Bethel University

2026-2027

Student Handbook



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Introduction

This handbook offers every Bethel student an "owner's manual" for getting the most out of college. However, becoming an educated person involves more than an accumulation of knowledge; true learning demands a person's full engagement. So, as a student, do not sit idly by and "receive an education." It will be very limited. Rather, actively pursue truth; seek understanding; search for wisdom.

As you begin thinking about various dates, events and commitments, let me encourage you to consider some additional plans for your time at Bethel:

• Plan to enlarge your vision of the world. Study abroad for a semester; participate in a Task Force excursion.

• Plan to engage with your Creator. Attend chapel with an open mind; seek out a spiritual mentor; join a Bible study or prayer group on campus.

• Plan to experience new people, cultures, and ways of life. Sit with someone you don't know in the Dining Commons; spend time with international students; attend diverse campus events.

• Plan to enlist in service to others. Get involved in a ministry at a local church; connect with an organization near the campus; clean up after your roommate (just once). College is what you make of it. So, dive in and make the most of it. "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." Colossians 3:17

Offices and Services

Campus Safety 574.807.7500

The Campus Safety Department, located south of the Middleton Hall of Science, is a 24/7 department that employs safety officers who patrol the campus and respond to emergencies. Bethel University is committed to assisting all members of its community in providing for their own safety and security. Campus Safety staff frequently work with city, county, state, and federal law enforcement authorities. These agencies cooperate whenever possible on investigations and crime prevention programs to provide the best

possible security and police services for our campus and the local community. Campus Safety staff offer other services for the campus community (i.e. safe walks, jump starts, lockouts, etc.). You can contact Campus Safety at any time. Students may elect to receive text messages regarding emergencies, school closings, and other important announcements regarding their safety.

Crime Reporting:
To report a crime, a student should contact Campus Safety either in person, by email at campussafety@betheluniversity.edu or by phone at 574-807-7500 or 574-292-8100. Crimes may also be reported to Student Life staff, resident directors and coaches. Students who experience or witness a crime have a responsibility to report the crime so the campus can be kept as safe as possible.

Campus Store & Mail Room

The Campus Store is located in the Sufficient Grounds building on campus just north of the Everest Rohrer Fine Arts Building. The store offers Bethel apparel and gift items, a variety of trade/faculty books, school supplies, and a convenience store. The Campus Store is the only "official" source for textbooks and classroom materials. Textbooks are available to order through our online textbook department found on our website: www.betheluniversitystore.com

Campus Store Hours:
School year: Monday-Friday 10 am-4pm, Saturday 12 pm-4 pm, closed Sunday with special hours for holidays and graduation.
Summer: Monday-Thursday 10am-3pm, Friday 10am-12pm, closed Saturday and Sunday

Mailroom
The Mailroom is located in the Campus Store. This department manages mail service for the campus, both external and internal mail. Residential students who receive a package will be notified by email to come to the mailroom to pick up their package. You can also receive and mail from here.

Mailroom Hours:
School year: Monday-Friday 11 am-3:30 pm, closed Saturday and Sunday with special hours for holidays and graduation.
Summer: Monday-Thursday 10am-3pm, Friday 10am-12pm, closed Saturday and Sunday

Campus Committees

Enrollment Management Committee:
Reviews and recommends policies relating to student admissions and acts as an appeal's committee for students reviewed for admissions falling below standards for traditional and BUx admissions offices. Members: Vice President for Enrollment Management (chair), Director of Admissions, Director of Center for Academic Success, and three full-time faculty. Three-year terms for full-time faculty with one rotating off each year. Limit of one faculty member from any one department.

Student Retention Committee:
Reviews annual retention data, Student Satisfaction Inventory results, and other data/survey results related to student retention and recommends actions and policies to drive improvements in student success. Actions of this committee are advisory to the President. Members: Vice President for Student Development & University Affairs (co-chair), Vice President for Academic Services (co-chair), Director of Center for Academic Success, one full-time faculty (FYE preferred) serving a four-year term, Director of Financial Services, AGx Operations Representative, Registrar, Athletics Representative, IT Representative, Student Life Representative, and Student Council Executive Committee representative.

Emergency Preparedness Team:
The membership of this committee consists of the Director of Campus Safety who chairs the committee, Vice President for Student Development & University Affairs, Director of Human Resources, Director of Information Technology, Director of Marketing, one faculty member, and other individuals deemed necessary for the team's work. The Emergency Preparedness Team's mission is to ensure the campus is prepared to respond to emergency situations in a responsible and timely manner.

The team's core functions are:

1. To create and maintain an emergency management plan for campus.
2. To communicate the plan to appropriate individuals who carry out the plan.
3. To train campus personnel how to respond to emergencies.
4. To provide awareness to the campus of outside threats.

Learning Resources Committee:
The membership of this committee consists of three full-time faculty from each division and one from each school; one library faculty member, two students appointed by the student council executive committee, and the Director of Library Services.

The Learning Resources Committee

1. Proposes policies and programs, considers issues and plans workshops related to campus learning resources.
2. Advises the Director of Library Services in the allocation of department book budgets.
3. Recommends to faculty ways of encouraging greater library use by students and faculty.

Student Development Committee:
The membership of this committee consists of the Vice President for Student Development as chairperson, Director for Community Living, Director for Residence Life, two faculty members, two students, and a Resident Director.

The Student Development Committee

1. Advises the Vice President for Student Development on matters referred to the committee.
2. Makes recommendations to the faculty regarding student regulations.
3. Serves as judiciary body for academic dishonesty cases referred to it by responding academic leaders.
4. Serves as judiciary body for student conduct appeals.
5. Approves programs of student organizations.

Fitness, Exercise and Recreation Facilities

Fitness, exercise, and recreation facilities are open to members of the Bethel community at hours determined by the Athletic Director. All guests must be individually accompanied by a student or faculty/staff member, with no more than one guest per student. The weight rooms, cardio room, basketball and volleyball courts, and exercise area in Goodman are available to students when athletic teams are not using the facilities. Outdoor basketball and volleyball courts are available every day. The Lehman Family Training Center Students must have their identification cards readily available to use these fitness facilities, as well as a pair of dedicated (non-street) shoes.

