

The following pages contain the Official Policy Manual for students attending Bethany and have been approved and adopted by the Administrative Cabinet of the University.

**STUDENT HANDBOOK
2009-2010 (REV.10/09)**

**800 BETHANY DRIVE
SCOTTS VALLEY, CALIFORNIA 95066
831.438.3800 OR 1.800.843.9410
*SERVING WITH DISTINCTION SINCE 1919***

Bethany University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges.

Bethany University is endorsed by the Alliance for Assemblies of God Higher Education of the General Council of the Assemblies of God, Springfield, Missouri, and is affiliated with the Assemblies of God, Northern California and Nevada District Council. Bethany University is owned and operated by the Bethany University Corporation.

Title IX

Bethany University does not discriminate on the basis of race, color, national, or ethnic origin, or disability in its admissions policies. Further, it is the policy of the University not to discriminate on the basis of sex, race, color, national or ethnic origin, or disability in the administration of its educational programs, including employment, scholarship and loan programs, and athletic and other University-administered programs and activities. Inquiries regarding Bethany's policy and its responsibilities should be addressed to the Vice President of Academics.

Student Handbook

It is most helpful to become familiar with the contents of the Student Handbook so that you can understand and abide by the academic, social and spiritual responsibilities that are part of membership in the Bethany University community. To read more regarding student policies visit www.bethany.edu/studentlife. Bethany University reserves the right to edit and/or modify the content of the Student Handbook.

**WELCOME TO SCOTTS VALLEY AND
THE BETHANY COMMUNITY!!**

We are thrilled that you have decided to prepare for your life's calling and profession at Bethany University! Both the Santa Cruz area and the Bethany campus are unique areas—filled with opportunity and challenges for growth and development.

We believe that God has chosen you to be here as a part of His overall plan for developing you into the leader He wants you to be. This environment is rich with opportunities and relationships to help you mature as you follow Christ.

Luke 2:52 tell us: "Jesus matured, growing up in both body and spirit, blessed by both God and people." This is our desire for your life as you become a part of our community. Our Student Life philosophy is to work in a collaborative and cooperative manner with all segments of the University to enhance the worth, dignity, potential, spiritual authenticity and uniqueness of each individual for the greater goals of the Church and society.

Please take time to read this *Student Handbook*. The information will be helpful to you in taking advantage of the many services and opportunities available to maximize your college experience. As a Bethany student, you are responsible for knowing and following the policies contained in the *Student Handbook*. These policies have been formulated to assist members of the Bethany community in establishing Christ-centered lifestyles as authentic followers of Jesus.

STUDENT LIFE DIRECTORY

DR. SHARON ANDERSON	V.P. FOR STUDENT DEVELOPMENT AND ENROLLMENT	EXT 3904
Dennis Patton	Resident Director Burnette	(831) 431-0593
Reagan Glover	Resident Director Gerhart and Harp	(831) 566-8341
Shelly Herber	Resident Director Swanson	(415) 672-1742
Joel McGaffee	Student Life Assistant	(831) 438-3800 ext. 3904

Student Leaders

David Nisthal	BUSG President
Bridget Leon	BUSG Vice President
David Bartsch	BUSG Secretary
Kyra Brown	Cultural Representative
Tatiana Dela Torre	Socials Director
Andrea Laing	Senior Class Representative
Ciara Clarity	Junior Class Representative
	Sophomore Class Representative
Jeremy Wick	Media Representative
Karinda Burley	Newspaper Editor
Kimberly Bell	Campus Ministries
Janna Baxter	Campus Ministries
Samantha Coffee	Campus Ministries
Gabrielle Haber	Campus Ministries
Micah Jones	Campus Ministries
Matt Logan	Campus Ministries
Khristian Miller	Campus Ministries
Valerie Sjin	Campus Ministries
Kandis Harvey	Campus Ministries
Brianna Wright	Resident Assistant – Swanson
Christie O'Daniels	Resident Assistant – Swanson
Cat Flora	Resident Assistant – Swanson
Jodi Paris	Resident Assistant – Swanson
Destiny Walker	
Katrina Rowe	
Viviana Nevarez	Resident Assistant – Gerhart
Samantha Coffee	Resident Assistant – Gerhart
Stephanie Nelson	Resident Assistant – Harp
Monica O'Daniels	Resident Assistant – Harp
Hannah McGaffee	Assistant RA - The Hill
Jason Maples	Resident Assistant – Burnett
Matt Hammer	Resident Assistant – Burnett
Maipelo Lasaro	Resident Assistant – Burnett
Derik Scott	Resident Assistant – Burnett
Amanda Anderson	Student Mentor
Bianca Luna	Student Mentor
Andrea Falcon	Student Mentor
Christine Contreras	Student Mentor
Evan Fletscher	Student Mentor
Kelly Nvailhon	Student Mentor
Kristina Faulkner	Student Mentor
Manpreet Kaur	Student Mentor
Suraya Calderon	Student Mentor

DAILY SCHEDULES

MEAL SERVICES

MEAL HOURS: MONDAY-FRIDAY

Hot Breakfast	7:00-9:00 am
Lunch	11:30-1:30 pm
Dinner	5:00-6:30 pm

SATURDAY

Brunch	11:00am-1:00 pm
Dinner	5:00-6:00 pm

SUNDAY

Brunch	12:00 noon-2:00 pm
Dinner	5:00-6:00 pm
Café Office Hours: Monday-Friday	8:30 am-5:00 pm

(Closed During Chapel)

CHAPEL

Monday	9:00 p.m.
Tuesday and Wednesday	11:30 a.m.
Thursday "Quest Chapel in Halls"	11:30 a.m.

FACULTY OFFICE HOURS

Faculty office hours are posted on office doors.

BETHANY UNIVERSITY OFFICE HOURS

Monday - Friday	8:00 am-5:00 pm
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SAFETY PERSONNEL

Maintenance personnel answer safety calls from 7:30 am-3:30 pm at ext. HELP (4357) OR from your cellular at 831.227.9888. Safety personnel (FIRST ALARM) respond to safety calls from 3:30 pm-7:30 am at ext. HELP (4357) OR 831.227.9888. In case of emergency please call 911.

HOW TO *THRIVE* IN WISDOM, WORD, & SPIRIT WITH BETHANY

Our goal at Bethany University is to train godly, mature leaders for vocations in the Church and in the "marketplaces" of society. In an effort to accomplish this goal we endeavor to provide an atmosphere where authentic biblical community can be experienced by our student body. Biblical community describes a place where people can *know and be known, love and be loved, serve and be served, and celebrate and be celebrated*. BETHANY UNIVERSITY CAMPUS MINISTRIES exists to provide opportunities for students to experience transforming and more maturing levels of relationship with God and others. We seek to accomplish this through a three-pronged strategy of: Chapel programming, Discipleship programming, and Christian Service-Learning Opportunities (student ministry). The following guidelines reflect this vision, purpose, and strategy:

I. DEVELOP & IMPLEMENT GODLY THINKING & BEHAVIOR!

In order to grow strong spiritually, you need to develop the attitude of Christ, which requires regularly practiced spiritual disciplines. 1 Timothy 4:8 says: "Physical **exercise** has some value, but spiritual exercise is much more important, for it promises a reward in both this life and the next."

As you implement the following spiritual disciplines in your everyday life, your life will begin to be transformed and strengthened by God — your spiritual "muscles" will experience growth rather than atrophy (see Richard Foster's *Celebration of Disciplines* for more on these):

Disciplines of Abstinence: *Solitude, Silence, Fasting, Simplicity, Chastity, Secrecy, and Sacrifice.*

Disciplines of Engagement: *Study, Worship, Celebration, Service, Prayer, Fellowship, Confession, and Submission.*

Early on in your Bethany experience, find a local church gathering and make it your spiritual family. Attend services weekly, get to know the leadership, commit yourself to a group of growing believers, commit your resources (time, talent, treasure), and begin serving in an area of ministry where you can make a contribution. Your spiritual growth as Christ's apprentice depends on your involvement in a local church where the lives of "Pre-Christians" are being changed and Christ's followers are being strengthened and encouraged spiritually.

II. WORSHIP GOD WHOLE HEARTEDLY!

The Campus Ministries Team exists for the purpose of planning, preparing, and coordinating the daily chapel program, which exists for the integration of our faith and learning TOGETHER, as we are united IN our diversity as the "Body of Christ." In representation of the diversity within our community, it consists of a variety of formats, venues, styles, and expressions. We utilize Craig Chapel for formal worship gatherings, the drama theater for more artistic and intimate expressions, the café for discussion format groups, and the Redwood Bowl for the enjoyment of God's creation and reflection. Throughout the year, some chapel programs are also used as Men's & Women's ministry gatherings, "State of the Campus" addresses, BUSG elections, new student orientations, Discussion panels, etc.

We encourage you to view the daily chapel gathering as a spiritual and communal "window" of opportunity (for reflection, worship, guidance, intercession, etc.) and not a fully functioning church service. Nothing can take the place of your involvement in a local church. Chapel gatherings provide a "break" in the busy-ness of our rushed schedules to pause and listen to God's voice, express our love and appreciation for God, and cultivate Biblical *Koinonia* at Bethany University, living out the prayer for God's kingdom to come "on earth as it is in heaven."

Chapel Participation Guidelines:

1. Weekday chapel gatherings take place on Tuesday, Wednesday and Thursday at 11:30 a.m.. Evening "Student-Led" chapel gatherings take place on Monday nights at 9pm throughout the semester for corporate prayer, praise, worship, and other special events without as much time-restraint. Chapel credit is offered at each of these gatherings.
2. **To receive credit for participating in a chapel service, students must arrive within the first 5 minutes and stay until the service is complete.**
3. Because chapel participation is a requirement to be a student at Bethany, all full time students may **only** miss 15 chapel sessions per semester.
4. Students who cannot attend the minimum amount of chapels (only for approved schedule conflicts) must fill out a "Chapel Waiver" form online or from the Student Life office **before the Add-Drop deadline.**
 - potential waivers only apply to students with a work schedule conflict, commuting students that have no classes before chapel gathering times, documented medical issues, or specific and approved athletic (in season) schedule conflict.**Five-day waivers are not granted.**
5. Students not satisfying the minimum chapel attendance requirement will be subject to disciplinary review and/or placed on chapel probation.
6. Students who are absent more than 15 times in a semester must make up each chapel missed after the 15 allowed. Students exceeding the allotted amount by 3 or less may roll those chapels over and make them up in the following semester. Any student with more than 18 absences must pay either perform 2 hrs of community service for each chapel or pay \$20 per chapel. Community Service must be cleared through the Student Life office. All make up chapels must be made up prior to the opening of the registration period of the following semester. Any student not in compliance will have a student life hold put on their account and will be unable to register. Students will be unable to register for classes, request transcripts or receive their diploma until all chapel absences are made up.

Note: Students who fail to comply with the chapel attendance policy for more than one year may face suspension from Bethany University.

III. WORSHIP IN ACTION

Under the motto of "Thinking Global, Acting Local", the Campus Ministries team desires to plug your heart and talents into Christian service-learning that relates to the carrying out of the *Great Commission* to make more disciples to Jesus. There is no greater, more fulfilling, adventure in the entire world! So we encourage you to make a whole-hearted commitment to a local and/or global ministry and serve faithfully in fulfilling a **minimum requirement of one semester of each school year in which you are at Bethany.**

Campus Ministries will publish and promote service-learning/ministry opportunities each semester for you. To get credit for your ministry you must attend 80% of all preparation meetings, and 80% of all outings, projects, trips, or outreaches. If you are serving at your home church, you will still need to fill out the Ministry Credit Form each year. You may obtain this form online or from the Student Life Office.

COMMUNITY LIFE—COMMUNITY STANDARDS OF CONDUCT

ONE BASIC RULE—HONOR GOD WITH YOUR ATTITUDE AND ACTIONS

We want to make the rules simple at Bethany. Live your life in a God-honoring manner according to the principles outlined in the Bible. As members of the faculty and staff, we endeavor to model lifestyles that honor God. When we observe actions or attitudes that are not God-honoring, we will address these concerns in an effort to correct them. Honoring God includes honoring other members of our community. You are expected to act in an honorable fashion in all interactions with other members of our community.

Our desire is to provide an environment that encourages the development of the fruits of the Holy Spirit (character) in your attitudes and actions. Galatians 5:19-23 contrasts sinful, selfish living with the character of the Holy Spirit:

WHERE DO BETHANY'S RULES COME FROM?

The following considerations are used as the basis for Bethany's standards.

BIBLICAL ABSOLUTES

By biblical absolutes, Bethany means those unchanging scriptural truths about God, His creation, and truths that He has established. Rooted in His character and law, these truths are universal, unchanged by time, circumstances, culture, or human interpretation. These eternal truths provide principles to manage life well.

Included in the absolutes are certain commands or requirements of the Bible about moral living. On the positive side these commands include: loving other Christians, doing good to all men, being filled with the Holy Spirit, obeying the Word of God, and trusting God for personal needs (Galatians 5:16-23; Ephesians 5:18-21; Colossians 3:5-17; 1 Thessalonians 5:12-22).

The Bible prohibits such activities as stealing, intoxication, gossip, addictive behaviors, dishonesty, occult involvement, murder, profanity, premarital sex, adultery, dishonoring your own body, and homosexual behavior. In addition, attitudes such as lust, thanklessness, pride, hatred, rebelliousness, and jealousy are prohibited as well. Such behavior destroys relationships which are the basis of healthy Christian community.

COMMUNITY PREFERENCES

At Bethany, we are committed to maintaining an atmosphere based on biblical principles. These principles are abiding general truths deduced from Scripture that guide us in our thoughts and behaviors. We have, therefore, established standards to govern the lifestyle of our community. While we realize that these may not totally reflect the personal preference of each student, they do enable our community to function in unity under the leadership of Christ.

Social guidelines, administrative, and academic procedures are intended to promote order and consistency. We do not necessarily view these guidelines as standards of spirituality.

INDIVIDUAL DISCRETION

By individual discretion we mean that each believer, though free to follow a biblically informed conscience, must adapt behavior to benefit others and the community. The application of biblical principles governing Christians living in community is a prerogative at Bethany.

The principle governing individual discretion in the context of a Christian community is the impact of personal freedoms on other members of the community. **1 Corinthians 8:9 states: "But you must be careful with this freedom of yours. Do not cause a brother or sister with a weaker conscience to stumble."**

Bethany University takes the position that these considerations are critical to ensure a thriving, authentic Christian atmosphere. Those individuals who choose to join the Bethany community do so voluntarily and willingly agree to abide by the standards outlined in the Student Handbook. It is also expected that a student who finds these principles unacceptable will seek education elsewhere.

These policies apply to students while they are enrolled in a Bethany University program or are residing in a residence hall. Students are also expected to maintain these standards during the summer, between semesters, and when on break or vacation.

Administrative Discretion: The University reserves the right to disqualify, discontinue, exclude, or involuntarily withdraw any student from the university at the discretion of the President or the Vice President of Student Development or designee, as deemed necessary for the safety or well being of the student or others.

NO DRUGS, ALCOHOL, TOBACCO OR CLUBBING

1. According to Proverbs 16:6 and I Thessalonians 5:22 Christians should avoid evil as followers of Christ. Therefore the University strongly discourages a student's presence at bars, clubs and other locations of where ungodly behavior is promoted.
2. Because of the sexual implications regarding dancing in society today, Bethany University considers any dancing in social settings such as clubs and bars inappropriate and is not permitted. This does not however prohibit organized/non-sexual dancing at appropriate cultural and celebratory events. (Ephesians 5:2-4) ***...and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God. ³But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people. ⁴Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving.***
3. The use and abuse of tobacco, alcohol, and narcotics is rampant in our culture today. We recognize that these substances are harmful and destructive both physically and psychologically, and that their use and abuse contradict the biblical mandate describing our bodies as temples of the Holy Spirit (1 Corinthians 6:19).

