson, Ind. Any student enrolled in a graduate program should refer to the graduate student handbook for the program in which you are enrolled (Falls School of Business or School of Theology and Christian Ministry).
- 2.12 The term "designated university official" means any person employed by the university and/or authorized by the university to act in a prescribed manner in accordance with the bylaws and actions of the Anderson University Board of Trustees or the policies of the faculty and administrative staff.
- 2.13 The term "student organization" means a group or association of students complied with the requirements of approval. (Requirements and a listing of organizations may be obtained from the Student Government Association.)
- 2.14 The term "university premises/property or university-related premises/property" means all property, land, buildings, and facilities owned, leased, or controlled by the university.
- 2.15 The term "university document" means any university record, written or computer-generated communication or form.
- 2.16 The term "member of the university community" means any student, faculty member, university official, or employee of the university.
- 2.17 The term "dependent student" means a student who is claimed as a dependent for income tax purposes as certified by the Office of Student Financial Services, or a student who acknowledges dependent status.
- 2.18 The term "respondent" is the individual(s) who has been accused of a violation.
- 2.19 The term "complainant" is the individual(s) who brings forth the accusations.

## Section Three: Statement of Rights

- 3.01 The university affirms the right of students to be free from discrimination on the basis of race, color, national origin, political views, gender, age, disability, sexual orientation, or marital status.
- 3.10 The university affirms the right of students to conduct research and to publish, discuss, and exchange findings and recommendations, although the university may promulgate rules and regulations related thereto.
- 3.15 Students shall have the right to elect a democratic student government in accordance with the administration's grant of powers.
- 3.20 Students shall have the right to petition the university through the assistant provost and dean of students' office for redress of grievances, amendment of university regulations, and modification of university policies related to student life.
- 3.25 Students shall be secure in their person, living quarters, papers, automobiles, and effects from unreasonable or unauthorized searches and seizure. Only the president, provost, assistant provost and dean of students, director of residence life and student conduct, or resident director may (in writing or verbally) authorize, with reasonable suspicion, search of students' living quarters (including personal belongings) or automobiles, as well personally owned electronic devices and media.
- 3.30 The university affirms the value of students as members of appropriate university committees.
- 3.35 The university recognizes students' rights to freedom of speech, press, and assembly. If students desire to assemble a peaceful protest, they must contact Anderson University Police and Security for a policy that outlines this process.
- 3.40 These rights shall not be construed to deny or disparage other rights of students both as members of the university community and as citizens of the United States.

## Section Four: Conduct Expectations

- 4.10 A student who is found responsible of any of the following acts shall be subject to the maximum sanction of expulsion or lesser sanction authorized by this code.
- 4.11 Violation of Published Rules: Violation of published rules governing (1) conduct in a residence hall or dining room; (2) conduct in off-campus student residences; (3) conduct on university premises or university-related premises; (4) sponsorship of off-campus activities; (5) use of computers and computer labs; or (6) use of telephones.
- 4.12 Tobacco or e-cigarettes: Use of tobacco or e-cigarettes or vaporizers in any form (smoking or chewing tobacco/snuff) on the university premises, university-related premises, or while participating in university-related activities and openly displaying tobacco in any form and/or evidence of use of tobacco on university premises. Posters, clothing, and other items advertising tobacco or e-cigarettes on campus are prohibited.
- 4.13 Dancing: Social dancing and/or sponsorship of social dancing on university premises or off campus may only be scheduled by recognized organizations and approved and coordinated with the Office of Student Engagement.
- 4.14 Profanity: Use of vulgar or obscene language on university premises or while participating in university-related activities.
- 4.15 Gambling: Playing a game for money or for something of value. Selling, bartering, betting, or disposing of a ticket (except where purchaser is required to provide some service or activity), or participation in a scheme where the reward or prize is strictly based on chance, by whatever name. Gambling is prohibited on and off campus.
- 4.16 Sale and Solicitation: Sale or solicitation on university premises or university-related premises unless approved by a resident director (if in a residence hall), other Student Life staff, or the building manager.
- 4.17 Motor Vehicle Regulations: Violation of published policies and rules (see Vehicle Registration Policies, available in the Office of Police/Security Services).

4.18 Possession or Use of Illegal Substances Such as Drugs, Barbiturates, Hallucinogens, Marijuana, Steroids, or Amphetamines: The possession or use of drugs, barbiturates, hallucinogens, marijuana, steroids, or amphetamines, including other substances intended to provide the same result, except as authorized by law.