Access to Goodman Gymnasium, the weight rooms, cardio rooms, and the Lehman Family Training Center are as follows:
• Must provide I.D. upon entering
• Must wear clean, indoor shoes
• All equipment must be sanitized and wiped down following use

From time to time there may be athletic teams that have reserved those areas. Dedicated indoor shoes are required for anyone using the indoor athletic facilities (no outside shoes please).

Goodman Hours:
(Access through south door by main parking lot)
Monday - Friday: 6:00am - 2:00pm // 6:00pm - 11:00pm
Saturday & Sunday: 6:00pm - 11:00pm

Lehman Training Center Hours:
(Access through Main Doors)
Daily: 7:00pm - 10:00pm
Morning Hours may be approved on an individual basis.

Food Services

All on-campus students are required to participate in a meal plan. Special diets may be accommodated by contacting Jennifer Moritz, the general manager, at jennifer.moritz@betheluniversity.edu. Dietary counsel is available by appointment. Student input is valued and students are encouraged to become part of the culinary council. Sharing opinions and requests with the food service director helps shape the dining programs to best suit the needs and desires of students.

Every meal plan participant must have their ID card present to eat a meal in any food service facility on campus.

Hours of Operation

Dining Commons
Monday - Friday: 7am - 10pm
Saturday & Sunday: Brunch, 10am - 1pm
Dinner, 4:30pm - 7:30pm

Sufficient Grounds
Monday - Thursday: 8am - 10 pm
Friday: 8am - 11pm
Saturday: 10am - 11pm
Sunday: 2pm - 10pm

Off-Campus Locations (Bethel Bucks accepted)
Politos – Italian https://www.justpolitos.com/
Puerta Vallarta Express - Mexican
Tradewinds - American Fare https://tradewindsfamilyrestaurant.weebly.com/

Library

The library provides a variety of resources to assist student learning including books, journals, and electronic resources. In addition to resources, the library provides research assistance, computer workstations, and a variety of spaces designed for studying.

The library is closed during chapel services, legal holidays, and the week between Christmas and New Year's Day.

Students must hold a valid university identification card in order to exercise library privileges. With this identification card, students have access to several other library collections throughout Indiana and may check out books at Notre Dame and Holy Cross College as well as at schools in the PALNI consortium which includes such libraries as AMBS, Goshen, Grace, and St. Mary's College.

Books are loaned for a period of 60 days. Bound periodicals and audio-visual items are loaned for 14 days while reference material circulates for three days. After an item has been overdue for over 28 days, the item is deemed "lost" and an overdue fine of $10.00 combined with the replacement cost of the item is assessed. Fees not paid for at the library will be sent over to the Business Office. All library obligations must be taken care of and cleared before the student can graduate with a degree. Reserve materials have short loan periods as determined by the professor. Reserve items are due back at the hour/date indicated. Fines for reserve items are $.50 per hour for items loaned out on an hourly basis and $1 per day for items loaned out on a daily basis.

Information Technology Help Desk

The Help Desk is located within the Information Technology Department in the Miller-Moore Academic Center, Room 009. They are staffed with professional and student computer technicians and are available in person, by telephone, or by e-mail to assist students in the following ways:

- General educational technology support
- Basic support for personal computers
- Installation of student-owned software or other free programs/utilities
- Support for our campus Wi-Fi network, MyBethel, or Bethel University email

For assistance, contact 574.807.7777 or helpdesk@BethelUniversity.edu

Center for Academic Success

Learning Commons

In the center of the Miller-Moore Academic Center's lower level, the Katherine J. Gribbin Learning Commons houses our free tutoring program. Students may access appointments via bethel.mywconline.com for easy scheduling. Tutoring is available in person or online in over 125 Bethel University courses, including all general education classes and many major-specific classes. There are group tutoring sessions for some classes to supplement individual sessions.

The Learning Commons is a study space that includes small study rooms which comfortably seat groups of four. The Conference Room can accommodate official or unofficial student groups of six to twelve.

Study rooms and the conference room may be reserved at the link to the tutor scheduling site above. The Pilot Production Studio may also be reserved at bethel.mywconline.com to create individual or group video presentations.

Accommodations

The Center for Academic Success equips students with disabilities (as defined by the Americans with Disabilities Act) for academic success by providing accommodations. The testing center is specifically designed to facilitate accommodated testing and learning accessibility. Professional staff are available to help students with documented disabilities or who need direction in getting documentation. For an appointment or more information, contact 574.807.7460 or AcademicSuccess@BethelUniversity.edu.

Tutoring and Academic Coaching

Tutoring and Academic Coaching are available to help the student navigate all things academic. For example: understanding and following a syllabus, time management, organizational systems, setting academic goals, effective study techniques, monitoring progress, facilitating communication with professors, prioritizing, and note-taking. Visit the Center for Academic Success, in the Miller-Moore Academic Center (033), or email AcademicSuccess@BethelUniversity.edu.

Career and Calling

Career and Calling offers one-on-one coaching to help students identify next steps based on their unique passions, giftings, skills, and personality. Resume and interview coaching is also available for undergrad students. Make an appointment with a Career and Calling Coach or Resume Coach here: https://bethel.mywconline.com/

An annual Career Fair is hosted by the University to assist students in finding employment, internship, and volunteer opportunities.

Intercultural Learning & Engagement

“Bethel University is committed to the equality, dignity, and inherent worth of all individuals as bearers of God's image (Genesis 1:26). Bethel strives to nourish a Christ-centered community of grace and hospitality that casts out the hostility between races and ethnicities and treasures the dignity of every person.” [Excerpt from the Bethel University board of trustees’ statement on diversity, equity and inclusion.]

Our campus’ Intercultural Learning & Engagement (ILE) work is the "feet" to the "heart" of the statement above. Having a vision and carrying it out are, of course, two different steps. We commit ourselves to be a community that not only states our vision and intentions, but that does the practical work of becoming a campus more like the Kingdom and a people more like Christ.

ILE is comprised of an Advisory council and subcommittees of faculty, staff and students that monitor the culture of Bethel and help design and carry out specific actions throughout the academic year.

World Partners Global Engagement Office

Study Abroad and Task Force

Bethel University provides exciting opportunities for students to have international experiences including Study Abroad, Task Force mission trips, or Missional Internships. Task Force teams are a great opportunity to get a glimpse of another culture while also serving in tangible ways. Students raise support and participate in a variety of ministries during the couple of weeks they spend away from home. Opportunities to study abroad include our Summer Learning Trip opportunities in Turkey, Greece, Israel, and Italy. We have a quality Semester Abroad program in South Africa combining Bethel courses and cross-cultural discipleship training. We partner with the Council for Christian Colleges & Universities to offer opportunities like a semester studying at Oxford, or a semester at the

Contemporary Music center in Nashville. Studying in another culture combines earning academic credit with experiencing life overseas.