While a student at Bethany, individuals must refrain from the possession or use of tobacco in any form, alcoholic beverages, non-medicinal narcotics, and hallucinogenic drugs (including marijuana or other "recreational" drugs). In addition, individuals are not to abuse legal or prescribed substances. Under no circumstances are the above to be used, possessed, or distributed on or away from campus. Bethany University is a non-smoking campus and a smoke-free environment for residents, employees and visitors.

It is our desire to assist our students in developing lifestyles that are free from addictive behaviors. If you are struggling with substance abuse (alcohol, tobacco, narcotics) please contact your RA or RD or a member of the Student Life Team. We will assist you in the process of finding resources to live substance free.

Bethany University complies with the Drug Free schools and Communities Act of 1989 (PL 101-226). A summary of the Bethany's drug prevention program is included in Appendix C.

Student Referral and Assessment

It is the policy of BU to whenever possible; provide support for students dealing with addictions in order to allow their ongoing participation at BU. In most cases issues are addressed on campus by appropriate Bethany University Staff. On rare occasions it is necessary for BU staff to use outside resources for consultations and assessments.

Students attending BU hereby acknowledge and agree to any requested assessment for suspected substance abuse issues at the discretion and direction of the Dean of Students as a condition of being a student at BU. Such assessments may include urinalysis. As part of the aforementioned procedure, the Dean of Students must be allowed access to the results of such assessments by requested conveyance of associated documents by the student and/or by appropriate releases of information as related to the initial referral.

The results of aforementioned assessment(s) may be used as grounds for referral, support, treatment and/or additional requirements and/or stipulations being placed upon the student for consideration of continuation at BU, any of which would also require release of information as requested by the Dean of Students.

RELATIONSHIPS WITH THE OPPOSITE SEX

Our University life provides many opportunities for students to develop relationships with the opposite sex. Often, however, relationships begin quickly and are based on external, physical factors leading to self-gratification rather than the building up of the other person. Therefore, we suggest that relationships develop slowly, placing priority on spiritual and social maturity, thus building a lasting friendship.

As romantic relationships develop, the following three guidelines suggested in 1 Thessalonians 4:3-6 should be evident in your dating practices:

1. "God wants you to live a pure life. Keep yourselves from sexual promiscuity."
2. "Learn to appreciate and give dignity to your body not abusing it..." (v.4, 5)
3. "Don't run roughshod (forcefully) over the concerns of your brothers and sisters. Their concerns are God's concerns, and he will take care of them..." (v 6).

Individuals should always conduct themselves in a way that avoids undue sexual temptation and is honoring to God. Students shall be clothed at all times as public nudity is prohibited. Sexually active behavior (or behavior that might be interpreted as sexually active) is prohibited. Our intent is to provide a healthy environment for students to grow toward maturity. If you find yourself struggling with sexual temptation, if you are sexually active, or if you are struggling with a sexual addiction, we

encourage you to seek confidential assistance from a member of the faculty, staff or Student Life. Our goal is to assist you in the process of personal growth and sexual purity.

HARASSMENT

Bethany University urges all members of its community to practice an exemplary lifestyle, which honors the human body as a temple of the Holy Spirit and honors Christ. The University is committed to respect the human dignity of every employee, student and guest on the campus. It is the intent of the University that no one be subjected to harassment, whether it is sexual, racial- ethnic or of any other type. Harassment in any form, verbal, physical, or visual is incompatible with the Biblical standards of Christian conduct and academic integrity. Harassment is strictly against University policy. ***Further information on Racial Harassment is found in Appendix E.***

Bethany University will address any sexual harassment or offense on its campus or among its members. The University will neither shield nor intervene in legal proceedings against any member of the University community who is charged with a sexual offense. Both the Faculty and Staff handbooks address sexual harassment. This policy is to supplement and complement the policy outlined in the faculty and staff documents.

Employees, students, or guests who feel they have a basis for complaint should report such incidents without fear of reprisal. Confidentiality will be strictly maintained in accordance with governing legal statutes. Complaints of any harassment should be reported immediately to the Dean of Students or the Vice President for Academic Affairs. Each complaint will be investigated promptly and thoroughly with appropriate corrective actions taken as warranted by the investigation. ***Sexual Harassment and Sexual Offense Grievance Process is found in Appendix B.***

HOW SHOULD YOU DRESS?

Students are expected to dress in good taste and in a manner which reflects the atmosphere of the University. Modesty, cleanliness and appropriateness are expected at all times. We recognize that adhering to these guidelines may involve temporarily setting aside personal preference for the sake of the larger community. Dressing in good taste is defined as follows:

Modesty: Avoids bringing undue attention to the body. Modesty relates to the length and/or tightness of clothes, exposure of the stomach, back and cleavage (either anterior or posterior – applies to both men and women).

Neatness: Includes grooming, cleanliness and wearing shoes in public places.

Good Taste: Avoids clothes with slogans, logos, and pictures that contradict Christian values.

Don't Wear: Swimsuits on campus, clothing that exposes stomachs, pajamas and sleepwear outside residence, or tight and/or lowcut tops.

Body Piercings and Tattoos: Individuals are encouraged to discuss body piercings and tattoos with parents and employers prior to acquiring them. Because piercings and tattoos are long lasting items, please use discernment in making choices to pierce or receive tattoos. Performing choirs, PR teams, athletic teams, and other official groups representing Bethany University may require that piercings be limited to earrings.

Everywhere on Campus: Shirts must be worn at all times, bathrobes or towels must be worn to and from the shower rooms. No nudity allowed outside showers or an individual's residence hall room.

MEDIA GUIDELINES

As previously stated, each believer, though free to follow a biblically informed conscience, must adapt behavior to benefit others and the community. The application of biblical principles governing Christians living in community is a prerogative at Bethany.

1. In selection of program, please be sensitive to others who are present. What may be comfortable for one to view may be offensive to another. In an effort to build unity within our community, the avenue of non-offensiveness should be our posture concerning programs viewed in the residence halls and the student union.
2. TV or movie programs that inappropriately focus on sexual gratuity, violence or the occult for entertainment purposes are not acceptable.
3. Entertainment programs that portray standards of sexuality contrary to biblical standards, promote alternative sexual lifestyles, and diminish the sanctity of human sexuality are not acceptable.
4. **PORNOGRAPHY IS STRICTLY PROHIBITED.**
5. As a general rule, Bethany prohibits movies in campus common areas with an R rating. Exceptions to this rule must be requested in advance from your Resident Director.
6. Music containing profane or inappropriate lyrics or includes derogatory racial references is **not** permitted on campus.
7. When you have a doubt, Don't Watch! Our desire is to abstain from every appearance of evil. We highly recommend that you use "appropriate fast-forwarding" through graphic scenes or watch movies that have been edited for TV in the residence halls. The RA's and RD's will use discretion to determine if a program is acceptable or not for public viewing in the lobbies according to the above guidelines.

HOW TO LIVE IN COMMUNITY AT BETHANY

Each member of the Bethany Community has committed themselves to the responsibility of living within the established norms (See Appendix A). With this in mind, here are the guidelines that govern the disciplinary process at Bethany University.

BALANCING FREEDOM AND RESPONSIBILITY

As present and future Christian leaders, students at Bethany University need to understand the value of maintaining a good reputation in all their pursuits. It is to the student's advantage, both now and in the future, to maintain a reasonably clear conduct record. Personal growth is a life-long learning process, and the Student Life Team seeks to help students learn the crucial balance between freedom and responsibility, which will result in a lifestyle that is effective, disciplined, and honoring to God.

THE DIFFERENCE BETWEEN “COMING-IN” VERSUS BEING “CALLED-IN”

Our approach to discipline takes into consideration a student's desire to self-disclose and to seek assistance with issues he or she is facing. We encourage students to “come in” and talk with a member of the Student Life Team concerning difficulties in their lives. We recognize that all followers of Christ are still in process and in need of support and assistance as they grow toward maturity and Christ likeness. We have resources and support mechanisms to assist with any life-controlling problem (i.e., substance abuse, sexual activity/addiction, anger management, eating disorders, etc.).

If a student chooses to wait until they are “called in,” as opposed to self-disclosing to an appropriate resource person on campus, they will face punitive disciplinary measures. While these measures will still be redemptive in their focus, we highly recommend that students voluntarily seek counsel and support before being “called-in” by the Student Life staff.

It is our desire to provide safe and confidential resources for students to access so that they can feel free to disclose their temptations and struggles in a caring and supportive environment.

All members of the Bethany community share the responsibility for maintaining a Christ-centered environment. Students, faculty, administration and staff are all encouraged and expected to confront members of the Bethany community when they witness guidelines and expectations being violated.

HOW DISCIPLINE WORKS AT BETHANY

It is the desire of the University that student disciplines and grievances be resolved at the lowest level possible and as expediently as possible. An attempt should be made to resolve issues informally with the person(s) or office involved in accordance with Matthew 18:15. When such an approach proves inconclusive, any one or combination of the following disciplinary actions may be administered. Throughout these procedures, it is the intent of the University to counsel individuals involved and provide means for restoration.

Off campus rights and freedoms of students involve the responsibility to display conduct and behavior that reflect favorably on them, the university and the community. Accordingly, the university reserves the right to take disciplinary action in response to behavior off campus that violates university standards.

THREE STEP DISCIPLINARY PROCEDURE

Our disciplinary procedure is designed to be redemptive. We seek to warn, instruct, or correct with the intent of developing maturity in the lives of our students prior to becoming punitive. In keeping with this, when a student's behavior is not in compliance with the Community Life Standards, the following procedure will be followed by members of the Student Life staff (or other faculty, administration, and staff members). This procedure is a three step process (i.e., verbal warning, written warning, disciplinary consequences). Note: **Violations concerning violence, substance abuse, criminal activities, sexual activity, and other severe violations will result in immediate disciplinary consequences at the discretion of the Dean of Students.**

Step One: Verbal Warning—First-time violations will result in a verbal warning. Verbal warnings will be documented on an Incident Report and submitted to the Student Life office within 24 hours of the violation.

Step Two: Written Warning—Second-time violations will result in a written warning. Written warnings will be documented on an Incident Report, presented to the student by a member of the Student Life Team, and submitted to the Student Life office within 24 hours of the violation.

Step Three: Disciplinary Consequences—Third-time violations will result in disciplinary consequences appropriate to the violation. Discipline may include community service, fining, probation, withdrawal, or immediate dismissal.

FIVE TYPES OF DISCIPLINARY CONSEQUENCES

- 1. Community Service:** Students found to be in non-compliance with the Community Life Standards may be assigned community service through the Student Life Office and given a reasonable time to complete this service.
- 2. Fines:** Persistent violations of the Community Life Standards will result in monetary fines. The student will be notified in

writing of the rule violation, the fines imposed, and whether or not a meeting with the Dean of Students is warranted. These fines may include all costs involving damages to University or private property.

When a fine is imposed:

1. Payment must be made within 14 days to the Student Life Office.
2. Outstanding fines at semesters end will be doubled and further disciplinary action may be taken.
3. **Student Life Probation:** Students who are found to be in persistent violation of Community standards may be placed on Student Life Probation. Accordingly, a Contract of Behavioral Norms will be established. Although academic standing is not affected, the student may not represent Bethany University in any way (student government or leadership, musical groups, athletics, etc.). Students should be aware that there are Financial Aide implications whenever a sanction of probation is imposed. Please refer to the Financial Aide Office for specific policy details.
4. **Withdrawal:** In some cases a student may be asked or permitted to withdraw. (Decision prompted by rule infraction). The student's file will reflect WD/SL (Withdrawal/Student Life). The student will not be allowed re-admittance to the University without prior approval of the Judiciary Appeals Committee. *
5. **Immediate Dismissal:** In the case of what the University deems a severe violation of University's policy in action and/or attitude, the University reserves the right to immediately dismiss a student from school. **In extreme cases, no warning will be given as Student Handbook serves that capacity.** Appropriate notation on the student's record will be made with regard to the reasons for such termination.*

* **Students who have been withdrawn or dismissed from the University must wait one full semester before beginning the re-admission process.**

NOTE: Bethany University reserves the right to restrict a student's physical presence on University property (i.e., students dismissed or withdrawn for disciplinary reasons).

STUDENTS WITH ACCOMMODATIONS FOR DISABILITIES

Appendix D contains procedures concerning the dismissal of students with disabilities that is consistent with the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973. This policy guarantees procedural fairness in the discipline and dismissal process to students who qualify for accommodations for disabilities.

HOW CAN I APPEAL A DISCIPLINARY DECISION?

Level 1 Appeal—Judiciary Appeals Committee: The Judiciary Appeal Committee's role is to supplement the disciplinary decision making process of the Student Life Team by serving as an appeal board. The JAC acts on behalf of the larger community to: 1) Review the policies developed concerning student discipline; 2) Review individual student discipline situations for fairness and compliance; and, 3) Review student discipline letters of appeal. The Committee is comprised of representatives from the administration and faculty. (Faculty members are appointed to this committee at the beginning of each school year.)

Appeals may be made to the JAC if any of the following conditions exist:

1. There is evidence that procedural fairness was not granted during the disciplinary process.
2. New evidence has been discovered that was unable to be considered at the time of initial discipline process.
3. There is substantial evidence that a member(s) was biased toward the student.

The appeal must be made, in writing, to the Student Life Office within 48 hours of the original decision. The written appeal shall consist of a statement of detailed facts that make the appeal necessary. The JAC will meet to hear the appeal and to issue a disciplinary recommendations and a written response given to the student or students involved within five days. (Additional time may be utilized if further investigation is warranted) All disciplinary sanctions placed on the student will remain in effect while the appeal is in process.

Level 2 Appeal—Presidential Appeal: The final stage of appeal in the University discipline process is an appeal to the University President. If after the Judiciary Appeals Committee issues its findings, disciplinary decisions are rendered and the student has reason to believe that the discipline process has not been justified, he or she may appeal directly to the University President.

The student must submit a formal letter of appeal to the President describing the rationale for the appeal. The student must also submit a formal letter to the Student Life Office requesting any data regarding the issue be forwarded to the President's office. The letter(s) must be submitted within five (5) business days of the committee's decision.

The President shall review all information provided. S/he shall exercise his/her prerogative on a case-by-case basis. This may involve conducting interviews, forming an advisory committee, refusing to review or opting to not hear an appeal based on his satisfaction with the review committee's decision.

The decision of the President will be final and no further appeal is open to the parties at the University. The President shall issue her/his decision in writing to the parties within a reasonable time. All disciplinary sanctions placed on the student will remain in effect while the appeal is in process.

NOTE: Appeals will only be considered if they are in accordance with the stated guidelines. Late appeals, or attempts at

circumventing “the system” will automatically be denied.

Written procedures for the Discipline Committee are thoroughly explained to students entering the process. A form for filing an appeal with the Student Judiciary Committee can be found on the Student Life website.

LIMITATIONS FOR NON-STUDENTS (INCLUDING EXPELLED OR SUSPENDED STUDENTS)

Students of Bethany University, who are suspended or expelled for violations of the Character and Lifestyle Agreement in the Student Handbook, are not allowed to be on campus interacting with the student body or members of the Bethany community without written permission from the Student Life Office. This includes all Bethany University sponsored events, both on and off campus.

As a private University, we have both the right and responsibility to assure that anyone who visits our campus as a guest (or former student) fully complies with the Community Character and Lifestyle guidelines. This policy will be strictly enforced through notification of the Campus Safety and local law enforcement authorities. Suspended students who have a right to reapply to Bethany University must request prior approval from the Student Life Office before returning to campus to meet with Admissions, Financial Aid, the Business Office, or the Registrar, etc.