4.18.1 In cases where drug use is suspected, Anderson University reserves the right to require students to undergo a urine screen to test for the presence of illegal substances. This decision will be made by the assistant provost and dean of students or the director of residence life and student conduct. A positive urine screen will serve as evidence of possession and use. Test results indicating a diluted specimen may be viewed as evidence of possession and use. Students will be informed that refusal to submit to a urine screen will be evidence of guilt and make the student subject to the conduct process, including dismissal from the university. If the test results come back negative, the university will cover the cost of the test.

4.18.2 Distribution or Sale of Illegal Drugs, Narcotics, Barbiturates, Hallucinogens, Marijuana, Steroids, or Amphetamines:

4.19 Alcoholic Beverages

Possession or use of alcohol (includes any beverage containing alcohol and could include empty alcohol containers) by any student on or off the university campus or while participating in activities sponsored by the university (i.e., field trips, Tri-S, music tours, athletic events, internships, etc.).

Being on or off campus or participating in activities sponsored by the university when there is evidence the student has consumed alcohol. Contributing to the use of alcohol by other university students by providing alcoholic beverages and/or providing a place where alcoholic beverages are consumed.

Being present at parties or other gatherings where alcohol is being consumed.

Working as a bartender.

4.20 The director of police and security or designated university staff may use a preliminary breath-test (PBT) to determine alcohol use. A positive PBT will serve as evidence of possession and consumption. Refusal to take an PBT when use is suspected will be submitted as evidence of use.

4.20.1 Alcoholic Beverages: Under 21 Violation

4.21 Misuse of Keys: Knowingly using, making, or causing to be made any key or keys for any building, laboratory, facility, vehicle, or room of the university, except as authorized by the university.

4.22 Misuse of University Documents: Forging, transferring, altering, or otherwise misusing any university student identification card or other form of university document or record.

4.23 Use of University Telephones/Telephone Lines: Making charges to a university telephone on university premises or university-related premises except with authorization. Tampering with hard-wired equipment (including television cables).

4.24 Misuse of Computers: Accessing sites viewed to be pornographic or questionable in other ways. Violation of the university's Statement of Responsibilities for Student Computers and Network Users.

4.25 Illegal Acts: Violation of local, state, or federal laws.

4.26 Fireworks: Possession or use of fireworks on university premises or university-related premises.

4.27 Academic Misconduct: Academic misconduct, including but not limited to plagiarism and dishonest practices in connection with examinations (see "Academic Integrity" in the Academic Policies section of this handbook).

4.28 Disruption: Disruption of university activities.

4.29 Infliction or Threat of Bodily Harm: Intentionally inflicting or threatening harm to any person by any mode of communication.

4.30 Acts of Discrimination/Intimidation: Any behavior — verbal, physical, or written — that discriminates, intimidates, or victimizes an individual or group.

4.31 Destruction of Property: Damaging, destroying, or defacing university property or property of any member of the university community.

4.32 Theft of Property: Theft or attempted theft of university property or the property of any person who is on university premises or university-related premises.

4.33 Hazing/Harassing/Label/Slander: Commission of any act, or conspiring to commit any act, that injures, frightens, degrades, disgraces, or tends to injure, frighten, degrade, or disgrace any person.

4.34 Making Annoying, Obscene, or Malicious Telephone and/or Electronic Communication (including, but not limited to, email and social media networks)

4.35 Forcible or Illegal Entry into a University Facility: Forcibly breaking into or illegally entering any building, structure, or facility on university premises or university-related premises.

4.36 False Reporting of an Emergency: Intentionally making a false report of a bomb, fire, or other emergency in any building, structure, or facility on university premises or university-related premises by means of activating a fire alarm or in any other manner. Misuse of emergency numbers 911 or 3333. Use of a whistle designated for use in an emergency when there is no emergency.

4.37 Unauthorized Alteration or Use of Emergency or Safety Equipment: Unauthorized use or alteration of fire-fighting equipment, safety devices, exit signs, or other emergency or safety equipment.

4.38 Felony: Conviction for commission of a felony. (Arrest for a felony charge may result in the accused being suspended from enrollment until after adjudication of charges.)

4.39 Possession of Firearms: Unauthorized possession of a firearm of any description anywhere on the university campus or university-related premises.

4.40 Possession of Dangerous Weapons: Possession of any item considered (legally) to be dangerous or any item determined to be used in a dangerous way.

4.41 Sexual Misconduct: All students (of any sexual orientation) are required to abstain from cohabitation with the opposite sex or with same-sex partners, premarital, or extramarital sexual behavior, overnight visitation in the residence of someone of the opposite sex (unless under parental supervision), or any same-sex or heterosexual sexual conduct not believed to be in keeping with university standards.

Sexual conduct not believed to be keeping with university standards includes all of the above in addition to use of social media and technology in any format to relay content of sexuality in an explicit nature designed for sexual gratification.