Missional Internships are for anyone preparing for a life call to serve overseas. These are combined with missional mentoring as you prepare for a life of service overseas. Contact geo@betheluniversity.edu .

Wellness Center

A variety of counseling services, wellness programs, and health services are offered to students to assist them in developing their fullest physical, intellectual, emotional, and spiritual potential. The Wellness Center is open Monday - Friday during posted hours in the fall and spring semesters. Appointments begin at 9 am.

Student Counseling Services:

All counseling services with professional counselors are available exclusively to students. Call 574-807-7370 to schedule an appointment. Calls are completely confidential. Up to eight (8) counseling sessions are available each semester to full-time students at no charge. Low, sliding fees are available to students who are less than full-time.

Counselors are available to help students work through frustrations, feeling overwhelmed, anxiety, depression, moodiness, ADD/ADHD, learning difficulties, being annoyed with roommates, overeating/ undereating, not sleeping well, relationship problems, and much more. We also administer assessments to assist with determining how things such as anxiety, depression, or attention struggles might be affecting your college experience. Services we offer include individual counseling, couples counseling, group counseling, and assessments. We can also refer you to a medical doctor or psychiatrist to discuss whether medication might also help your situation. Our staff is here to easily help you connect to a nearby, off-campus doctor at your convenience.

We also offer educational programs, workshops, seminars, and public talks on a variety of topics. Let us know how we can best assist you.

Student Health Services:

The health services office provides a variety of medical services for students and is staffed by a nurse who is available for appointments or walk-in care, Monday through Thursday from 8:00am until 4:30pm, and Friday from 8am to noon. The director of health services can evaluate and treat many common illnesses and injuries. Visits with the Director of

Health Services are free for students. If a higher level of medical care is needed, the Director of Health Services can refer the student to a physician.

When a campus student needs medical care, the Director of Health Services should be notified at 574.807.7374. Campus Safety should be called at 574.807.7500 for emergencies. If a physician is needed, the Director can refer the student to one, or the student may see a physician of his/her choice. Wellness Center 574.807.7370

- Students must notify their RD to report illnesses/injuries or after-hours medical care.
- All prescription medications taken should be listed on the student's health form. Sharing or selling Rx medication is cause for dismissal from the residence hall.
- Students with communicable disease symptoms must report to student health services. Those with symptoms and a fever > 100.4 must isolate from others until fever-free for 24hours (without the use of fever-reducing meds). Students who will not maintain isolation should go home to prevent the spread of disease.
- No excused absences from class are given through Student Health Services. The student must call their professor to report his/her absence.
- Incomplete immunization records cause a HOLD to be placed on further registrations.

Student Health Insurance:

For information on student health insurance, please see p.37 under University Policies

Student Engagement & Communication

You will experience a vibrant campus life at Bethel. From regular campus activities and traditions to a full schedule of intramural sports and athletic and musical events, there's always something happening on campus.

Where to Get the Word

- **@BethelNow:** Follow on Instagram to get the latest information regarding campus activities and timely student updates. A Bethel Now email is also sent out each Friday to all traditional students detailing what is going on during the weekend, the upcoming week, as well as any other important information from Student Life.

- **BU App:** The BU App can be found in the app store under “Bethel University Indiana” - it is an app that allows students to check their meal plan usage, Bethel Buck balances, upcoming events, the DC menu, and access to Canvas.
- **Flyers/Posters:** All flyers and posters must be approved for posting through the Student Life Office. Once approved, they can be hung in the Academic Center Stairwells, Sufficient Grounds, and entrances of Residential facilities.
- **MyBethel** (My.BethelUniversity.edu): At MyBethel, students, faculty and staff can find a wealth of information including university news, announcements, timely alerts, class schedules, meal plan balances, and student accounts.
- **The Bethel Beacon:** The Beacon is an online newspaper managed by a staff of student editors and reporters. The latest edition is available online and emailed to students, faculty and staff on each release date.

Campus Activities

The Campus Activities team creates regular opportunities to connect together and have fun. These are in addition to the continual offering of athletic events, music concerts, theatre performances and art shows. Examples of campus activities could include:

- Battle of the Bands / film festival
- Back-to-school party
- Midnight Breakfast
- Trivia Night
- Mini Golf
- And much more!

Annual Traditions

- **Alumni & Family Weekend:** A time for families and alumni to visit campus, enjoy the community, and participate in a variety of Bethel activities through the weekend.
- **Deeper Life:** A three-day series that highlights the work of the Holy Spirit in the life of a believer. A guest speaker is invited to share in morning and evening chapel services.
- **Fall/Spring Plays/Musicals:** Each fall and spring Bethel University produces major dramatic works, including a winter musical.
- **GO Series:** A week emphasizing God’s work and mission around the world. A special speaker shares in morning and evening chapel services, and students attend a wide range of seminars related to God’s mission in the world.

- **IGNITE:** A time of spiritual renewal scheduled during the fall semester. A special speaker is invited to share in morning chapel services and evening meetings during the week. Previously known as Spiritual Emphasis Week.
- **Labor for your Neighbor:** A Saturday morning in spring devoted to serving the university's physical neighbors.
- **Midnight Breakfast:** Served each semester by the faculty and staff on the Friday before finals and held in the Dining Commons.
- **National Collegiate Day of Prayer:** On this day in the spring, students, faculty, and staff join hundreds of prayer groups across the nation in praying for college & university campuses, and their surrounding communities.
- **Scripture 66:** A designated time when the Bible is read from Genesis to Revelation. Students, staff and faculty are encouraged to stop by any time between 11am and midnight to listen, pray or read through Scripture.
- **Service Day:** Annual fall day where classes are canceled and the entire student body serves the local community.
- **Tip-Off Madness:** A celebration and introduction of the upcoming men's and women's basketball teams, complete with events and prizes for the student body.
- **Vespers:** A weekly Wednesday evening service planned and directed by students.