VIOLATIONS THAT RESULT IN DISCIPLINARY CONSEQUENCES

I. Defacing property/Vandalism

II. Theft

III. Safety/Hazards/Health

- A. Possession or use of fireworks or other explosives.
- B. Use of incense or candles in residence halls.
- C. Removal of batteries from fire detectors.
- D. Unauthorized use of fire extinguishers.
- E. Possession or use of unauthorized appliances.
- F. Possession or use of weapons such as but not limited to: Firearms including BB, soft BB, and pellet guns; knives—switchblades, hunting knives, etc.
- G. Possession or use of ammunition and explosives.
- H. Tampering with or unauthorized use of security doors.
- I. The unauthorized use or misuse of University keys.
- J. Failure to exit building during fire alarm.
- K. The illegal use of a fire alarm is a serious offense and will result in disciplinary consequences and/or fine from the city fire department and probation.
- L. Propping exit doors in any of the resident facilities

NOTE: Additional costs will be added to any violation that incurs damage, repair, replacement, and/or labor cost in the amount of the specific charge.

IV. Community Standards

- A. Violation of quiet hours.
- B. Violation of open dorm policy.
- C. Violation of media policy.
- D. Housing violations.
- E. Dress code violation.
- F. Use of profanity.

V. Severe Infractions

Infractions listed below may incur the following, more stringent disciplinary consequences:

Disciplinary Contract, Assessment, Intervention, Referral, Formal Treatment Program **and/or** Withdrawal or Dismissal.

- A. Sexual Immorality (Including illicit use of the internet or phone).
- B. Any form of Pornography.
- C. Substance Usage.
- D. Conviction of Felony.
- E. Conviction of Misdemeanor.

- F. Acts of Violence (Including physical or verbal).
- G. Harassment in any form (i.e. sexual, racial/ethnic, etc.)

**** Illegal activities will be referred to the proper authorities for investigation and consequences.**

***** In circumstances involving the use of drugs or alcohol, the University reserves the right to notify the parents of the student found in violation.**

USING BETHANY'S INTERNET

BRINGING A COMPUTER TO CAMPUS?

PC Computers—Minimum Requirements

- Windows 2000 operating systems (Recommend Windows XP)
- Pentium 233-megahertz (MHz) processor or faster (Recommend 500 MHz or faster)
- At least 128 megabytes (MB) of RAM (Recommend 256 MB or higher)
- At least 1.5 gigabytes (GB) of available space on the hard disk (for the operating system only—more is required for applications.) Recommend at least a 10 gigabyte (GB) hard drive.
- At least one CD-ROM or DVD-ROM drive. CD-RW, DVD-RW, DVD+RW will also work.
- 10/100 Ethernet card (for connecting to the Bethany College network).
- Ethernet cable to connect your computer to the hub. Cables may be purchased from Tech Support (7' cables run about \$2) if you need one.

Macintosh Computers—Minimum Requirements

- Mac OS X (Recommend Version 10.3 or higher)
- PowerPC G3, G4, or G5 processor with built-in USB
- At least 128MB of physical RAM (Recommend at least 256 MB)
- Built-in display or a display connected to an Apple-supplied video card supported by your computer.
- At least 2.0 GB of available space on your hard drive, or 3.5GB of disk space if you install developer tools. Recommend at least a 10 gigabyte (GB) hard drive.
- 10/100 Ethernet card (for connecting to the Bethany College network).
- Ethernet cable to connect your computer to the hub. Cables may be purchased from Tech Support (7' cables run about \$2)

TO ACCESS THE INTERNET AND BETHANY NETWORK YOU MUST REGISTER YOUR COMPUTER WITH TECH SUPPORT

- Come to the Tech Support Office, Upper Terrace, Room 2 or 4 for computer registration between 8:30 am and 2:30 pm, Monday through Friday
- Tech Support registers your computer, issues you a user name and default password and loads software (*if* your computer meets the above minimum standards).

WHAT YOU GET FOR YOUR TECHNOLOGY FEES—

- Access to the Internet via wireless Internet is available in the Bethany Café, Library, and Bookstore.
- One account (FirstClass) for e-mail and collaboration with professors and other students.
 - FirstClass is the means by which *official* information will be sent. Students need to log in at least weekly to read and process messages.
- Access to computers in Student Computing Labs.
- Access to the Internet from either Student Labs or your personal, approved computer via Bethany College's T-1 connection.
- Internet hubs are provided in all dorm rooms to connect you to the Internet.
 - All necessary hardware is provided to connect to the Internet.
- Troubleshooting assistance for computer problems. Actual repairs are your responsibility.

PC Computers

- **One** copy of Microsoft Windows XP Professional, which may be loaded on **one** laptop* or **one** desktop* computer that you own. (~\$200 value)
 - * as long as it meets the listed minimums
- **One** copy of Microsoft Office 2003 Professional (Word, Excel, PowerPoint, Access, Publisher), which may be loaded on one laptop or one desktop computer that you own. (~\$400 value)
- **One** copy of Symantec Antivirus Corporate Edition which may be loaded on up to two computers you own. (~\$50 value)
- 100 MB space on a campus server for your personal files.

Macintosh Computers

- **One** copy of Microsoft Office 2004 (Word, Excel, PowerPoint), which may be loaded on **one** laptop* or **one** desktop* computer that you own. (~\$400 value)
 - * as long as it meets the listed minimums

ONE COPY OF NORTON ANTIVIRUS VERSION 9 WHICH MAY BE LOADED ON UP TO TWO COMPUTERS YOU OWN. (~\$50 VALUE)

GENERAL TECHNICAL INFORMATION

- All necessary hardware (the Internet hub) is supplied by Bethany College to connect you to the Internet. Therefore, no personal network hardware (wireless access point, router, switch, hub, etc.) is allowed.
- You will need to bring or plan to buy an Ethernet cable to connect your computer to the hub. Cables are available for purchase in the Tech Support department (7' cables are typically about \$2).
- **Every student is issued a free account for e-mail** and collaboration with professors and other students. FirstClass is the **only** means by which official information will be sent. Students are expected to log in at least weekly to read and process messages. You will retain your FirstClass e-mail account as long as you are a registered student or employee of Bethany College. Your account will be closed within two weeks after you exit, leave or graduate from Bethany University.
- Tech Support is available to assist with troubleshooting computer problems. Actual repairs are the responsibility of the student.
- **Be Aware!** RIAA is actively working to find people with illegally downloaded copyrighted software. If you use Kazaa, Grokster, BearShare, or other music-sharing Internet sites and have illegal software on your computer, you may be at risk. Bethany College is required to assist with anti-piracy investigations. See <http://www.riaa.com/default.asp>

To Contact Tech Support

- Send an e-mail to StudentComputing via FirstClass (or StudentComputing@fc.bethany.edu from any other e-mail account).
- Call x3250 (If no one answers, leave a detailed message with your name, date, time, and description of your need.)
- Come by Upper Terrace, Room 4 weekdays between 8:30 am and 5:00 pm after Registration week

BETHANY TECHNOLOGY POLICY

- The Bethany University Technology Policy is posted on the Bethany web site at: <http://www.bethany.edu/itech/survivalguide.htm#6>
- Please review the policy for acceptable use of technology at Bethany University.

SEVERAL STUDENT-COMPUTING LABS ARE AVAILABLE

- The SPOT and Library each have a number of computers for use by students to prepare and print papers, perform research on the Internet, etc.
- To logon to a Student Lab computer, you will need to request a Username and default password from Tech Support.
- Default passwords must be changed to Strong Passwords the first time you log in. See <http://www.bethany.edu/itech/survivalguide.htm#3> for guidelines.

A FEW LOANER DESKTOP COMPUTERS ARE AVAILABLE ON A NEED BASIS

- Special needs students are given priority for loaner computers.
- The Educational Support Services Director or Resident Directors (RDs) recommend students for this program. See the Director for more information.

WOULD YOU LIKE TO DONATE A COMPUTER TO BETHANY?

- All potential donated computer equipment (CPU, monitor, keyboard, mouse, printer, cables, etc) must be examined by Tech Support for acceptance prior to just leaving it or abandoning it in your room when leaving campus. Computers in working condition at least Pentium II processors may be donated for use in the loaner program if judged acceptable by Tech Support.
- If you want to donate a computer, contact Tech Support by sending a message to Student Computing. Include a description in your e-mail of the equipment you want to donate and send it in sufficient time to allow examination of the equipment before you depart the campus.
- Monitors must be working and clear (not fuzzy, wavy, or blinking) to be accepted for donation.

NEED TO DISPOSE OF COMPUTER EQUIPMENT?

- Computers rejected for donation must be removed from campus and not simply thrown into the trash on leaving campus.
- Monitors rejected for donation **must** be removed from campus. Monitors left in residence halls or thrown into the trash will result in a \$50 charge being placed on your student account.

OPPORTUNITIES TO SERVE IN LEADERSHIP AT BETHANY

Bethany University is committed to the education of the whole person and seeks to use all of its resources available for such learning. The total campus environment functions as a "classroom." Learning occurs both in and outside of the classroom.

All leadership positions require full time student status and students maintaining a cumulative of 2.5 GPA or better. Incoming freshmen must have the same GPA from their cumulative high school records until such time as they complete one full semester at Bethany. Transfer students must present their cumulative GPA from transcripts until such time as they complete one full

semester at Bethany. These parameters apply at the time of election or appointment. Student leadership positions also require that they are in good standing with the Student Life Office. All student leaders are required to attend a weekly meeting with the Student Life team.

STUDENT SENATE

The A.S.B. (Associated Student Body) of Bethany refers to all students who attend Bethany University. From within the A.S.B., individuals are elected by their peers to serve as leaders and form the student government (BUSG). The student government serves to:

1. Give students an official voice of communication with the administration;
2. Provide activities and experiences which help students mature spiritually and socially,
3. Give students an opportunity for direct involvement in student service and leadership.

The Senate positions are listed as follows:

Petitions for Student Government Leadership are available in the Senate office. They must be returned with the required number of signatures to SGA executive officers a minimum of five working days prior to the Election Day. With the exception of the Freshman Class President, all elections are held in the spring semester during an A.S.B. Chapel.

ON-CAMPUS STUDENT PUBLICATIONS

THE BU YEARBOOK

The “BU” yearbook provides students with a publication that preserves their memories of Bethany University. It also represents the University to our constituency and potential students.

The yearbook is staffed by volunteers, students taking graphic arts, the Yearbook Editor, and a Faculty Advisor. It is funded through A.S.B. fees and advertisement sales. All traditional students (students registered for 12 or more units) pay an A.S.B. fee at the beginning of each semester, which in turn pays for their yearbook. Students only attending one semester as a traditional student during the academic year will have to pay an additional fee in order to receive their yearbook.

STUDENT NEWSPAPER: “THE TIDE”

The student newspaper, a.k.a. “The Tide”, is a communication tool for creative expression, opinions, news, etc. It is funded through A.S.B. fees and advertisement sales. The paper is staffed by journalism students, volunteer staff, and a Faculty Advisor.

RESIDENT ASSISTANTS

Resident Assistants (RA’s) are primarily upperclassmen selected because of their desire and ability to serve and minister to their fellow students. RA’s are responsible to the Resident Directors and the Student Life Team. As a residence hall staff member, the RA is available to serve as a spiritual example, peer counselor, and mentor. They function as facilitators in communication and as catalysts for ideas and activities in their living environment. As such, they work hard to build an atmosphere of “community” on their halls.

The RA is present to see that the best possible living-learning-growing environment exists and will endeavor to see that it is as free as possible of hindrances that can hamper residence hall living. Students are encouraged to participate in residence hall activities and to get to know their Resident Assistant.

In cooperation with their RD’s, RA’s conduct periodic resident hall chapels. Residents are encouraged to attend these meetings regularly.

Applications for RA are available in Student Life. Selections are announced in the Spring Semester following the interview process. GPA and Student Life restrictions may affect eligibility. RA’s may be required to enroll in a leadership course, attend a weekend retreat in early fall and early spring, and a two-hour weekly meeting with the Student Life Team.

CAMPUS MINISTRIES STUDENT LEADERS

The Campus Ministries student staff work together with the Director of Campus Ministries and Missionaries in Residence within the Student Life Team primarily to engage all Bethany students in hearing from and pursuing God and His plans for our lives. Each semester students are given the opportunity to serve this purpose as team leaders on one of the teams ministering in the community, surrounding areas, as well as to our campus community.

Campus Ministries Student Leaders are responsible to their immediate supervisor, the Director of Campus Ministries. They work with the Student Life office in directing and supervising the Student Ministry and Missions teams sent out from the University as well as in planning and assisting in chapel programming, small groups, networking with local churches and para-church ministries.

CAMPUS MINISTRIES AND GLOBAL MISSIONS PROJECTS

Over the past several years, the University has ministered in countries such as India, the Philippines, Germany, England, Romania, Japan, El Salvador, Zimbabwe, Thailand, Sri Lanka, India, Cambodia, Malta, Kenya, Japan, Costa Rica and others. In addition, two week intensive missions opportunities are made available in the summer for students in good standing with the University.

During Bethany University’s “spring break” opportunities are also available for students to serve in a cross-cultural setting. Interested students must submit an application to the Director of Campus Ministries, obtain clearance from the Student Life Office and attend weekly team meetings for planning and prayer.

Complete guidelines and information regarding the planning and implementation of missions opportunities may be found in Mission Trip Manual and Guidelines for Missions trips which are available at the Student Life Office.

SERVICES AVAILABLE TO BETHANY STUDENTS

THE SPOT—HARRISON STUDENT UNION

The SPOT Student Union is home to the student mail room, Student Senate offices, a game room, the cardio-fitness room, space to watch movies and more! Programming throughout the school year in the Harrison Student Union is designed to promote campus spirit and multiculturalism.

RESIDENT DIRECTORS

Resident Directors are our front-line staff members who live in the residence halls and provide supervision for the RA's and the residence life programs.

RD's are full-time residence life professionals as opposed to our undergraduate RA staff. The RD's responsibility will be to direct and supervise the residence life activity, to superintend the residence hall facilities, and to serve as in-house Student Life representatives to serve our student's needs.

CAFÉ BETHANY

Café Bethany is under the supervision of the Epicurean Group. Careful attention is not only paid to the balance, variety, and taste of each dining experience, but also to its presentation. All students living in the resident facilities are required to purchase a meal plan. Students who live off campus are required to purchase a meal card in the amount of \$100 which provides for \$120 worth of meals per semester. Student ID Cards must be presented and scanned prior to entering the Café. Dining Meals are non-transferable and non-refundable. Students who desire alternate food plans for medical reasons must submit application under the 504 ADA policy through the Office of Educational Support Services.