- 4.42 Sexual Assault, Sexual Battery, or Sexual Harassment: Commission of any sexual act toward another person defined as assault, battery, or harassment (policy definition statement available in Department of Student Life)
- 4.43 Furnishing False Information: Knowingly furnishing false information, written or oral, to a university official.
- 4.44 Contempt: Failure to cooperate with a university official or with the judicial process before, during, or after an investigation and hearing. Failure to fully comply with the sanctions imposed by the specified date. Failure to comply with requests to take a voice stress analysis, alco-sensor test, or drug test.
- 4.45 Repetition of Misconduct: A student who has been found guilty of violating any Anderson University regulation resulting in disciplinary action being taken and is found guilty again of violating the same regulation or any other university regulation shall be subject to the maximum sanction of expulsion.
- 4.46 Chapel/Convocation Misconduct: Inappropriate behavior in chapel. Includes violation of chapel attendance policy expectations.
- 4.47 Other Misconduct: Conduct viewed to be inappropriate and inconsistent with the goals, traditions, and standards of Anderson University.

#### Section Five: **Sanctions**

- 5.01 The following disciplinary status/sanction levels may be imposed upon students.
- 5.10 Disciplinary Warning: A written or verbal warning in response to violation of campus policy, rule, or regulations indicating further violation may lead to more serious action, including suspension or dismissal.
- 5.20 Disciplinary Probation: Indicates, in writing, a tenuous relationship as a student. Notice further violation may result in suspension or dismissal. Copies of letters of disciplinary probation may be sent to parents of dependent students.
- 5.30 Strict Disciplinary Probation: Indicates, in writing, an extremely tenuous relationship as a student. Notice further violation will likely result in suspension or dismissal. May include ineligibility for co-curricular activities, loss of automobile privileges, ineligibility for financial aid, and/or other sanctions. Copies of letters indicating strict disciplinary probation and more serious sanctions following are usually sent to parents of dependent students.
- 5.40 Suspension (while classes are in session): Withdrawal of privilege of attending classes for a specific or indefinite period. During suspension a student may not be present on the campus or participate in any university-related activities. Academic work missed as a result of suspension may not be completed prior to, during, or after the stated period of suspension.
- 5.50 Interim Suspension: When the president, provost, assistant provost and dean of students, or a designee has reasonable cause to believe a student has violated any of the provisions of section four of this code, and when there is reasonable cause to believe substantial risk of injury exists to any member of the university community or the university premises, to university property, or property of any member of the university community if the student remains on university premises or university-related premises, or if for some other reason believes it is in the best interest of the university and student(s), the president, provost, assistant provost and dean of students, or a designee may suspend the student for an interim period pending a hearing on the merits of the case in accordance with the provisions of this code
- 5.60 Dismissal: Cancellation of registration. The student is ineligible to continue at the university and may not be present on the campus. Dismissal is usually for no less than one full semester following the effective date thereof. There is no reduction of tuition and fees to a dismissed student.
- 5.70 Expulsion: Permanent dismissal from the university. There is no reduction of charges to an expelled student. The student will not be admitted back to the university at a future point in time.

#### Section Six: **Growth Contracts**

- 6.01 Students who go through the discipline process, and who remain an active student at Anderson University, will also be given a tailored Growth Contract designed to produce individual growth and restoration to the community. This contract must be followed and completed in the timeframe given and is considered a binding contract between the student and the university. Failure to fulfill the terms of this contract will result in further disciplinary action. The contents of the contract may include, but are not limited to the following:
- 6.20 Restitution: Reimbursement for damage to, destruction of, or misappropriation of university or personal property resulting from conduct in violation of university regulations.
- 6.30 Fine: A financial charge assessed for an infraction of policy, rule, or regulation by a designated university official.
- 6.40 Educational/Service Activities: Required activities specifically designed to enhance understanding of an infraction and its impact on the community (i.e., reading prescribed material, viewing videos or films, etc.), interviewing professionals involved in certain vocations, counseling, performing community service, writing reports, or other growth steps determined to have educational value.
- 6.50 Other Growth Steps: Unless otherwise provided in this code, authorized staff, judicial bodies, residence hall staff, student government, or student organizations may establish additional steps of growth to bring restoration of the student to themselves and to the community.

#### Section Seven: **Judicial Structure**

- 7.01 Any of the following officers and/or judicial panels may adjudicate issues of a student's conduct in violation of this code: provost, Appeals Board, assistant provost and dean of students, director of residence life and student conduct, resident directors, resident assistants, director of Police and Security Services, or other university official or board designated by the president or assistant provost and dean of students.

## NOTES