Intramurals

Bethel sponsors a well-balanced program of intramural competition and community for men and women. The Intramurals Sports Coordinator oversees this program. The objective of intramural competition is to provide an opportunity for physical exercise, skill development, group interaction, recreational experiences, and teamwork. Any student desiring to participate should look for opportunities to sign up using the @betheluniversityintramurals Instagram page.

Community Service

Community Service opportunities help students utilize their talents for the Lord through serving others. Students are given ways to connect locally, respond nationally and serve globally. An online posting of current community volunteer needs is maintained by this office and provides students with opportunities to serve in the local Michiana community. Also, campus-wide service events are offered throughout the year such as Service Day and Labor for Your Neighbor. Students interested in getting involved should contact the office at 574.807.7417 or Allison.Stout@BethelUniversity.edu.

Billy Kirk Scholars

The Dr. Billy Kirk Scholar Justice and Leadership program honors a man who served as a pastor and leader in the South Bend community for almost 50 years. In addition to being a student at Bethel in the 1950s, Dr. Kirk received an honorary doctorate from Bethel in 2001, recognizing his commitment to leadership and justice in the South Bend/Mishawaka community. He embodied the intellectual curiosity, desire for stronger community, and spiritual commitment for which we all should strive.

The scholarship is awarded to students who demonstrate a commitment to peace, community service and justice. The award is based on the applicant's cultural experiences, leadership involvement, academic record, personal interview, essay, reference letters, and financial need. For further inquiries, please email Robert.Ortiz@BethelUniversity.edu

Student Government

All full-time students (12 hours or more) of Bethel University are voting members of the Bethel University student association. The governing body of the association is the student council (StuCo).

Executive Officers

2026-2027 Executive officers (class officers are elected in Spring each year)

- Executive president: Amelia Avery
- Executive vice president: Samuel Keller
- Executive secretary: Eliza Nuet
- Executive treasurer: Issac Copeland

StuCo promotes student and university-community interests through self-government and student organizations. Membership in the council includes its four executive officers (president, vice president, treasurer, and recording secretary) three students from the freshman and sophomore classes (underclass officers), three students from the junior and senior classes (upper-class officers), and the chairpersons of the three permanent student committees (Student Spiritual Life, Campus Activities, and a Commuter Representative). StuCo works with Student Development and the Alumni Board to plan and promote traditional student activities, contribute a senior gift, act as a liaison to university administration, as well as aid student-founded clubs and organizations in achieving their goals. StuCo also provides student representatives for permanent faculty committees.

Student Clubs and Organizations

An important part of the life of any university campus is the presence of student-led clubs and organizations. Bethel University's student council seeks to help students develop and fund clubs and organizations that meet their specific needs.

Becoming a club or organization comes with the following privileges:

- The ability to hold fundraisers on campus (with StuCo approval)
- The right to request funds from StuCo for nonrecurring expenses
- The authority to reserve campus facilities and equipment for club activities

With these privileges also come the following responsibilities:

- Club-sanctioned activities must conform to the Bethel University lifestyle covenant
- Club renewal forms must be filed by April 15 for the club to remain in good standing for the following academic year
- An up-to-date and accurate constitution must be on file with the StuCo executive secretary
- The club president must make a report of the club's activities and membership to the full student council at the end of each semester
- The club must make every reasonable attempt to comply with any request from the full student council (e.g., providing documentation of events/finances, attendance at required workshops, etc.)

Procedure for becoming a recognized student club/organization:

- Find a group of 10 or more students who are interested in starting a club/organization.
- Find a faculty or staff member who will serve as the advisor.
- Draft a constitution that contains at least the following:
    - Name and purpose of the club/organization
    - Description of who can be a member
    - Description of how the leadership of the club is organized
    - Description of how the leadership of the club is elected
    - Procedures for calling and running meetings
    - Procedures for amending the constitution/bylaws
- Fill out a club registration form.
- Submit the club registration form and constitution to the StuCo executive secretary.
- The charter members of the proposed club will be asked to appear at a full StuCo meeting to be questioned about the club. If approved, the club will immediately

receive all privileges and will be accountable for all responsibilities of a student club/organization.

Student Clubs

A full list of Student Clubs and Organizations can be found through the web address:

https://betheluniversity.edu/student-life/campus-life/clubs-organizations/

If interested in joining, please reach out to the faculty advisor listed in the link.

Student Conduct & Accountability

The Student Conduct Process Overview

At times students make choices that are outside of the boundaries of the Community Life Covenant and Student Handbook. These actions can affect not only the student, but the entire community. Therefore, the university upholds a restorative accountability process that aims to:

- help the student grow and understand the impact of their actions,
- bring restoration to individuals and the community,
- and a recommitment from the student to uphold community standards.

The accountability process at Bethel University is administered by the Director for Community Living, Associate Dean of Students, Resident Directors, Vice President for Student Development and University Affairs, and the Student Development Committee. Minor violations are usually addressed by the Resident Directors and Resident Assistants. Serious infractions are addressed by the Director for Community Living, Associate Dean of Students, Vice President for Student Development and University Affairs and/or the Student Development Committee.

When an alleged community violation is brought to the attention of the university, an information gathering process commences. If the initial information available does not resolve the allegation, a student life staff member will contact the students involved to hear their testimony. In times when the initial information does not constitute a likelihood that the alleged did occur, the university may choose not to proceed with any review of the matter.