CAFÉ & DINING ROOM ETIQUETTE

All Café visitors are responsible for adhering to the following Café etiquette:

1. Students on Dining Meal Plans must swipe their card for all meals prior to dining at the Café, including Continental Breakfast. Students eating both Breakfast and Continental will only be charged for one of the meals.
2. Students not on a Dining Plan must pay the Guest Dining prices and tax prior to dining in the Café.
3. The Café is closed for food and beverage service between Dining times. During this time, students on Dining Plans may come in for a cup of coffee, tea or water. Dining Plan verification is required.
4. Dining Meal times are posted in the café on the front door and in the Café Policies Brochure.
5. Dining Plans are non-transferable and non-refundable.
6. All meals are to be eaten in the Café or designated areas unless permission has been given by the Café to eat elsewhere.
7. No service ware is to leave the café. This includes cups, mugs, flatware, plates, trays, silverware, etc. Only if necessary, the Café manager or Executive Chef will provide you with the proper service ware for food or beverage leaving the building. Our goal is to use "NO" or limited paper service, to support a sustainable society that preserves our countries natural resources for the future.
8. Sack Meals are available to students with work or class conflict only. Please inquire at the Café for procedures for acquiring approval. These procedures are outlined in the Café Guidelines Brochure.
9. "Sick Trays" are available for those students unable to leave their room due to illness. Please refer to the "Café Policies Brochure" for information in requesting a "Sick Tray".
10. Each student on a Dining Pan will be allowed one free Dining Pass per semester. This dining pass is to be used to treat a family member or prospective student to a complementary at the Cafe.
11. In the interest of keeping a clean Café we can all enjoy, all café guests are responsible for bussing their own tables and separating dishes, flatware, and cups into their respective bins in the dish return area. Please remember to sort silverware into the correct bin, so that it will not wind up in the trash can. We appreciate your support!
12. The Dining Plan is designed as an "all you can eat, in the dining room" for the enjoyment of your dining experience. Please avoid waste and take only what you can eat. You are entitled to return for more. The Grill station and the MTO Station often do have a portion size. You are welcome to return for seconds after your first portion is consumed. In the interest of conserving our natural resources, while maintaining a sustainable society, please take only what you can eat!
13. Everyone visiting the café is expected to use the utmost integrity and adhere to the above dining room etiquette. Gross misconduct of school property or intentional deviation from etiquette will be subject to formal disciplinary action in conjunction with the university.

If you have any questions regarding the above information or have a suggestion for Epicurean, please contact the Café through First Class email, phone at ext. 3176, or visit the Café manager.

PRESCHOOL PROGRAMS FOR CHILDREN

The ECLC is a state-of-the-art, cross-cultural preschool program founded on the sensorial approach to learning. It functions not

only as a service to families in the community with quality day-care, but it functions as a lab for the student granting them on the job training! University students' children may be enrolled at a significant discount. Enrollment information is available at the ECLC.

UNIVERSITY EVENTS

PLANNING EVENTS OR RESERVING A ROOM

Students are allowed to plan events and reserve rooms on campus for academic and personal use. All event and room requests must be approved by the Office of University Events in advance. Students can request an event approval or room request by submitting an Event/Room Request Form to the Office of University Events located on the first floor of the Stowell Center. An Event/Room Request Form can be obtained at the Office of University Events or by emailing dglover@fc.bethany.edu.

ADVERTISING & BULLETIN BOARDS

Students are allowed to advertise their events on campus. These advertisements must be approved and stamped by the Office of University Events. Any advertising that is missing the approval stamp may be removed by campus employees. To have your advertising stamped simply:

- Drop off all your printed materials at the Office of University Events located on the first floor of the Stowell Center.
- Allow 24 hours for processing.

Bulletin Boards are placed throughout the campus to inform students of various activities or available opportunities. Each bulletin board is under the supervision of a particular class, department or interest group. No signs or notices should be posted anywhere other than on the designated bulletin boards. All posted items must first receive the stamp of approval by the Office of University Events. Notices, job postings, posters, etc., inappropriately placed, or without stamped approval will be removed and appropriately disposed. Writing on walls, doors or windows is not allowed.

DAILY ANNOUNCEMENTS

The Daily Announcements is a daily email bulletin to inform students of events and opportunities. Typical announcements could be Athletic Events, Seminars, Student Government Events, Employment Opportunities for Students and more. The Daily Announcements are sent out Monday through Friday between 3:00pm and 5:00pm via First Class, the campus email system. Students may post an announcement by emailing it to Daily_Announcements@fc.bethany.edu. Postings must be text only and written exactly as it should be displayed.

SURVEYS & PETITIONS

Any student survey or petition must be registered and stamped by the Office of University Events, located on the first floor of the Stowell Center, prior to being circulated on the campus. This includes surveys conducted for class assignments and student government petitions.

STUDENT COMPUTER LABS

Campus computer labs are available in the Wilson Library, and in the Student Union. These facilities are available for use by Bethany Students. Each lab will post a schedule of operating hours. The Library SILC lab will be open daily for student study purposes and will be monitored by Bethany safety staff.

COUNSELING SERVICES AVAILABLE

We recognize that all students are in need of a variety of support mechanisms to assist them in the process of adjusting to university life and other life issues. It is our desire to provide a variety of resources on campus and in the community that will assist our students with the issues they are facing. Bethany University provides resources for the following issues:

BU COUNSELING CENTER

With the various demands and stressors of both the students' academic and personal life, Bethany University is committed to offering undergraduate students with the opportunity to participate in personal counseling. Our counselors have been trained with the necessary skills to offer such services, support, and appropriate assessments and referrals in order to meet the needs of the students and the general public. Traditional Bethany students will be offered three (3) free counseling sessions each semester and/or six (6) premarital counseling sessions.

CAREER COUNSELING

The Director of Educational Support Services provides services and resources to assist students in determining career direction. This is done in the context of assisting in identifying God-given interests, gifts and talents as they relate to occupations.

Resources include books, career assessments, Internet access, and computer software to assist in resume preparation. The resources are available to assist in developing job hunting skills, and acquainting students with the "world of work."

Job announcements and career opportunities that come to the career development office are made available to students via the Bethany on-line network system, as well as in printed form.

Individual career counseling is available by appointment.

ACADEMIC COUNSELING

Individual professors and Program Directors are available to discuss questions stemming from the classroom or life issues and are available by appointment. Additionally, all students are assigned an academic advisor who will assist students in selecting an appropriate course of study leading to the specific degree.

PASTORAL COUNSELING

Questions about your faith or understanding of scripture, as well as issues concerning faith and practice may arise. Various staff/ faculty members are equipped to answer such questions either by appointment or drop-in as schedules allow.

PRE-MARITAL COUNSELING

Students planning engagement must notify the Student Life office. The success of your marriage is of supreme importance! Bethany University discourages students from getting married during a semester. Counseling for the personal, financial, and spiritual responsibilities of marriage must be arranged. Professional counselors on the Bethany staff will conduct periodic pre-marriage seminars as needed.

WHERE TO GO IF YOU NEED A JOB

Bethany Women International (BWI) and staff operate the Employment Office as a service to the students of Bethany University. It is located in the Stowell building. Students who wish to obtain employment through this office must fill out an application each semester. The office posts both available on-campus openings, and also keeps an active job placement file of community opportunities for employment.

FIRE PROTECTION & WEAPONS (AMMUNITION, EXPLOSIVES)

Possession of firearms, ammunition, explosives or potential weapons of any kind is prohibited on the Bethany campus. Bethany University is in compliance with Scotts Valley Basic Fire Protection Code. A fire evacuation plan is located in designated living areas. Fire extinguishers are located in each of the living areas and throughout campus. Should a fire occur, immediately notify the Scotts Valley Fire Department at 438-1422 or dial 911. If safe to do so, also notify University personnel (either dial "0" for the University operator, your RD/RA, or the Safety number). If the fire alarm goes off make your way out and stand away from the building. Failure to exit upon the sounding of a fire alarm will place you in harms way. Do not reenter the building until you have officially been cleared to do so.

GYMNASIUM

When not in use for scheduled classes and official activities, the basketball and volleyball courts and the weight room are available for use. A separate Gym Usage Policy is available from the Athletic Department.

HEALTH INSURANCE

Students may purchase an accident and sickness insurance plan through the University. This plan provides moderate coverage. For details, request a brochure from the Student Accounts.

Students who do not choose the University's student insurance plan must provide proof of insurance coverage at the time of registration. Some type of coverage is required.

RESIDENCE LIFE

Bethany is a residential campus. Housing is available for students who are attending Bethany full-time. Housing prices are based on rooms with multiple occupancy. Rooms in the resident halls are furnished with single beds, desks, dressers, and chairs with limited amount of space.

Bethany believes that the development of relationships and the building of community that occurs in the residence halls is a valuable part of the College experience. The residence halls are viewed as an environment where living and learning simultaneously touch every aspect of life.

Because of the educational and social values gained through Residence Life programs, as well as increased opportunities for participation in student life, all unmarried students under the age of twenty-one who are not living with their parents or legal guardians, are expected to live in the residence halls if they are enrolled for twelve or more units.

The residence halls provide housing during the school year when classes are in session. All dorms are closed during the Christmas break. Summer housing is only available to students working at the University.

Bethany does not provide *any* summer storage, and students are not allowed to store any belonging in their rooms over the summer.

NEW STUDENT ROOM REGISTRATION PROCESS:

New students must submit a room reservation card (received from the Admission's Office). It should be completed and returned

with a \$100.00 Room Reservation Deposit to hold a room until 2:00 pm of the first day of classes. No room will be reserved after that time except by special agreement with the Student Life Office. The following policies and procedures apply to residential housing:

1. Students who register for University will have their \$100.00 applied to their student account.
2. Deposits for students who fail to register for classes are non-refundable.
3. All new students will be charged a one time refundable room deposit of \$100.00 during registration. The fee is held until graduation or satisfactory withdrawal from the University. Students who do not follow proper procedures, in person, during withdrawal from the University automatically forfeit this security deposit.
4. Single occupancy is granted on a space available basis with an additional charge of \$550.00 per semester. The \$550.00 single room fee is payable regardless of the student population.
5. New students are permitted to occupy their rooms on the first day of Welcome Week.

RETURNING STUDENT ROOM REGISTRATION PROCESS:

Returning Students may reserve a room by participating in the school wide housing lottery. The Bruin Draft is scheduled for one night during dead week. All returning students desiring a room for the fall semester must be fully registered, financially finalized with Student Accounts. Anyone not present will be issued a placement by their Resident Director at a later time.

1. Single occupancy is granted on a space available basis with an additional charge of \$550.00 per semester. The \$550.00 single room fee is payable regardless of the student population.
2. Returning students may move in the day before registration. Rooms will not be available before this time. Resident halls are closed in the summer for camps and maintenance and repair.

RESIDENCE HALL POLICIES

Residence hall rooms and keys are the possession of the University. Students are not allowed to duplicate keys under any circumstances. Students may not give use of either their room or key to anyone without prior approval from the respective Resident Director. Loss of room keys will result in a \$35.00 replacement/re-keying fee. Report of loss and attainment of new key must be processed through the Resident Director.

Key code pads have been installed for the privacy and safety of the student. Students are not allowed to give their combination to anyone other than a resident of the same facility. Propping open security doors is prohibited except with prior consent of either Bethany University Health and Safety or the Student Life Office. Disregarding these policies may result in fines or other disciplinary procedures.

1. Individuals living in the Residence Halls are expected to exhibit a sense of ownership and responsibility toward the facilities. Behavioral conduct promoting mutual respect and maintenance will promote a healthy atmosphere and a high standard of living conditions.
2. Rooms are to be kept clean and neat at all times. The University reserves the right to check rooms at any time with probable cause.
3. Entryways, lounges, and hallways are to be kept clear of belongings and obstacles at all times.
4. There will be weekly *informal* residence hall room checks by Resident Assistants.
5. Students are not permitted to disassemble any Bethany University owned furniture in the residence halls without permission from Resident Director.
6. Students are not permitted to trade rooms/roommates without the consent of the Resident Director.
7. With the exception of a small fish in a tank not exceeding 1 gallon, students are not permitted to keep any kind of pet on campus.
8. Preparation of meals is permitted, but limited to hot pots and George Forman Grills.
9. Small appliances such as coffee pots are permitted in rooms. Large refrigerators, electric heaters and microwave ovens are not permitted in residence halls.
10. All non-Bethany furnishings must be removed from the room and the campus at the time of the student's check-out
11. Concerning all forms of noise, residents should be courteous to others when asked to quiet—No exceptions!
12. Quiet hours are between 11:00 pm and 7:00 am. The intent of this policy is to maintain an environment in the residence halls that is conducive to reading and study. With respect to your fellow students you are requested to: turn off hallway lights; turn all music, TV, and other electronics down to a level that cannot be heard outside your room; restrict talking inside and outside the building to a low level; and not meet as groups in the hallways to talk. We strongly suggest that all video games (especially group playing) be discontinued at 11:00 pm.
13. Students of one sex are not allowed in the room or hallway of the opposite sex with the exception of open resident hall times.
14. Lobbies of the resident halls close to members of the opposite sex at 1:00am seven days a week.
15. OPEN RESIDENCE HALLS: The residence halls are open to *guests* of the opposite sex only during posted open hall hours. All Bethany Community Standards apply and all doors are to remain open while visitors of the opposite sex are present.
16. At the end of the school year, all on-campus students are to be vacated from their dorm rooms no later than noon the day after

- finals. Students will be charged \$25.00 per day for each additional day the student and/or his/her belongings remain in the room. Seniors will be checked-out of their rooms within two days after commencement ceremonies without exception.
17. A minimum of \$125.00 will be charged to each occupant who improperly checks out. Proper check outs are defined as: signing up on check out sheet 24 hrs in advance, completely cleaning and clearing out their room, vacuum room, key turned in. There will also be a \$100.00 fine for each piece of furniture left behind during move outs.
 18. Upon completion of checking out with the RA/RD the resident is expected to immediately vacate the residence hall.
 19. Students are not allowed to move off-campus while the semester is in session. If they choose to move off campus, they will be responsible for their room and board charges for the remainder of the semester. Any appeals should be addressed to the Student Life Office.
 20. Students are not permitted to box anywhere on campus at any time.
 21. Living in the residence halls is reserved for traditional students under the age of 25. Under special circumstances persons over the age of 25 may appeal to the Resident Life Committee.

LIABILITY STATEMENT

The University is not liable for any injury that occurs during an unsupervised activity.

The University maintains an insurance policy that covers injuries sustained while participating in University sponsored activities only. The policy is limited in that it provides secondary coverage.

Bethany University is not liable for the loss of money or personal belongings by any person or for damages done to property belonging to any individual. Personal property coverage is available under most homeowner's or parent's insurance policies. Students should consider the appropriateness of coverage.

GUESTS (NON-BU STUDENTS)

Limited guest privileges are permitted when the following conditions are met:

1. Guests must be registered with the student's Resident Director's prior to arrival. Students will be charged a \$25.00 per night fee for their unregistered guests and will face additional disciplinary action.
2. Guests must meet the student's roommate(s) approval.
3. Guest visits to the campus are limited to 3 days per month for each on-campus student. Exceptions must have prior written approval from the Resident Director of the facility and a \$25.00 a night fee will be charged.
4. Due to the unique dynamic of community living, persons over the age of 25 are not permitted to stay in the residence halls over night at any time. When friends or family over this age come to visit they are advised to find lodging off campus.

SINGLE STUDENT OFF-CAMPUS HOUSING

1. All single students under 21, except those commuting from home, are required to live on-campus.
2. The University reserves the right to rule concerning conduct and/or the appropriateness of off-campus living arrangements. The University may revoke the student's off-campus privileges at any time. All off-campus students are required to live by the lifestyle agreement as set forth by the university.
3. At registration, all students eligible to live off-campus must complete an Off-Campus Housing form.
4. Students will not be allowed to move off-campus while an academic semester is in session.

WEEKEND OR OVERNIGHT LEAVES

A student who is planning to take a weekend leave or be gone from the resident hall overnight is expected to inform his/her RA of the destination and approximate time of return. In the case of an emergency the RA's will need to have a record of the location and contact number of their resident students.

TEXT ALERT

Bethany University has a text alert system for the purpose of informing students, faculty and staff of critical dates and emergencies. The University will do its best to ensure that each individual only receives texts that apply to them. No advertisements or junk texts will be sent from either Bethany or the contracted Company. Standard text messaging rates apply. See the Student Life webpage, Text Alert, for further information.

FITNESS CENTER

A Fitness Center with free weights and weight machines is available for all students, faculty and staff to use. It is open 24 hrs a day, 7 days a week. All persons are responsible to work out in an appropriate and safe manner. Suitable workout attire should be worn at all times. All equipment is to be left in the building. No weights should ever leave the facility. Proper use and care for the weight and fitness machines is required of each person desiring to utilize this community service. For further instructions on use and care of the facility, please refer to the postings in the building.

CARDIO ROOM

In the lower level of the SPOT there is a Cardio Room that features treadmills, ellipticals, stationary bikes, yoga mats and fitness balls along with other equipment available for personal fitness. Piyo and Yoga classes are offered throughout the year free of charge. Dates and times of classes vary; please ask BUSG members or the Student Life office for details. Announcements concerning the Cardio Room and classes offered will be periodically made throughout the year. Appropriate Workout attire is to be worn at all times. Treat the equipment and facilities with respectfully. All equipment is to remain in the facility. No equipment is to ever leave the facility. Bethany University is not liable for injuries or stolen personal items in the facility.

IDENTIFICATION CARDS

New students are issued an Identification Card. This permanent card will be used each semester the student is registered at Bethany University. Replacement cards may be purchased from the Student Life Office for \$25.00. The card is used for library privileges, chapel attendance, security, admission to Café Bethany, and at various University events and activities.

The student I.D. card must be treated with care. It must not be defaced in any way. The card is not transferable. The student is personally liable for all obligations incurred with the use of this card. It is imperative the student carry his/her I.D. card at all times.

LAUNDRY FACILITIES

Coin-operated washing machines and dryers are available for student's use in each of the Residence Halls. The facilities are provided exclusively for the tenants. Please report any malfunction to the Resident Director. The University assumes no responsibility for damage to clothing incurred in washing or drying.

Other amenities available for the care and maintenance of the students' personal wardrobe are irons and ironing boards. The irons and ironing boards are located in the laundry rooms, restrooms, or lounges. (Ironing done on carpet will result in disciplinary action and replacement fines).

LIBRARY

The library is an information resource for class assignments, term papers, oral reports, etc., as well as materials for reading for pleasure. Reference service is available afternoons and evenings (but not during the dinner hour) and all day Saturdays. The library reference staff can give you assistance in finding the information you need, whether it be books, periodicals, or online. Please ask when you need assistance, it is our job and our desire to help you use our library.

Our library has a working agreement with the UCSC library. If our staff feels that you need to use the UCSC library, we will provide a letter so that you may receive a UCSC library card at no cost to you. In order to maintain this valuable connection, we must abide by their rules.

Here are a few ground rules to help us give each of you our best service. No food or beverages are allowed in the library. Coffee-stained books make for poor reading and we don't want to encourage insects to attack your leftovers.

Each student's I.D. Card entitles him/her to borrowing privileges. Books borrowed become the responsibility of the cardholder. Books may be checked out for a period of three weeks and may be renewed once. Renewal will be denied if the volume has been put on "hold" by another student. Periodicals and reference books must not be taken from the library at any time. Please do not re-shelve books or periodicals. Statistical records regarding their usage are maintained.

The fine for overdue books is ten (.10) cents per day. If the fine is paid when the book is returned the cost will be reduced to five (.05) cents per day. Fines will be limited to the replacement cost of the book. An additional \$2.50 will be charged for lost books. When a student accumulates a total of \$5.00 worth of fines his/her borrowing privileges will be suspended. At the semesters-end all books not returned by the deadline date (Wednesday of finals week) will be charged an additional late fee of \$1.00.

Reserve books may be taken to a library table for a two-hour period. Students are limited to one reserve book per course. Reserve books may be checked out overnight one hour before closing and should be returned within the first hour the next day. Penalty for failure to return a reserve book is fifteen (.15) cents per hour. Provisions will also be made for one day, three day, and one week reserves. For these reserves, a twenty-five (.25) cent per day overdue penalty will be charged. No renewals will be allowed on reserves and there are no discounts given for fines on reserve materials.

LOST AND FOUND

If you have lost a personal item please see the receptionist to check if it has been turned in. You will be asked to identify your belongings before anything is turned over. If you discover an item that is not yours, please hand it over quickly to the University Receptionist. All items will be held until the end of the year. At that time all unclaimed belongings will be disposed of at the discretion of the University. Individuals are encouraged to discretely mark their belongings in order to speedily identify and recover their personal belongings.

MAINTENANCE AND CUSTODIAL SERVICES

Requests for maintenance and custodial services should be made through your RA/RD. Work request forms are available outside your RA/RD rooms and the RD will be responsible to track the progress of all requests for the facility. All work requests are handled in the order received with attention given by the severity of the problem.

The University provides custodial services to each living area. (Showers, toilets, bathroom sinks and floors are disinfected each week day, except on Holidays and weekends, trash cans are emptied, and paper goods refilled.) Please report any neglect in these areas to your RA. It is the responsibility of each resident to see that his/her lobby, halls, and bedrooms remain clean and uncluttered. Room inspections will be conducted to insure proper living conditions are being observed and proper care is given to the residence halls.

MEDICAL SERVICES

The University does not provide medical services beyond first aid kit for minor injuries (RA rooms). Santa Cruz Medical Clinic is located at 4615 Scotts Valley Drive, Scotts Valley, CA 95066. The phone number is (831) 458-6300. In the event of an emergency call 911 and notify your RA/RD. You will be asked to provide:

- * Your Name
- * The location of the emergency
- * A description of the problem
- * Whether you need or do not need assistance

MUSIC PRACTICE ROOMS

Students who are enrolled in music lesson courses can sign up for practice times and rooms with their instructor. There are a number of practice studios available on campus. Students are not permitted to practice vocally or instrumentally in residence hall rooms.

WELCOME WEEK

Welcome Week is a time set aside to welcome new and transfer students to the Bethany Community. Each new student is assisted with move-in, academic advisement, practical tips on time management, and how to maintain spiritual disciplines. There is a Parent Orientation time for parent's to learn about the Bethany community and have their questions answered.

Student leaders return two weeks prior to Welcome Week for preparation, planning and training.

POSTAL SERVICES

Postal Services are located at Campus Communications on the first floor of the Stowell Center. All traditional students (on and off campus) are issued an on campus mail box at the time of registration.

Students may receive packages during regular business hours. Incoming mail is received Monday through Friday. Postal Services are closed on Saturday and Sunday. All incoming mail is placed in the student's mailbox the same day it is received. Students receiving packages will be notified via First Class, the campus email system. Students may also purchase stamps and postage from Campus Communications. Postal Services is not a full functioning Post Office and some services may be limited. If a student needs more direct postal help they are encouraged to go to the local U.S. Post Office in Scotts Valley located at 241 Kings Village Rd, Scotts Valley, CA 95066.

INTERCOLLEGIATE ATHLETICS

The Athletic Department at Bethany University is staffed by an athletic director, two assistant athletic directors, athletic trainer, coaches and support staff.

Bethany University is a member of the National Association of Intercollegiate Athletics (NAIA). Within the NAIA, the Bruins compete in the California Pacific Conference (Cal Pac), which is comprised of seven (7) Northern California colleges and universities. In order to be eligible to participate in the Bethany University Intercollegiate Athletic program, student athletes must meet all NAIA, Cal Pac Conference, and/or Bethany University eligibility requirements and rules for competition.

INTERCOLLEGIATE SPORTS

The intercollegiate sports programs sponsored by Bethany University are as follows:

Men's Programs

Baseball
Basketball
Cross Country
Soccer
Track

Women's Programs

Basketball
Cross Country
Softball
Soccer
Track
Volleyball

SPECTATORS

Members of the campus community are encouraged and invited to attend athletic events and display school spirit throughout the school year. Students, fans and spectators who attend events are expected to conduct themselves in a manner that is respectful of athletes, officials, and others. Misconduct includes, but is not limited to, the following:

1. Harassing, heckling, or annoying players, officials, or others;
2. Making derogatory and/or personal comments regarding or directed at players, officials, or others;
3. Throwing or placing objects on a playing surface/field;
4. Interfering with the course of an athletic event.

Individuals who engage in appropriate behavior are subject to judicial action which includes, but not limited to, removal from and/or loss of the privilege to attend events at Bethany University.

Admission to all home regular-season contests is free to students, faculty, and staff (and dependents) that possess a valid Bethany University identification card. Otherwise, admission is \$5 for adults and \$3 for seniors and for students who attend another school and possess a current student identification card. Children 12 years and under are free.

For more information regarding Bethany University athletic teams and individual athlete's accomplishments and information, visit the Bethany University website (www.bethany.edu) or contact the Athletic Office at 831.438.3800 ex. 3906.

ATHLETIC COLORS

The official school colors of Bethany University are Maroon and Vegas Gold.

CHAMPIONS OF CHARACTER

Bethany University is proud to be a Champions of Character institution and along with the NAIA embraces the five core values of the Champions of Character Initiative, which are respect, responsibility, integrity, servant leadership, and sportsmanship. We hope that you embrace these values as you create a positive environment for everyone to enjoy.

INTRAMURAL SPORTS

Intramural and recreation sports are designed to provide opportunity for students, staff, and faculty of Bethany University to participate in competitive and recreational sports and activities during the school year. BUSG currently offers 3 intramural sports over the course of the school year. Football, basketball and a student favorite, dodgeball, are played in a fun but competitive fashion. Prior to each intramural season, students must sign up for teams at locations and times that will be advertised a couple of weeks in advance. Once teams are selected by captains, BUSG gives each team shirts that have the color of that team.

Individual Eligibility Requirements—Participants must be current students, staff or faculty of Bethany University. In addition, undergraduate and graduate students must be enrolled in a minimum of six (6) credit hours in order to be able to participate in any intramural or recreation sports and activities.

TRANSPORTATION

The local transit system can be accessed at the corner of Bethany and Scotts Valley Drives.

The drivers only accept coin change. Some buses allow you to transport a bicycle.

Transit boundaries include Aptos, Rio Del Mar, La Selva Beach, Freedom, Watsonville, Scotts Valley and the San Lorenzo Valley. There are bus stops at Denny's and at Vine Hill School. You may call 425-8600 for scheduling information.

All campus buildings are key-locked. Burglary alarms are located in special areas to protect property. All of the residence halls and major buildings have fire alarm systems in place that are monitored by Bethany staff and an

alarm monitoring company. There are buildings that are also protected by fire sprinkler systems. All of the residence halls are kept locked with a number coded key pad that is changed twice a semester or as needed.

COOPERATION WITH LAW ENFORCEMENT

Bethany enjoys an open and positive relationship with local law enforcement officials and shares information about criminal activity when it involves the University. As required by the Cleary Act, we collect statistics of reportable crimes from the local law enforcement agencies.

Bethany encourages victims of crime to report incidents to the Public Safety Office regardless of how insignificant the crime may appear. To report a crime, a victim or witness need only call 911. A staff member will take the information and then the officer will make an official report and send a copy to the victim or witness upon request. University administrators also receive reports of any crimes on a campus.

SAFETY AND SECURITY PATROL

Bethany University maintains a security staff on call evenings, nights, and weekends. During the day all emergencies should be directed to your RA/RD or appropriate emergency personnel (911). An emergency safety telephone line is monitored 24 hours a day.

Bethany University is monitored by First Alarm Security services.

Bethany is an open-campus under the jurisdiction of the Scotts Valley Police Department. The SVPD patrol the campus frequently and have a positive working relationship with our safety personnel.

All residence halls have security doors with push-button coded entries. The codes are changed twice per semester or as the University deems necessary. Students are informed of the codes by their RA's. Room keys are issued to each resident at the time of registration. Keys and codes are for the express use of the Bethany Community. Bethany is a private university. Therefore, all persons on the property should be able to demonstrate legitimate use of our facilities. Those unable to account for their presence on campus will be escorted off campus by First Alarm personnel. Students, staff, and faculty should carry their ID cards at all times, and when practical, accompany their guests on the property. First Alarm will secure all buildings after business hours. Those working or studying in campus offices or classrooms after normal business hours will be asked to identify themselves to ensure legitimate use of Bethany University property and facilities. Persons found in non-reserved rooms will be asked to vacate.

EMERGENCY RESPONSE

Resident Life Personnel have been trained to respond, assess, control, and implement necessary action to a variety of circumstances. In the case of a life threatening emergency first call 911 then contact First Alarm at (831) 227-9888.

VEHICLE RESPONSIBILITIES

Owning and operating a vehicle in the Bethany University community is a privilege. As such, it is expected that all drivers will operate their vehicles in a responsible manner and in accordance with written policies and posted signs

All vehicles using campus parking must be registered with Student Accounts. Parking Permits must be visible and displayed from the rear view mirror facing forward. A change in vehicles requires a new permit. Temporary vehicles require a temporary permit. You ARE NOT allowed to "give your permit" to another student to use; you are not allowed to "move your permit" from one vehicle to another, under any circumstances.

All faculty, staff and students will be assigned a parking area that corresponds with color of their assigned permit as follows:

- a. Red: General parking behind the chapel, behind the gym, at ECLC in the dirt.
- b. Blue: Parking at Burnett Hall.
- c. Green: Parking at Swanson Hall and below the Spot.
- d. Black: Parking at Harp and Gerhart Halls.
- e. Purple: Faculty and Staff spaces as posted. Residence parking.

Parking regulations will be in effect 24 hours a day.

- a. Compliance with all posted markings and signs is required. However, parking will be permitted in Faculty/Staff spaces on weekends and after 5:00 PM or before 6:00 AM Monday through Friday.
- b. Abandoned vehicles are subject to towing.

Out of respect and courtesy for our neighboring residents we ask that students do not park on Bethany Loop (from 855 Bethany Drive to 1139 Bethany Drive).

INSTRUCTIONS FOR PAYING OR APPEALING CITATIONS

1. Fines are automatically posted to individuals' accounts and must be paid immediately.
2. Parking fine appeals must be submitted by e-mail to Student Accounts within **7 days** of citation date.
3. Persistent parking violations (3 or more) may result in:
 - a. Third Citation - Lose privilege to park at residence hall.
 - b. Fourth Citation - Fine is doubled.
 - c. Fifth Citation - Loss of privilege to drive and park on campus.
 - d. Sixth Citation - Having car towed/impounded at owner's expense.

Bethany University wants to accommodate Students, Faculty & Staff with parking; however, owning and operating a vehicle in the Bethany community is a privilege. As such, it is expected that all drivers will operate their vehicles in a responsible manner and in accordance with written policies and posted signs. Fines and stipulations are as follows:

PARKING CITATIONS/FINES:

Written violations will be issued to students who fail to comply with assigned parking as follows:

<u>#</u>	<u>Violation</u>	<u>Fine</u>
1.	Parked in Wrong Color Space	\$30
2.	Parked in Faculty or Staff Space 7am-5pm	\$30
3.	Parking Visitor Space	\$30
4.	Parked in Maintenance Space	\$30
5.	Parked in No Parking Zone	\$30
6.	Parked in Loading Zone	\$30
7.	Parked Longer than Posted Time Limit	\$30
8.	Parked in residents space	\$30
9.	Parked Without Permit	\$30
10.	Parked in Handicap Space	\$280
11.	Impounded Vehicles	\$100 (plus towing)
12.	Unregistered Vehicle	\$100
13.	Excessive Noise	\$30
14.	Misrepresenting a permit	\$350

1. Only park in your designated area
2. Do not park in Faculty/Staff spaces between 6am – 5pm M-F
3. Register your permanent or temporary vehicle

PERSONAL SAFETY TIPS

Bethany is a safe campus in a safe community. However, crime occurs in all communities and members of the university community are encouraged to remain vigilant to any suspicious activity they may observe. Here are some helpful ways to reduce your chances of becoming a victim to property crime or physical attack.