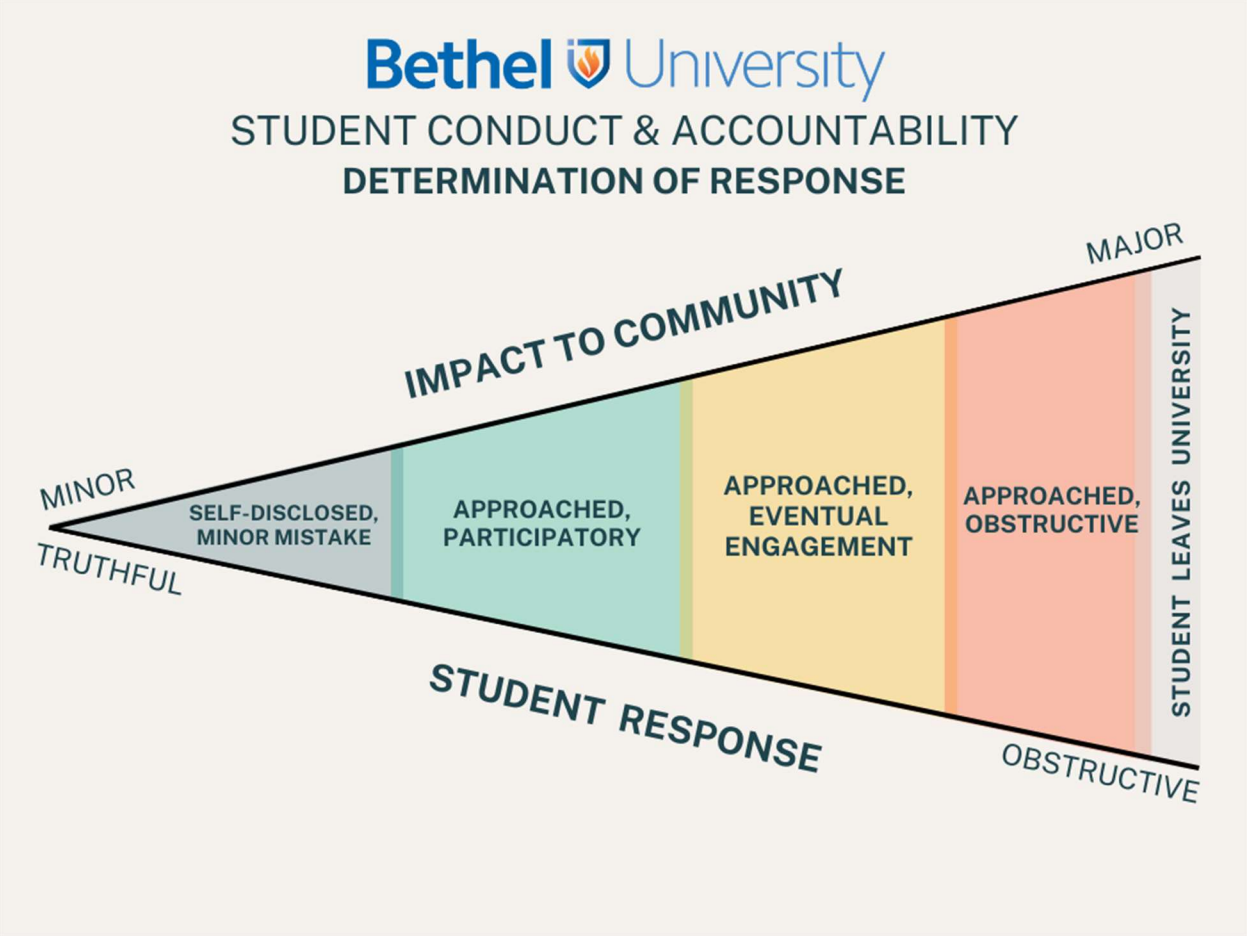
If the information available leads to a “more likely than not” conclusion, the university will move forward with an accountability response. The truthfulness of the student in these situations helps to quicken both the process of understanding and the accountability process.

Bethel University believes in our community members taking responsibility for their actions by bringing situations to the light before being confronted. Students can share a situation with any member of the Residence Life or Student Life Staff. Those students who choose to divulge inappropriate actions on their own have the potential to receive a one-time lessoning of their restorative accountability response. This is reserved for the student who initiates the conversation with the university, is fully engaged and truthful in the process, and desires to learn from this experience. In addition, the student’s actions must have had minimal effect on the broader campus community.

Various administrative staff are authorized to hold students accountable for just cause within the areas of their responsibility. In each case, the staff informs the student of the violation of university policy(s) which is the basis for an accountability response and the student has the right to present to that staff any relevant information in his/her defense. The violations and the resulting accountability steps are given in writing as soon as possible, but not later than a week following the staff’s oral statement. In cases involving multiple students, written communication will follow the completion of a full investigation.

Determination of Response

As every situation is unique, the university strives to engage with each student in a way that is caring, consistent, and custom. Once the available information has been reviewed, the university will offer an official response to the student. The graphic below represents the basic criteria used in reviewing individual student actions and circumstances to determine the appropriate university response.



- **IMPACT TO COMMUNITY:** the impact of the actions on both the student and the community is examined as a factor in the university response.
- **STUDENT RESPONSE:** the student's active cooperation in this process by providing honest, accurate and forthright information is also examined as a factor in the university response.

To determine the appropriate response, university personnel consider these two factors along with the specific circumstances of the situation. After review, university personnel classify the situation in one of the following ways:

Self-Disclosed, Minor Mistake: The intent of this category is to encourage confession, repentance, and reconciliation. If prior to university awareness, a student self-discloses involvement in a minor violation (i.e. wrong place at the wrong time, minor lapse in judgement) a lighter conduct response is given.

Approached, Participatory: Students who are approached about their actions by the university and are willing to engage in the process with full cooperation and honesty, receive less or more minor accountability steps as a result.

Approached, Eventual Engagement: Students who are approached about their actions by the university and at some point in the process decide to be forthright and cooperative in the accountability process. The impact to the community is also greater in this category.

In this category there are two routes that may be presented to the student for accountability, the Growth Route or Rectify Route. If these options are presented the student can choose which route they want to proceed with. The Growth Route is generally represented by mentorship meetings, whereas the Rectify Route is represented by paying student fine(s) determined by the Conduct Committee.

- **Approached, Obstructive:**
  - Students who are approached about their actions by the university and are unwilling to engage in the process or share truthfully. At times they may also try to prevent the university from learning the facts of what took place. The impact to the community is continuing to grow.
    - In this category there are two routes that may be presented to the student for accountability, the Growth Route or Rectify Route. If these options are presented the student can choose which route they want to proceed with.
- **Student Leaves University:**
  - There are times when the impact of a student's action(s), and/or his or her unwillingness to engage in the accountability process, are significant enough that dismissal from the university is warranted. When required to leave the university, the student is either dismissed (immediately or with a given timeframe) or allowed to withdraw. The option to withdraw is reserved for less extreme circumstances when a student demonstrates some level of understanding and remorse.

Types of Probation

Supervisory Probation

A student placed on supervisory probation is accountable to a university-appointed staff member for a designated period of time. Representing the university or holding a student-elected office may be possible under this condition but is not necessarily guaranteed.

Social Probation
This is a serious discipline meted out due to one's disregard of established university regulations. It is generally a preliminary step to dismissal and needs to be taken seriously by the student.