- Learn how to protect yourself, your belongings, and university property.
- Learn how to act and react against crime, fire, earthquakes, and accidents by thinking through possible incidents and your reactions before they happen.
- No one deserves to be taken advantage of, abused, or victimized. Do not take chances or be over-confident. Know the campus and those practices we as a community have put into place to help secure our environment.
- Do not leave personal property lying around. Always lock your property in your vehicle or room if you do not wish to take it with you. Most thefts occur when property is left unattended in an unlocked room or vehicle
- Mark your property with identification numbers.
- Never leave your room unlocked, ever.
- Never prop open doors leading into the residence facilities or lobbies. These doors serve two purposes: they are a fire door that prevents the spread of a fire; and they help to prevent intruders from gaining easy access. Persons found propping open these doors face fines and disciplinary action.
- Walk with other students at night or call Public Safety Services to arrange a security escort.
- Always have your key out and ready to unlock your vehicle door before you arrive at your vehicle.

In addition to the recommendations listed above, when you are at a mall or other establishment with large parking lots you should also remember the following:

- Never get into your vehicle until you check your back seat for intruders.
- Try not to park your vehicle next to a van.
- If you feel that there is something wrong ask for an escort by the security department. Grocery stores will send someone out to help load your food into your car and the person will wait until you are safe in your vehicle.
- If you see something peculiar or out of place, report it.
- Don't be in a hurry. It is always better to be cautious and delayed than become a crime victim.

ACADEMIC LIFE

Students are responsible to know the policies as stated in the Academic Catalog. The Catalog is your binding contract with Bethany University.

ACADEMIC ADVISORS

All students are assigned an academic advisor. The advisor assists students with selecting a degree program, registering for individual courses, and approves the student's registration selection sheet. The academic advisor is available to aid the student with program, class, or personal problems. All academic information can be located in the Bethany University Catalog.

ACADEMIC APPEALS PROCEDURE

Appeals of an academic nature are addressed in writing to the Vice-President for Academics.

ACADEMIC REGULATIONS

Students are required to be familiar with items pertaining to Academic Regulations in the University Catalog. To obtain a copy, please visit the office of the Registrar or visit the BU website.

SPECIAL NEEDS STUDENTS AND STUDENTS WITH DISABILITIES

Procedure for students requesting special assistance

It is the student's responsibility to:

1. Contact the Office of Academics before the semester begins to:
 - Submit a physician's verification of disability
 - Request a Notification Letter for class instructors
2. Set up an appointment with the on site director of SILC (Student Individualized Learning Center).
3. Meet with each instructor before the first day of class to:
 - Submit a notification letter from the Vice President of Academics
 - Discuss the type of assistance needed

STUDENT INDIVIDUALIZED LEARNING CENTER (SILC)

Some of the services that are offered include:

- Tutoring for all subjects
- Language development: improving reading and writing skills
- Instruction on using effective exam strategies
- Instruction on writing essays and research papers
- General study skills development

CONFIDENTIALITY OF STUDENT RECORDS

Bethany University is under advisement of and adherence to the Privacy Act of 1974. A copy of the same may be obtained at the Registrar's Office.

LOCATIONS AND TYPES OF RECORDS

The following offices maintain biographical and other data as specified below:

1. ENROLLMENT SERVICES & FINANCIAL AID OFFICE

Applications for admission, and copies of any applicable correspondence during enrollment procedures and Financial Aid data.

2. REGISTRAR'S OFFICE

Academic transcripts, registration materials, cumulative grade-point averages, graduation information, degree plans.

3. STUDENT LIFE OFFICE

Housing information, disciplinary records, chapel attendance records, copies of correspondence pertaining to Student Life issues, and student activities.

4. BUSINESS OFFICE

Financial Records.

APPENDIX A

RESPONSIBILITY OF MEMBERSHIP IN THE BETHANY UNIVERSITY UNDERGRADUATE COMMUNITY

Spiritual and Social Expectations

Reading and signing this statement is required for all full-time students of Bethany University. Please read carefully before signing at the bottom.

Bethany University is a Christian academic community that encourages individual integrity and responsibility in accordance with Biblical Christianity and its social and ethical implications. To love God with our whole being and to love our neighbor as ourselves are foundational principles of the Lordship of Christ to be practiced by every responsible community member. It is expected that each individual who voluntarily joins the community will, with God's help deepen their spiritual commitment and understanding, develop moral character, develop their intellectual and creative abilities, and participate constructively in the life of the University.

Undergraduate students commit themselves to basic community expectations. Some of these commitments are rooted in obedience to what is taught in Scripture and exemplified in the life of Christ. Certain prudential guidelines appropriate to the University's aims and goals, are also required. The University recognizes that your personal convictions may be different than these standards; however, you will be expected to respect and comply with these community responsibilities, which include, but are not limited to the following:

1. You are allowed only 15 chapel absences per semester. Chapel services are held 4 days a week for corporate worship and teaching.
2. You are expected to complete 18 Bible units in order to graduate with a Bachelor of Arts degree.
3. You are expected not to engage in practices known to be morally wrong by Biblical standards, such as drunkenness, gluttony, stealing, slanderous or profane language, dishonesty, occult practices, lust, premarital sex, adultery or homosexuality.
4. You are expected to refrain from the possession or use of alcoholic beverages, tobacco, non-medical narcotics, or hallucinogenic drugs (including marijuana).
5. You are expected to use discretion and restraint in conduct relating to the media, arts, internet, social dancing, as well as organizations with which one associates.

It is most helpful to become familiar with the contents of the Student Handbook so that you can understand and abide by the academic, social and spiritual responsibilities that are part of membership in the Bethany University community. Not abiding by the guidelines set forth could result in consequences. To read more regarding student policies visit www.bethany.edu/studentlife.

Any student living off campus found in violation of this agreement will be in danger of losing their off campus housing privilege.

Bethany University reserves the right to make changes to its policy.

This agreement is in effect for as long as you are a student at Bethany University.

If you have specific concerns about any of these commitments, please feel free to contact the Student Development Office.

Having read the above responsibilities for membership in the Bethany University community, I accept my responsibilities as a member of the Bethany University community.

Print Legal Name: _____

Date: _____ Signature: _____

APPENDIX B

SEXUAL HARASSMENT

Sexual Offense Policy and Procedures

- I. Code of Conduct: Bethany College urges all members of its community to practice respectful relationships and a healthy lifestyle, which honors the human body as a temple of the Holy Spirit and glorifies Christ. The College is committed to the respect for human dignity of every student, employee and guest on campus. The College maintains a zero tolerance policy regarding all forms of harassment and assault. Further, it is the intention of the College that no one be subjected to harassment, whether it is sexual, racial, ethnic or of any other type. Harassment in any form is incompatible with Biblical standards of Christian conduct and academic integrity. Harassment and assault are strictly against College policy and will result in sanctions or disciplinary actions and possible legal ramifications.
- II. Policy, Definitions & Procedures
 - A. Policy: It is the policy of Bethany College to prohibit sexual offenses, to sanction anyone found to be in violation of the policy, whether harassment or assault, which violate Title IX, and / or to find remedy for any member of the Bethany community who is a victim of a sexual offense. Members and guests of the Bethany community who feel they have a basis for a complaint should report such incidents without fear of reprisal. Retaliation for filing a complaint is strictly prohibited. Confidentiality will be maintained to the extent permitted by the appropriate procedure. Each complaint will be investigated promptly and appropriate corrective actions will be taken. It should also be noted that the College will neither shield nor intervene in legal proceedings against any member of the College community who is legally charged with a sexual offense. Bethany College complies with its obligation to investigate and resolve concerns of harassment, regardless of whether or not a formal complaint is filed, in order to maintain a non-discriminatory educational environment.
 - B. Definitions: (The following definitions comply with government and legal requirements. Additional Bethany community expectations governing sexual conduct, even if consensual, are spelled out in the Student Handbook.)
 - i. **Sexual assault** is a general term which covers a range of crimes. For the purposes of this statement by the College, “sexual assault” includes, but is not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or threat of sexual assault. (In addition to sexual assault, the student handbook spells out other “sexual offenses” which are governed by other Student Life policies.)
 - ii. **Sexual Harassment.** Sexual harassment is a form of sex discrimination and a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. Sexual harassment has two key categories: *quid pro quo* (loosely translated as “this for that”) and *hostile environment*. Often sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors becomes a criterion for granting work, study, or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behaviors have a harmful effect on a person’s ability to study or work in an academic setting. Specific examples are noted in the Student Handbook and in the online training. In compliance with federal and state law, Bethany College defines sexual harassment as follows:

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

 - a. Submission to such conduct is made either explicitly or implicitly as a term or condition of instruction, employment, or participation in other College activity;

b. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive College environment."

Such behavior is expressly forbidden by federal and state regulations. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

If you believe you have been sexually harassed by any member of the Bethany College community while participating in a college sponsored activity, you may use an on-line form to file a complaint with the Title IX Officer, and/or another college official. This form is to be used for reporting to the Title IX Officer. If you want to pursue a criminal investigation of a sexual assault, call the Scotts Valley Police Department at 911 as soon as possible.

The Title IX Officer is available to provide you with answers to questions you may have about the process and your options, advice and/or referrals. You are not obligated to use your name; however, should you want disciplinary action taken, if appropriate, in response to your allegation(s), your name is essential to the process. If you feel strongly about confidentiality, the Title IX Officer can put the person "on notice" and attempt to stop the behavior through an educational process on the law and policy on sexual harassment and the inappropriateness of the person's conduct. Whatever your decision, the Title IX Officer or any other Bethany College official is available to assist you in stopping the unwanted conduct.

- iii. Sexual Harassment Complaint. A "complaint" of sexual harassment is defined as a signed, written statement informing the College that sexual harassment may have occurred and providing information sufficient for further inquiry. This may be submitted via the campus website form, as a signed class evaluation with specific comments, or as a personal statement submitted to the Title IX Officer. Complaints require an investigation by the Title IX Officer and may result in disciplinary or corrective action if it is found that harassment has taken place.
- iv. Sexual Harassment Report: A report of sexual harassment is defined as an anonymous or confidential communication concerning a possible incident of sexual harassment. A report may be filed on a complaint form, but is unsigned. The informal procedure below under C. ii. c. will be followed to address confidential communications.
- v. Sex Offense. Sex offenses include sexual harassment and sexual assaults. The College Sex Offense Policy includes procedures for reporting either type of offense.

C. Procedures

- i. Reporting- Both Title IX and the Higher Education Amendments of 1992 require universities and colleges to prevent, report and investigate sexual offenses that occur on campus. Bethany College encourages all victims of sexual harassment and assault to report offenses as soon as possible after their occurrence, in accordance with the following procedures, in order for appropriate and timely action to be taken.
- ii. Procedure to be used in addressing harassment
 - 1. Informal procedure for reporting sexual harassment. (It is not necessary to pursue an informal complaint before lodging a formal complaint.)
 - a. Complainant addresses respondent directly stating that the behavior is unwelcome and inappropriate

- b. Complainant takes another party with him/her to address the respondent
 - c. Complainant sees a designated college officialⁱ who mediates or acts as liaison between complainant and respondent. This can lead to an implementation of disciplinary action. (Note: Anyone who wishes to report incidents of sexual harassment is urged to consult directly with the Title IX Officer but may choose to inform another College official instead. Such persons may be able to achieve an informal resolution of a report of sexual harassment, but must always consult with the Title IX Officer for guidance on College policy and appropriate resolution, and inform the Title IX Officer of any actions taken to resolve the report. If a student or employee wishes to file a complaint of sexual harassment, the complainant should be referred immediately to the Title IX Officer.)
2. Formal procedure for filing a complaint of sexual harassment
- a. Officially designated Title IX Officer (possibly involved at informal level, but complainant need not pursue informal procedure first) after receiving the complaint, does an intake interview, taping the session and transcribing it to provide copies to the complainant. The Title IX Officer is responsible for receiving and conducting the administrative investigation of all reports of sexual harassment and assault filed on campus by students and employees and is available to discuss options, provide support, explain college policies and procedures, and provide education on relevant issues
 - b. Title IX Officer pursues fact-finding interviews with respondent and others as necessary. Same procedure followed as with intake interview. The Title IX Officer is not limited to evidence presented by the complainant or the respondent, but may broaden the investigation as necessary to arrive at an appropriate finding.
 - c. Respondent may be put on leave immediately without penalty. Respondent may also be put on notice at any point during the complaint investigation procedure.
 - d. Campus Security is notified that persons are to have no contact on Bethany campus
 - e. Counseling support made available as an option to both parties during this process.
 - f. College Administrative Officers, including Residence Directors, in conjunction with the Title IX Officer, may arrange for the person accused of the harassment or assault or the complainant to be moved temporarily to another dwelling if the complainant and respondent live in close proximity, or for class schedules to be changed without penalty.
 - g. Officer comes to a finding (insufficient evidence or sufficient evidence to warrant sanction, disciplinary or corrective action, if it is found that harassment or assault has taken place). Complainant is informed first of finding and recommendation followed by the respondent. If sufficient evidence leads to a sanction, recommendation for intervention goes to respondent's supervisor, if an employee.
 - h. Sanctions / Remedies: Examples of sanctions and remedies may include: restitution, loss of privileges, restrictions, eviction from Bethany College housing, interim suspension, exclusion from campus, being put on notice, suspension or time off without salary, dismissal or expulsion. Mediation (i.e., bringing the parties together) cannot be required in any individual case.
 - i. Appeals may be made to a Title IX Advisory Council. If either the complainant or the respondent appeals a finding, the other party must receive a copy of the appeal and have the opportunity to respond in writing to be included with the information passed on

to the Advisory Council. Upon appeal, complainant and respondent will be notified of advisory council membership by the Title IX Officer. If the complainant or respondent raises a concern in writing about a conflict of interest for a committee member, or if a committee member wishes to recuse him or herself, the president will appoint another interim council member.

- j. Advisory Council: A committee appointed by the President, composed of one male and one female faculty – not necessarily tenured, one male and one female full-time staff member, one graduate and one undergraduate student one of which must be female, who receive professional training at the beginning of each term and serve on the council for a specific term of service: faculty and staff for 2 years on a staggered rotation and students for a one year term. The President names the committee chair. The council is to meet monthly to review policies and issues.
- k. Timeliness: The following timelines will be followed as closely as possible, though for extenuating circumstances in the particular complaint, certain deadlines may need to be extended. Communication of the revised dates and reasons for the delay will be made to all parties by the Title IX Officer.
 - 1) Complaints must be filed within one calendar year of the most recent incident noted in the complaint,
 - 2) 10 business days from formal complaint to finding
 - 3) 5 business days for appeal
 - 4) 10 business days for review of appeal including distribution to the other party in the complaint and response.
- l. Note: This process is not a legal proceeding and does not take the place of legal action or complaints to outside agencies.
 - 1) Students and employees may file reports with the local police
 - 2) Students may file a complaint with the Office for Civil Rights in San Francisco.
 - 3) Employees may file with the Equal Employment Opportunity Commission in San Jose
 - 4) The College strongly encourages victims of sexual assault to call the police as soon as possible.
- iii. Procedure for Sexual Assault (See definition preceding)
 - a. Reporting Options: A sexual assault may be reported to the Scotts Valley Police Department, Campus Security or any of the following College designated officials: the College President, a Vice President, a Director of any College Office or an Associate Dean.
 - b. Considerations: Reports of Assault are passed on to the Title IX Officer, who leads an investigation. The TIXO makes a report to the appropriate source.
 - 1) For Students: Dean of Students
 - 2) For Faculty: Vice President for Academic Affairs
 - 3) For Staff : Vice President for Business and Finance
 - 4) For Senior Administrators: Trustee Polity Committee.
 - 5) For employees who are also Credentialed Ministers, referral to the District may be indicated.
 - c. Procedures:
 - 1) Investigation: TIXO Interviews appropriate parties, examines germane evidence
 - 1. Report: Written and submitted to appropriate body or college officer, with a determination that a violation has or has not occurred.

2. If a violation has been determined, a recommendation of remedy for complainant and sanctions for the accused should be included.
 3. Copies of report should be given to complainant first, followed by the respondent and kept on file in TIXO files.
 4. Appeal may be made to the Advisory Council by the complainant or respondent.
- 2) Administrative Action: The finding of the Title IX Officer, unless overturned on appeal, is final. Findings and recommendations may not be overturned by administrative action.
1. Students: The Dean of Students receives determination, recommendation and implements remedies and sanctions.
 2. Faculty: The VP for Academic Affairs receives determination, recommendation and implements remedies and sanctions.
 3. Staff: Vice President for Business and Finance receives determination, recommendation and implements remedies and sanctions.
 4. Administration: Trustee polity committee receives determination, recommendation and implements remedies and sanctions.
 5. For ministers, referral to denominational authorities may be indicated.
- d. Sanctions / Remedies: Examples of sanctions and remedies may include: restitution, loss of privileges, restrictions, eviction from Bethany College housing, being put on notice, interim suspension, exclusion from campus, suspension or time off without salary, dismissal or expulsion. Mediation (i.e., bringing the parties together) cannot be required in any individual case.
- e. Confidentiality: The terms and conditions under which anonymity and confidentiality are to be protected and when it cannot be protected need to be spelled out. Basically, when the complaint becomes formal, the name of the complainant and the nature of the complaint must be communicated to the respondent. Otherwise, it is strictly a need to know basis, and all parties involved in reporting, investigating and adjudicating are to hold information in the strictest confidence.
- f. Records: Permanent records will be kept in the student's file in the student life office for students and in the Human Resource File for employees. The Title IX Officer will also keep permanent records of the complaint, investigation and resolution.
- g. Due Process: Accused persons have the right to know the identity of the complainant, the nature of the complaint and they have the right to respond.
- h. Options outside the institution: Criminal prosecution, civil suits, OCR, WASC.
- i. The Board of Trustees will receive report of formal complaints.
- iv. Training regarding Sexual Offense Policy and Process: Online training available and required for all employees and students. Additional special training in Title IX regulations must be implemented for Senior Administrators, Staff Supervisors/Directors and Associate Deans.

ⁱ Designated officials: The President or a Vice President, Directors of any College Office and Associate Deans

Bethany University
Sexual Harassment Complaint Form

If you believe you have been sexually harassed by any member of the Bethany College community while participating in a college sponsored activity, you may use this form to file a complaint with the Title IX Officer, and/or another college official (President, Vice Presidents, Directors and Associate Deans.) This form is to be used for reporting to the Title IX Officer. If you want to pursue a criminal investigation of a sexual assault, call the Scotts Valley Police Department at 911 as soon as possible. The Title IX Officer is available to provide you with answers to questions you may have about the process and your options, advice and/or referrals. You are not obligated to use your name; however, should you want disciplinary action taken, if appropriate, in response to your allegation(s), your name is essential to the process. If you feel strongly about confidentiality, the Title IX Officer can put the person "on notice" and attempt to stop the behavior through an educational process on the law and policy on sexual harassment and the inappropriateness of the person's conduct. Whatever your decision, the Title IX Officer or any other Bethany College official is available to assist you in stopping the unwanted conduct.

Name of Complainant (Optional) Name of Alleged
Phone or ext. _____
Date of Complaint _____ Date of Incident(s): _____
Description of Complainant: Description of Alleged:
 Female Female
 Male Male
 Undergraduate Student Undergraduate Student
 Graduate Student Graduate Student
 Staff Staff
 Faculty Faculty
 Other Other

Complaint (additional pages may be attached if necessary):
Send Complaint Form to: Title IX Officer, Bethany College, 831/438-3800,
email: mscott@fc.bethany.edu

APPENDIX C

DRUG POLICY

Bethany University certifies that it has adopted and implemented a drug prevention program for its students and employees that, at a minimum, include:

A. The annual distribution in writing to each employee, and to each student who is taking one or more classes for any kind of academic credit except for continuing education units, regardless of the length of the student's program of study of:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.
- A description of the applicable legal sanctions under local, State or Federal law for the unlawful possession or distribution of illicit drugs and alcohol.
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
- A description of any drug or alcohol counseling, treatment, or re-entry programs that are available to employees or students.
- A clear statement that the Institution will impose disciplinary sanctions on students and employees consistent with local, State and Federal law, and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violation of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

B. A biennial review by the Institution of its program to:

- Determine its effectiveness and implement changes to the program if they are needed.
- Ensure that its disciplinary sanctions are consistently enforced.

The Drug Policy is as follows:

The illegal or abusive use of alcohol and/or other drugs by students, faculty or staff adversely affects Bethany University's commitment to provide an environment of excellence. As members of the Bethany University community, we all share in the responsibility for creating and maintaining a healthy and productive environment for work and study alike. With this responsibility comes the obligation to be involved in preventing problems caused by the abuse of alcohol, tobacco and other drugs.

Bethany's approach to addressing substance abuse emphasizes:

Taking effective steps to create and maintain a drug- free workplace and educational environment for

students, faculty, and staff.

Providing prevention, education and counseling services along with referrals to off-campus treatment facilities as appropriate.

Encouraging individuals who are experiencing problems associated with alcohol and other drugs or chemical dependency to seek assessment, counseling and/or treatment voluntarily with the understanding that this assistance is confidential and will not be used against them.

The college expects all students and student groups to comply with all the current laws of the state of California and the county of Santa Cruz. It is the responsibility of each individual to be aware of, and abide by, all state and local ordinances and college regulations. Current laws provide for severe penalties for violations which may result in a criminal record. Violations may be prosecuted under applicable local, state and federal laws as well as through college disciplinary action.

State and Local Laws and Ordinances

The following state and municipal laws serve as the function of Bethany's policy on alcohol. (Note: this is not a complete summary.)

Student purchase and consumption of alcohol is prohibited.

The manufacture, use or provision of false state identification card, driver's license, or certification of birth of baptism is prohibited.

The act of being drunk is prohibited.

Driving a motor vehicle or a bicycle while under the influence is prohibited.

The possession of an alcoholic beverage in an open container in a motor vehicle is prohibited regardless of who is driving or whether one is intoxicated or not.

State and Federal Criminal Sanctions

The following is a brief summary of the state and federal criminal sanctions that may be imposed on someone who violates the alcohol and other drug policy at Bethany University or elsewhere in the state of California.

A violation of California law for the unlawful sale of alcohol may include imprisonment in the county jail for six months, plus fines and penalties.

A violation of California law for use of alcohol by obviously intoxicated persons will vary with the particular circumstances but may include imprisonment in the county jail and substantial fines and penalties. In addition, minors who are arrested for violations concerning the use of alcohol run the risk of having their driving licenses revoked until they are 18.

A violation of California law for the possession, use, and/or sale of narcotics, marijuana and/or other illicit drugs may include imprisonment in the county jail or state prison for one to nine years, plus fines of up to \$100,000 for each account.

A violation of federal law for the possession, use, and/or sale of narcotics, marijuana and/or other illicit drugs may include imprisonment in the federal penitentiary for one to 15 years plus substantial financial penalties and may include the loss of federal financial aid for students.

A violation of the law involving an individual being under the influence of a combination of alcohol and other drugs, may result in an increase in criminal sanctions and penalties.

In addition to the sanctions imposed by the college, individuals who have violated Bethany policies and procedures regarding possession, use, and/or distribution of alcohol and other drugs may be referred by the University to the appropriate authorities for arrest and prosecution.

Action taken when a Student Has Violated the Alcohol and Other Drugs Policy

As an academic community, Bethany exercises certain disciplinary and discretionary powers.

Protecting the educational environment by establishing and enforcing standards of conduct that students and student groups are expected to follow. These standards contain sanctions related to the use and abuse of alcohol and other drugs. Students are expected to respect these standards, the authority of the University, faculty and staff, and each other. If a student violates any of the standards of conduct, the University or any individual within the University may file a complaint against the student.

Student organizations are expected to follow the standard of conduct as is any individual student. If a determination that a violation of the alcohol and other drug policy has occurred, by either an individual or a student group, sanctions will be assessed. Such sanctions may include revocation of recognition as a student organization, denial of use of University facilities, suspension or expulsion from the college. Student involvement in the manufacture, use, possession, distribution, or sale of such drugs is a matter of concern to the University and will subject a student so involved to disciplinary action by the University, up to and including suspension or expulsion from the University. University action may be taken whether or not independent action is taken by civil authorities.

Smoke Free Policy

In order to provide a safe and healthy environment for our entire faculty, staff and students, it is the policy of Bethany University that smoking is prohibited in all areas of the campus. Smoking is prohibited in all buildings and University Vehicles. Bethany is a smoke free campus and the cooperation of all students and faculty and the community are paramount to the successful

implementation of this policy.

Alcohol

The consumption of alcoholic beverages is prohibited on campus.

Bethany University is committed to being a drug-free, healthful, and safe institution. You are required to live, attend classes and work in a mental and physical condition that will allow you to perform satisfactorily.

Bethany University students may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs while on Bethany University premises or while conducting any business-related activity away from Bethany University premises. You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others.

If you violate this policy, it may lead to disciplinary action, up to and including immediate dismissal. We may also require that you participate in a substance abuse rehabilitation or treatment program. If you violate this policy, there could be legal consequences.

If you have questions about this policy or issues related to drug or alcohol use, you can raise your concerns with the Office of Student Development without fear of reprisal. Students with questions or concerns about substance dependency or abuse may also discuss these matters with the Office of Student Development to receive referrals to appropriate resources in the community.

In addition, Bethany University is required by the Drug Free Schools and Communities Act Amendment of 1989 to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and staff members. A copy of the Bethany University program is available on the Bethany University website.

Health Risks Associated with the Abuse of Alcohol and Other Drugs

There are many well-documented risks associated with the abuse of alcohol and other drugs, affecting not only the individual user but also his or her family, friends and roommates. Alcohol abuse is implicated in cases of rape on campus, for example, and the misuse of drugs is sometimes a factor in workplace violence. Other problems associated with alcohol and other drug abuse include poor

academic or job performance; relationship difficulties, including sexual dysfunction; a tendency towards verbal and physical violence; financial stress; injuries or accidents; and violations of the law such as driving under the influence and willfully destroying property.

Alcohol

Excessive alcohol consumption causes behavioral changes and can have consequences for physical and mental health. Even small quantities of alcohol can cause impaired judgment and poor coordination for some people.

Alcohol abuse is involved in the majority of violent acts on college campuses, including acquaintance rape, vandalism, fights, and drinking and driving episodes. Continued abuse of alcohol can lead to dependency and or permanent damage to organs such as the liver. A deterioration in lifestyle is also tragically common.

Cannabis (Marijuana or Hashish)

Marijuana use can impair or distort short-term memory and concentration, alter the user's sense of time, and reduce coordination. A lowered immune system and an increased risk of lung cancer may also ensue. THC, the active chemical in marijuana is stored in the fat cells of the body, and depending on the amount used and duration of time, can stay in the body for anything from about two days to about two months. Addiction is generally founded psychologically more than physically.

Cocaine (Crack and other Stimulants)

The immediate effects of cocaine use include dilated pupils and increased blood pressure, heart rate and respiration rate followed by a crash when the drug wears off. Over a long period of time, cocaine users can develop nasal passage and nasal septum problems. Stimulant use is generally physically addictive.

Hallucinogens (LSD, Mescaline, Psilocybin, Mushrooms)

Hallucinogens can cause illusions and distortions of time and perception. The user may experience episodes of panic, confusion, suspicion, anxiety and loss of control.

Flashbacks can occur even after use has stopped. PCP or phencyclidine has been shown to produce violent behaviors which can lead to injuries to the user or a bystander. There is generally little potential for addiction.

Heroin (Other opiates)

Heroin causes the body to experience diminished pain. If injected, it can result in blood vessel damage (and possibly the transmission of infections such as hepatitis or HIV if needles are shared). There is a

high rate of addiction among users.

Other Psychoactive Substances

The University's policy is to conform to all applicable laws and follows the current stance of the medical and mental health professions regarding the use of psychoactive substances including stimulants, depressants, narcotics, prescription medications, inhalants and hallucinogens, including marijuana.

Tobacco (Cigarettes, Chew, and other Products)

Tobacco use has been proven not only to be addictive but to have serious, well-documented health consequences. While many people, particularly students, look to smoking as a way of reducing stress, it should be remembered that there is no comparison between the stress of facing emphysema or lung cancer and the stress of preparing for mid-terms.

Off Campus Resources

Alcoholics Anonymous	(831) 475-5782
SC County Intergroup	www.aasantacruz.org
Narcotics Anonymous	(831) 429-7436
New Life Center	(831) 427-1007
Janus Recovery of SC	(831) 462-1060
The Camp Recovery Center	1-800-924-2879
Triad Community Services	(831) 425-0112
National Council on Alcohol and Drug	www.ncadd.org

Bethany University, an institution of higher education, complies with the Drug-Free Schools and Campuses Regulations of 1989 and the Drug-Free Workplace Act of 1988 which state that "as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. "This summary of services, policies and procedures is given to each member of the Bethany University community in accordance with this regulation.

APPENDIX D:

POLICY & PROCEDURES FOR DISMISSAL OF STUDENTS WITH DISABILITIES

504/ADA GRIEVANCE PROCEDURE

Overall 504/ADA Policy

In compliance with Section 504 and the Americans with Disabilities Act, Bethany University seeks to support and accommodate students. Students with special needs should contact the Director of Educational Support Services to submit necessary paperwork and determine appropriate accommodations. In order to receive accommodations students must submit substantiating documentation from applicable professionals, review recommended accommodations with the director, sign the necessary release forms for extending accommodations, and share the Bethany forms for recommended accommodations with the requested faculty/staff.

Students need to take responsibility for proactively sharing substantiating documentation for accommodations with the Director of Educational Support Services, so that accommodations can be recommended to the appropriate faculty and staff in a timely manner at the beginning of each term. Accommodations are not granted on a retroactive basis. All students receiving accommodations under 504/ADA are to make appointments to meet individually with the director at the beginning of each term to review accommodations sheets for classes and residential needs. Students are also welcome to contact the director throughout each term to review their needs and receive support for pursuing a collaborative process with the faculty and staff of Bethany University in a desire to extend equal access and prevent discrimination.

Regardless of student disability, it is the student's responsibility to follow the policies and procedures of the university with regard to academic and technical qualifications, including faith and conduct, in order to be in good standing, or the student may risk warning, probation and potential disqualification/dismissal from Bethany University.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities. According to these laws, "No otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a public entity." Poor judgment and quick temper are not, in and of themselves disabilities, though they may be manifestations of a disability. After accommodations are granted for a student's

disability, students must conform to conduct expectations of all Bethany University students.

“Qualified” with respect to post-secondary educational services means “a person who meets the academic and technical standards requisite to admission or participation in the educational program or activity, with or without reasonable modifications of rules, policies or practices; the removal of architectural, communication or transportation barriers; or the provision of auxiliary aids and services.”

“Person with a disability” means “any person who: 1) has a physical or mental impairment which substantially limits one or more major life activities including walking, seeing, hearing, speaking, breathing, learning and working; 2) has a record of such impairment; or 3) is regarded as having such an impairment.”

Disabilities covered by legislation include (but are not limited to) AIDS, cancer, cerebral palsy, spinal chord injuries, loss of limbs, multiple sclerosis, muscular dystrophy, diabetes, epilepsy, head injuries, hearing and visual impairments, specific learning disabilities, psychiatric disorders, and speech impairments. Note that accommodations for disabilities under 504/ADA do not include personal services, remediation, or guaranteed success. The intent of Bethany University is to support qualified students with disabilities while following the requirements of the law.