Note on the length of a probation: *The length of probation is generally between one to four months, but on occasion may extend up to six months. Various factors influence the length, including but not limited to: the details of the individual situation, the forthrightness of the student, and any previous probations served. Probation may also be extended if needed. For example, this is done if a student does not complete the required accountability steps by the deadlines provided.*

Accountability Requirements

The following probationary requirements are all possible depending on: the factors of the incident, the honesty of the student, the level of impact the actions had on others, and the number of experiences on probation. The university reserves the right to add additional requirements at any time.

Campusing
A disciplined student may be restricted to the immediate campus and not be permitted to leave campus without permission from the resident director except for regular employment.

Community Service
At times our personal actions can damage the community as a whole, and in those situations community service back to the university community may be required. The number of hours required will vary based on the individual situation. This is a great opportunity to publicly repair with the broader community.

Drug Testing
Drug testing may be required if the incident concerns possible use of alcohol, marijuana or other drugs. The timing of the test can vary: immediately after the incident is known, before a meeting with Student Life to discuss the situation, randomly throughout probation, as a means to end probation, and more. Various substance use testing may be required of a student, for example, a breathalyzer, urine, fingernail or hair-follicle test. The type of testing required is determined by the disciplining officer based on the specifics of the situation. If a test is required by the university as part of the fact-finding process, prior to an official conduct response, and the results are negative, the university will cover the cost. If

the results are positive, then the student is responsible for covering the cost. If testing is a required conduct response step, the student is responsible for covering the cost, whether the results are positive or negative.

Fines
Fines can generally range from $100 to $200. If damage to property took place, fines may be higher to cover the cost of the damage. These cannot be applied to a Student Financial Account and must instead be paid separately. Fines can be assessed for a number of reasons, including in lieu of mentoring or covering the cost of other probationary requirements.

Learning Opportunity
Reading and reflection assignments, online modules, group exercises, and more could be incorporated as a learning opportunity for the student to grow in understanding of the issue they are involved with.

Mentor
Mentors are a great resource to help as a means for personal accountability and growth. Mentors must be a current Bethel faculty or staff member. The student will be required to have a certain number of meetings generally ranging from 3-20, depending on the length of probation. The universities' desire is for this to be such a helpful experience that students continue to meet with their mentor even after the probation period is over.

Open Dorm Suspension
A student may lose the privilege of open dorms for a specified period. During that period, the student would not be able to go into a room or apartment of the opposite gender. In addition, no one of the opposite gender would be able to enter the student's room or apartment while they are present. This would include roommate's friends.

Reflection Questions
Reflecting on one's actions and the learning that took place afterwards can be an extremely valuable experience. Often this is the place where personal growth from an experience is solidified. A set of reflection questions for the student to interact with may be required at the end of probation.

Removal from Campus (but not classes)
Although a disciplined student may continue to attend classes, he/she may not be seen on campus for any other reason without permission.

Representation Suspension
Students cannot represent the university during the designated percent of time given, nor can he/she hold a student-elected office. Suspension will range from 10% to 30% loss of competitions/meetings/representations/etc. In addition, multiple probations will most likely increase the length of the suspension period.

Suspension
This requires the student's removal from classes and the campus for a predetermined period of time. The specific purpose is to give opportunity to evaluate one's conduct and goals. It is generally a preliminary step to dismissal and needs to be taken seriously by the students.

Voluntary Withdrawal or Dismissal
The student may be given the option of withdrawing rather than dismissal for serious violations. The option of withdrawal lies solely at the discretion of the Vice President for Student Development. Refunds in the case of dismissal will be made at the discretion of the Vice President for Student Development.

Wellness Center Assessment
Depending on the situation an assessment at the Wellness Center may be required to help both the student and the university gain a greater understanding of what possible levels of addiction or destructive habits are present. The results of the assessment could bring additional follow-up requirements in order to help the student find greater healing or freedom from whatever issue they are walking through.

Wellness Center Counselor Connection
A one-time 30-45 minute session with a counselor at the university Wellness Center may be required. This would be an opportunity for the student to share in a confidential setting what they might be experiencing in their personal life. Additional counseling sessions or services could be offered to the student to help them move towards healing and growth if the counselor believes this would be beneficial.
Mental Health Evaluation
Health Care/Safety Plan

Referral to a local Treatment Center
Students with a higher possibility of addiction may be required to complete an assessment with a treatment center, such as Oaklawn or Avenues. For instance, Oaklawn provides

Open Access Hours for one-time evaluations and then provides addiction support options for individuals who may need them. Any follow-up requirements from the university would be aligned with the recommendations of the treatment center. The student covers all costs for the evaluation and any recommended follow-up treatment.

Appeals Process

First Appeal:
If the student believes that the disciplinary action violated due process or that new information is available, he/she may appeal to the Student Development Committee. Such an appeal must be presented in writing to the chairperson of the Student Development Committee no later than the second working day after receipt of the previous written statement. However, in situations which pose a threat to the welfare of other students of the institution, the Student Development Committee has the right to suspend the student and to direct his/her complete removal from the campus pending the outcome of all appeal processes. Implementation of the disciplinary action awaits the appeal process. Disciplinary action may be suspended upon receipt of an appeal for the duration of the process.

Upon receiving the written appeal, the chairperson of the Student Development Committee schedules a committee meeting to hear the appeal; this hearing must occur within three working days of the receipt of the appeal. At least two-thirds of the members of the committee must be present at the hearing.

The review hearing follows this general format:

1. Those present are the Student Development Committee, the administrative officer whose charges and disciplinary action are being appealed, and the student who is appealing; this student may bring one fellow student of his/her own choosing as an advisor, but that advisor may not have a formal role in the proceedings. Any other parties may be present only by the committee's express permission, sought and given in advance of the hearing.
2. A written record of the proceedings is kept.
3. If any member of the Student Development Committee is a party in the case (e.g., as disciplining officer, disciplined student or otherwise involved), the chairperson appoints a replacement who occupies that member's position on the committee during the proceedings and until the matter is resolved.
4. The disciplining officer presents the charges against the student.
5. The student has the right to present his/her defense.

6. The disciplining officer and the student each has the right to introduce other persons as witnesses, and each has the right to direct questions to the witnesses presented by either party.
7. After hearing all oral arguments, the Student Development Committee reviews the case in private. All written documents relative to the matter and all oral evidence are considered.
8. The Student Development Committee then renders a decision to sustain, modify, or set aside the charges and/or the disciplinary action. The decision is stated in writing within two working days after the conclusion of the appeal hearings; the written statement is presented to the appealing student and to the disciplining officer.

Second Appeal:
If a student or the disciplining officer believes that the action of the Student Development Committee has violated due process or that new information is available, appeal may be made to an administrative committee. Such an appeal must be presented in writing within one calendar week of the date of the written statement of the Student Development Committee. Decisions from an administrative committee are final.

The hearing by an administrative committee follows these procedures:

- A written record of the appeal hearing is kept.
- All documents, including the written record of the hearing by the Student Development Committee, are made available to members of an administrative committee and to all involved parties at least two days in advance of the hearing.
- If any member of an administrative committee is a party in the case (e.g., as disciplining officer, disciplined student, member of the Student Development Committee or otherwise involved), the chairperson appoints a replacement who occupies that member's position on the committee during the proceedings and until the matter is resolved.
- The hearing is closed to all except members of the administrative committee, the appellant, and the chairperson of the Student Development Committee. The appellant may bring legal counsel with him/her, but may do so only upon sufficient advance notice to the chairperson of the committee so that the college attorney may also be present.
- The hearing allows for oral statements by the appellant and by the chairperson of the Student Development Committee; cross-examination may be conducted by either party or by any member of an administrative committee.

- Within two days of the completion of the hearing, an administrative committee will present its conclusion in writing either to sustain the decision of the Student Development Committee or to render a new decision.

University Policies

Rules and practices of conduct are formulated with the welfare of the student in mind and with a view of promoting the highest of Christian ideals and scholastic attainment. All students are expected to observe the following policies which are in effect as long as they are enrolled. This includes residential and non-residential students. The Vice President for Student Development and University Affairs, Associate Dean of Students, Director for Community Living, and members of the Student Life Staff are responsible for administrating regulations regarding student conduct. Residential students are immediately responsible to a Resident Director. Commuting students are urged to seek the advice and counsel of Commuter Assistants and the Director for Community Living.

The following policies are addressed below:

- **Access and Equity**
- **AIDS**
- **Alcohol, Drugs and Tobacco**
- **Appearance and Attire**
- **Chapel and Midweek Small Group**
- **Clery Act**
- **Communicable Diseases and Blood Borne Pathogens**
- **Dancing**
- **Decorations and Displays**
- **Dishonesty, Plagiarism, and Failure to Comply**
- **Electronic Devices**
- **Gambling**
- **Hazing, Bullying, Discrimination**
- **Health Insurance**
- **Missing Student Notification Policy and Procedures**
- **Motor Vehicle Regulations**
- **Official Communication**
- **Possession of Firearms and Weapons**
- **Self-Control and Community Living**

- **Service Animals**
- **Sexuality and Relationships**
- **Sexual Misconduct**
- **Student Concerns or Complaints Policy**
- **Technology and Internet Use**
- **Unauthorized Access/Vandalism**

Access and Equity

Bethel University's educational policies, admission policies, scholarship and loan programs, athletic programs or all other university programs are administered fairly and without discrimination. The university makes every reasonable attempt to accommodate students with disabilities. Some university programs or activities may require specific entrance criteria in order to reasonably participate in and/or complete the degree (see related departmental policies).

Individuals with disabilities have rights as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) and their appropriate amendments.

A student who believes that his or her rights have been violated by a member of the university faculty, administration, staff or student body may file a formal complaint in writing to the related departmental leader. For more detailed directions regarding this process, see *Student Concerns or Complaints Policy*.

AIDS

Definitions:
AIDS (AIDS) is a condition in which the body's ability to defend itself against a variety of diseases is seriously reduced. This condition apparently is caused by a virus known most commonly as the human immunodeficiency virus (HIV) virus. As yet there is no known cure for AIDS.

HIV Positive – When a person is infected with the HIV virus, his or her immune system responds by producing antibodies against the virus. Antibodies can be detected by a laboratory test, though symptoms of illness may not be present. Antibodies generally develop within 3-12 weeks after exposure but may take as long as 14 months. Such an infection apparently cannot be reversed and may develop into AIDS.

Principles Underlying the Bethel University Policy

- A primary objective of Bethel University AIDS policy is education for the prevention of any acquisition or transmission of AIDS.
- Bethel University, as a Christian community, shall respond to any known case of AIDS as it would to any other life-threatening, contagious disease. At no time will the college discriminate against any persons simply because they are infected by the AIDS virus.
- Bethel University, as a Christian community, maintains that the prevention of the spread of AIDS is assured best by the lifestyle which is free from use of illegal drugs, and which reserves sexual relations for monogamous, heterosexual marriages. Such a lifestyle is consistent with its Christian heritage and biblical teachings.
- The Bethel University personnel will act to combat fear, prejudice, discrimination, irrationality, paranoia and/or hysteria commonly associated with AIDS/HIV.

Policy

- Responsibility for ongoing, educational programming on AIDS shall be assigned to the office of Student Life. Such educational programming shall be directed to all members of the Bethel University community including administrators, faculty, staff, and students.
- The university Wellness Center, as part of the Student Life office, will keep the university community updated on information on AIDS, including prevention and control strategies.
- Bethel University shall attempt to conform to all local, state, and federal laws and the Center for Disease Control guidelines.
- Bethel University allows persons who are HIV positive to remain on campus, but they must not engage in or endorse life-style practices which might pose direct threat of transmitting the virus to others.
- Bethel will not undertake program screening to identify persons with the HIV virus unless required to do so by law. Students and university employees desiring HIV testing are directed to seek assistance from their personal physicians or public health departments.
- The university Wellness Center will adhere to medically determined policies regarding the safe disposal of hypodermic needles, blood and other bodily fluids. Adherence to these same precautions will be practiced in laboratory courses and wherever members of the Bethel University community, including administrators, faculty, staff and students encounter bodily fluids.

- University employees will protect the confidentiality of any person who tests HIV positive, as mandated, by the Family Education Rights and Privacy Act of 1974.
- Student and University employees involved in extracurricular activities, and/or activities which place them at risk, shall take appropriate, precautionary measures to reduce risk to themselves or others.
- Due to the inherent risks of laboratory and nursing-clinical facilities, students are required to take appropriate precautionary measures in dealing with blood and bodily fluids, handling of needles, and any laboratory or hospital equipment that may pose a threat to themselves or to other persons. In the event of an incident involving risk of HIV transmission, the student or university employee has an ethical duty to immediately report the incident to a designated university official.
- Additional information on AIDS/HIV can be obtained from the Center for Disease Control. (www.cdc.gov) or (chi.ucsf.edu)

Alcohol, Drugs, and Tobacco

Bethel University is committed to maintaining a safe and healthy educational environment free from alcohol, drugs and tobacco. The university's preventative program, as well as response to use/consumption are found in the policies and procedures below.