Policy Regarding Dismissal

1. No student who has a disability, or is regarded by the university as disabled, shall receive a long term suspension or dismissal or be asked to withdraw from the University unless he/she:
 - a. Has violated Bethany University’s standards of conduct as outlined in the Student Handbook;
 - b. Has failed to meet Bethany University’s academic or other “technical” (including faith) standards for continued enrollment required of all students; or
 - c. Is determined to constitute a direct threat to him/herself or others
2. Bethany University will not impose a long term suspension or dismissal/disqualification on a student with disabilities, or ask that such a student withdraw from Bethany University, for reasons that Bethany University or the student believe are related to, or caused by, the student’s actual or perceived disability, without first providing the student with due process protections.
 - a. In the event that a student with disabilities is properly dismissed, consistent with these procedures, Bethany University may set requirements for his/her readmission that are more stringent than those imposed on students seeking initial admission. Examples of these higher requirements may involve, but are not limited to:
 - 1) Verification of a student’s ability to live collaboratively in a residential setting,
 - 2) Having a one year history of emotional stability without being destructive toward self or others
 - 3) An ability to maintain activities of daily living, such as health and personal hygiene for

him/herself.

Process With Regard to Dismissal for Violation of Technical Standards

1. Notice of the reasons for the proposed dismissal will have been preceded by the following steps:
 - a) Verbal warning, which will be clearly documented with date(s) and circumstances of infraction in student's file
 - b) Written warning of infraction(s) warranting continued concern in violation of Bethany University's technical standards, including Incident Reports brought to Student Life by Campus Security and other members of the Bethany community
 - c) Probationary contract entitled "Statement of Probation" signed by student and Dean of Students
 - d) Violation of contract leading to conference with student and dismissal/disqualification

The Director of Educational Support Services is to be notified at the onset of any dismissal process for all students so that support to 504/ADA students can be provided while preserving confidentiality. In case of absence of the Director of Educational Support Services, the Vice President for Academics is to be notified and included in conference to ensure collaboration and supportive due process under 504/ADA.

2. At any point in this process the student will have an opportunity to hear and rebut evidence that the student has failed to meet the conduct or technical standards of Bethany University, or constitutes a direct threat to him/her or others.

In the event of direct threat, a student may be placed on 72 hour suspension, extendable for good cause and by mutual agreement, pending review by the Dean of Students, Vice President for Academic Affairs, and Director of Educational Support Services. Following their review, the student may face possible dismissal from the University, or be placed on probationary status.

Bethany University may dismiss a student from a university program, when, as a result of disability, the student's participation in the program constitutes a "direct threat." A direct threat is a significant risk of causing substantial harm to the health or safety of the student or others that cannot be eliminated or reduced to an acceptable level through the provision of reasonable accommodations. An assessment will be made by an individual qualified to assess whether a direct threat is present. It may be either an external person with expertise or an internal person from Bethany University who is qualified to make such a determination. In neither case will the person making the assessment be involved in making the decision whether or not to dismiss the student. The student will be provided opportunity to introduce counter evidence and independent professional assessment at both the assessment and decision points in the case of dismissal due to direct threat.

3. In the event that the student is judged to have failed to meet Bethany University's conduct or academic/technical standards, the student shall be permitted an opportunity to demonstrate any of the following:

- a) On the basis of equal treatment, his/her punishment should be mitigated (e.g. that students without disabilities were not dismissed for comparable offenses, or were readmitted based on extenuating circumstances).
- b) That he/she requested and was denied a reasonable accommodation that is reasonably connected to the failed performance or conduct.
- c) That, with reasonable accommodation, he/she can meet the standards of Bethany University in the future. This may include the accommodation of living off campus in an appropriately supportive environment (such as a group home), rather than residing in the university dorms, according to university policy.

Grievance Procedure for Dismissal/Disqualification Due to Violations of Technical Standards

The grievance procedure for the prompt and equitable resolution of complaints of discrimination on the basis of disability will follow the appeal process outlined in the Student Handbook. Following a “discipline review meeting” in which an action of dismissal/disqualification is taken, a student who wishes to appeal that decision based on perceptions of discrimination due to a documented 504/ADA condition may pursue the appeal process described in the Student Handbook, as modified below for 504/ADA related issues. There are two levels of appeal at Bethany University for students who have been dismissed/disqualified due to violations of technical standards.

Level 1 Appeal is to the Disciplinary Review Advisory Committee (DRAC) assigned by the President, utilizing the format outlined in Appendix C of the Student Handbook. In the interest of protecting student’s confidentiality regarding his or her disability, the composition of the committee will be modified so that no students serve in these situations. Appeals may be made to the DRAC if any of the following conditions exist:

1. There is evidence that procedural fairness was not granted during the disciplinary process.
2. New evidence has been discovered that the Student Life Team was unable to consider at the time of the initial discipline process.
3. There is substantial evidence that a member(s) of the Student Life Team was (were) biased toward the student.
4. There is evidence that the dismissal/disqualification did not allow for mitigating circumstances due to accommodations granted through documented conditions covered under 504/ADA policies.

The appeal must be made in writing to the Dean of Students within 48 hours of the original decision. The written appeal shall consist of a statement of detailed facts that make the appeal necessary. The DRAC will meet within five days to hear the appeal and decide whether the appeal should proceed to a hearing. All disciplinary sanctions placed on the student will remain in effect while the appeal is in

process.

Level 2 Appeal is to the President, and is the final stage of appeal at the university level.

If, after the DRAC dismisses or disqualifies a student, the student may appeal to the University President. The student must submit a formal letter of appeal to the President describing the rationale for the appeal. The student must also submit a formal letter to the Student Life Office requesting any data regarding the issue to be forwarded to the President's office. The letters must be submitted within five business days of the DRAC's decision.

The President shall review all information provided. The President shall exercise presidential prerogative on a case by case basis. This may involve conducting interviews, forming an advisory committee, refusing to review or opting not to hear an appeal based on his satisfaction with the DRAC's decision.

The decision of the President is final and no further appeal is open to the parties at the University. The President shall issue a decision in writing to the parties within five business days. All disciplinary sanctions placed on the student will remain in effect while the appeal is in process.

Process With Regard to Dismissal/Disqualification for Violation of Academic Standards

1. Students must maintain Satisfactory Academic Progress as described in the University Catalog (see under Grade Policies) Note: All students with disabilities who have submitted substantiating paperwork to the Director of Educational Support Services and qualify under 504/ADA will have the support of the director as a secondary advisor, regardless of GPA. Also, all students on Academic Warning or Probation will have the director as a secondary advisor. The purpose is to assist and support students with special needs toward academic success at Bethany University.
 - a) Should a student enter Bethany University on Academic Probation, he/she must achieve a minimum cumulative GPA of 2.0 to attain Good Standing at the university. A student on Academic Probation is required to enroll in Study Skills and attend the Student Individualized Learning Center.
 - b) A continuing student who receives a term GPA below 2.0, but whose cumulative GPA remains above a 2.0, will be put on Academic Warning for one term and encouraged to enroll in Study Skills and utilize the Student Individualized Learning Center. If the student's term GPA in the succeeding semester does not increase to a 2.0, but his/her cumulative GPA remains above 2.0, Academic Warning status will be continued.
 - c) A student whose cumulative GPA drops below 2.0 will be placed on Academic Probation for one semester.
 - d) A student on Academic Probation who does not attain at least a cumulative 2.0 GPA will be Academically Disqualified from Bethany University.

- e) A student must successfully complete a certain percentage of the credits attempted (currently 66%) to be considered to be making Satisfactory Academic Progress. This criterion, known as Rate of Progress toward completion, is also used in the Academic Progress Review. Failure to meet Rate of Progress requirements leads to a student being placed on Academic Probation for a semester. If the student does not meet the Rate of Progress requirement after a semester, the student may be allowed to continue enrollment, but is not eligible to receive financial aid.
 - f) If progress is being made but criteria for Satisfactory Academic Progress has not been achieved, a second semester of Academic Probation may be requested by written appeal to the Vice President for Academics.
2. For all students, an Academic Honor Code violation will result in a student receiving an “F” in the class, and the Office of Academics will be notified so that if the student is involved in further plagiarism or cheating, he/she may face expulsion from the University.
- a) As noted in the university catalogue, Bethany students are expected to exhibit Christian integrity in all aspects of their university life. Cheating on examinations or other course work will lead to disciplinary action by the faculty member involved and /or the Academic Affairs Committee.
 - b) Plagiarism is the stealing or passing off as one’s own the words or ideas of another. This includes using another’s words verbatim, in paraphrased form, or using another person’s ideas, thoughts, or theories without proper documentation; for example, all Internet sources must be cited.
3. For students qualifying under 504/ADA, course substitutions will be determined by a deliberative process involving the following determinations:
- a) The requirement’s value in the degree sought by the student; hence consideration will be given for the significance of the course content as essential core knowledge in the field of study.
 - b) Did the student take full advantage of proffered accommodations and tutoring support?
 - c) Did the student demonstrate with appropriate documentation that his/her weakness in a subject was itself disabling or sufficiently related to an ADA/504 disability?
 - d) When a course substitution is granted the student will receive notification allowing documentation and verifying informed consent, so that the student is made aware that the substitution is only applicable in this university and is not binding on any other college or program within the college; further, the student will be notified that the substitution may ultimately affect further studies at this university or other colleges and universities, including graduate studies, and finally, that the course substitution is being granted based on the student’s disability.

- e) If a student has received a grade of F in a course as a result of causes later determined to be related to a qualifying 504/ADA disability, the student may request that the Instructor change the grade to an NC. If the instructor declines or is no longer employed by the University, the student may then appeal to the Academic Affairs Committee to have the grade changed to an NC. A grade of NC will not impact the student's GPA, but may have an adverse impact on the student's Rate of Progress.

Academic Appeals Procedure (as per Academic Catalog)

1. Students qualifying under 504/ADA are required to follow the same academic appeals procedure as noted in the Academic Catalog, p.14, while recognizing that they will have first had the option of submitting the confidential form for recommended accommodations to their professors. Should the recommended accommodations have been inadequate for their needs, students should notify the Director of Educational Support Services in the first weeks of class to facilitate possible revisions. (Note: accommodations are presumed effective unless student notifies professor and Director of Educational Support Services otherwise. Accommodations do not guarantee academic success.)
2. All questions and complaints regarding grades and class issues should be discussed with the classroom instructor before the matter is appealed. (Students making allegations of harassment or hostile environment against a professor need not discuss those with the professor before continuing this appeal process.) A student who has questions should first be sure he/she has complied with the requirements of the syllabus and announcements made by the teacher in class, unless the student has received an agreed upon accommodation. Any disputes must be discussed with the professor within fourteen calendar days after the issuance of the disputed grade or assignment.
3. If a student continues to feel that a grade or assignment is unreasonable after conferring with the classroom instructor, he/she may appeal to the Vice President for Academic Affairs. If the student feels this relates to a lack of fairness concerning his/her disability, the Director of Educational Support Services may be consulted and assist the student in the appeal process. This appeal must be made in 14 calendar days following the conference with the instructor.
4. If the student wishes to appeal further, the Vice President for Academics may refer the matter to an *ad hoc* appeals committee composed of qualified faculty, staff and student representatives. If the appeal involves a 504/ADA disability, the composition of the appeals committee may be adjusted by the Vice President for Academics to preserve the confidentiality of the student who is making the appeal.

Appeal Process for Academic Disqualification

Prior to the beginning of the next term, a student who has received notice of Academic Disqualification may appeal to the Vice President for Academics. To be considered, the appeal must be submitted in writing consistent with the deadline outlined in the Letter of Disqualification. The Vice President for

Academics will thoughtfully weigh the student's reasons and inform the student of the decision in writing prior to the first day of classes.

Readmission Following Academic Disqualification

Students who have been disqualified may apply for readmission to Bethany University upon completion of 12 units of academic university work with a GPA of "C" or above according to the readmission policy of the University and pending other holds, financial or technical, on the student's record. No student with disabilities shall be discriminated against in this policy, but the student will be expected to fulfill any requirements of readmission discussed and recorded at the time of disqualification from the University.

Recourse to the Office for Civil Rights

If the student is dissatisfied with his/her treatment and believes there to have been a violation of his/her rights under 504/ADA, the student may file a complaint with the U.S. Department of Education, Office for Civil Rights, Ninth Circuit, 50 United Nations Plaza, Room 239, San Francisco, California 94102.

APPENDIX E:

POLICY ON RACIAL HARASSMENT

Bethany University is committed to creating a campus environment where students and faculty can develop their gifts and skills together. The University has a long-standing commitment to encouraging ministry for everyone without restriction for gender, **race and ethnicity**. In order to continue that tradition, it is the responsibility of the administration and faculty to create an atmosphere free of harassment and intimidation. If incidents of harassment occur, it is the responsibility of the administration to take appropriate disciplinary action.

As a violation of Federal and State law, racial harassment is a form of discrimination. The U.S. Department of Education construed Title VI of the Civil Rights Act of 1964 as forbidding racial harassment.

Definition

Bethany University defines racial harassment as expressions of racial and ethnic prejudices aimed at individuals and groups, which in turn subvert the harmony of Bethany community. Physical or verbal abuse which threatens or demeans another due to his/her race or ethnicity will not be tolerated.

Procedures

Bethany University has a firm policy against racial harassment. Because Bethany desires to create a

campus climate which promotes both harmony and diversity, every reasonable step will be taken to prevent racial harassment from happening. Any incident of racial harassment should be reported immediately. Every effort will be made to resolve complaints quickly and fairly.

Retaliation against an individual for the use of the racial harassment policy and complaint resolution process is strictly prohibited, and subject to disciplinary action, up to and including dismissal. Racial harassment will not be tolerated.

When an Incident of Racial Harassment Occurs:

1. The harasser should be told immediately that their behavior is inappropriate. Ask him/her to stop. If you are offended you should let the person who has offended you know that their behavior or comments were offensive or hurtful. The University recognizes that this may be difficult for students to do. The University will make every effort to support students when a report of racial harassment is reported. Note that this policy of racial harassment is directed towards actions or behaviors, not attitudes or opinions.
2. Contact should be made with a representative from Student Life, an advisor, an Associate Dean, either the Student Life or Academic Deans, or a supervisor. To insure confidentiality, initial contact may be made anonymously. During this initial contact, information will be given about procedures, confidentiality, and possible remedies. Details about the incident(s) should be shared at this time. Every effort will be made to resolve the complaint informally.
3. As complaints are received options for settling the complaint will be explored. If a faculty member is involved the Dean of Students or will be informed. If a complaint is made against a student, the Student Life office will be informed. Depending on the circumstances, fact finding, mediation, or a preliminary investigation may be initiated.
4. If an investigation is initiated, the complaint, including the identity of the complainant, will be disclosed to the accused.
5. If the conclusions result in a finding that racial harassment occurred, the University will take remedial action in accordance with the circumstances. Disciplinary action will be handled in keeping with existing policies governing the status of the accused party, e.g., for faculty the procedures in the Faculty Handbook will be followed. Possible actions include but are not limited to apology, counseling, probation, and dismissal.
6. If the complaint is uncorroborated, or if the complainant is dissatisfied, a formal request for appeal may be filed with the office of the President of the University. If a faculty member is dissatisfied with the outcome of a complaint, a review may be requested from Faculty Affairs.
7. An investigation of racial harassment may be initiated by the Academic Dean if course evaluations indicate that racial bias may be a problem. Even if no specific complaint is made regarding a

particular incident, the University recognizes the possibility that a hostile environment may be created in the classroom. In such an instance, contact will be made with students from the class in question to determine if further action is necessary.

8. If a student feels that they have been retaliated against as a result of a complaint regarding racial harassment they should make an immediate complaint to the Academic Dean's office. The grading procedure will be examined, the student's work, and work from others in the class to determine if the grading process was fair and accurate. If there is a finding that retaliation has taken place the Academic Dean's office will take appropriate disciplinary measures.