Health Risks

The use of such products is known to be harmful to one's physical and psychological well-being. Their use is associated with a wide variety of health risks. Some of the most commonly known risks include severe weight loss, malnutrition, physical and mental dependence, changes in the reproductive system, high blood pressure, stroke, heart problems, damage to the liver and/or lungs, and even death.

Christian Perspectives

Because there are so many varying Christian perspectives, particularly on alcohol consumption, we want to provide the rationale for why we require that students commit to abstaining from alcohol consumption through the duration of their educational experience at Bethel University. At Bethel we require students to abstain from alcohol consumption as a community practice for some of the following reasons:

- Alcohol can be addictive and have devastating consequences when misused and abused.
- Alcohol misuse has a vast and adverse impact in the college context as evidenced by statistics citing that student's alcohol consumption is a significant contributing factor for accidents, violence, abuse, sexual assaults and arrests.

We do not believe that alcohol is inherently evil. Rather, we recognize that this choice is a community preference and should not be interpreted to be an absolute moral value. Regardless of one's personal perspective regarding alcohol consumption, each student can approach this value in a posture that leads to growth by utilizing this time to practice restraint and spiritual formation.

Standards of Conduct

The use, possession, or distribution of alcoholic beverages and illicit drugs, marijuana/THC, all forms of hallucinogenic drugs, or the abuse of legal substances, are prohibited on or away from campus. Furthermore, the university prohibits smoking, including e-cigarettes/vaping devices, and all forms of tobacco use or possession everywhere on-campus, as well as off-campus by students. Campus visitors are expected to comply with these standards.

In addition, students may not be present at a club, bar, party, or off-campus gathering where alcohol is served. Note: if a student enters any social gathering and observes alcohol, he/she must leave immediately. Students may not be employed where alcoholic beverages are the primary source of revenue.

In situations where a student's actions, words, behavior, and/or other related factors are consistent with a person who has consumed alcohol or drugs, he/she will be approached of alcohol or marijuana on their person or breath, or the possession of used or unused alcohol or drug related items.) The university reserves the right to require a student to take a breathalyzer or drug test. Any student who refuses to take a required test will be held accountable for consumption/use that could not be disproven. Test results may be required to confirm possible use, and refusal to participate obstructs the fact-finding process.

If a student tests negative for alcohol or drug use during the initial fact-finding period, prior to an official accountability response given, the university will be responsible for the costs of the test. Any charges incurred during the follow-up probation period will be the responsibility of the student. (Examples include: drug testing, outside assessments, ongoing treatments, etc.)

University Sanctions

Students violating this policy will be subject to disciplinary procedures ranging from probation to dismissal. A student placed on probation must complete the university's assigned accountability requirements. (See Student Conduct and Accountability Section)

Legal Sanctions

In addition to university sanctions, Indiana and Federal law allows for fines and/or imprisonment for the unlawful possession, sale, manufacture, or distribution of drugs or alcohol. The amount of fines and the length of imprisonment vary according to the type and amount of the substance involved, the offender's past record for such offenses, and a number of additional factors.

It is impractical to list all the alcohol and drug-related state and federal crimes and penalties, but all persons should be aware of the following:

- In Indiana, any person under 21 who possesses an alcoholic beverage, and any person who provides alcohol to such person, is at risk of arrest.
- Any person who is intoxicated in public risks arrest.
- A person convicted of driving while intoxicated may be punished by fine, be jailed, and lose his or her driver's license.
- Any selling of alcoholic beverages without a license is illegal.

Possession, use, distribution, or manufacture of controlled substances (drugs) illegally can result in arrest and conviction of a drug law violation and:

- Fines up to $10,000 (Indiana);
- Fines up to $10 million for a first offense (federal);
- Imprisonment up to 50 years (Indiana);
- Imprisonment up to life (federal); and
- Confiscation of property.

Support

Students who express the need for help in dealing with drug or alcohol dependencies are encouraged to contact someone in the Student Life Office or visit the Bethel University Wellness Center. The Wellness Center is staffed with counselors who have training and experience in this area. In addition, contact information for off-campus agencies and programs can be provided through the Wellness Center. Several of these agencies are listed below.

Alcohol and Addictions Resource Center
818 East Jefferson Boulevard
South Bend, IN 46617
574.234.6024

Life Treatment Centers
1402 South Michigan Street
South Bend, IN 46613
574.233.5433

Oaklawn Addiction Services
415 East Madison Street
South Bend, IN 46617
574.283.1234

Student accountability cases involving significant alcohol or drug use and/or revealing dependency issues result in a counseling referral.

Annual Dissemination
Students are introduced to the policy and its procedures during the admission process. An overview of the policy is shared during the required new student orientation, as well as required residence hall meetings at the start of each semester. Students also receive the policy and its procedures electronically at the beginning of each academic session through campus email and the student newsfeed. It is also found in the Student Handbook, which is available online. The policy and procedures are distributed to all newly hired Bethel University employees at the beginning of their employment and are also available in the Employee Manual which can be accessed online.

Annual and Biennial Review
The Alcohol, Drugs and Tobacco policy and procedures are reviewed annually by the Vice President for Student Development and University Affairs, Associate Dean of Students, and Director of Community Life. A biennial review is conducted by the Vice President for Student Development and University Affairs, Director for Community Living, Director of Campus Safety, Wellness Center Director, and Director of Human Resources to determine the effectiveness of the procedures and ensure that the disciplinary sanctions described in the program are consistently enforced.

The review considers the following data:

- the number of public presentations or other forums offered to educate the university community about the effects of alcohol and drug abuse;
- direct communications about Bethel University's campus culture that discourages alcohol abuse and drug usage;

- the number of employee cases of alcohol or drug abuse reported to the Human Resources Office;
- the number of student cases of alcohol or drug use and/or abuse reported to the Student Life Office;
- the number of instances of alcohol or drug use and/or abuse reported to Campus Safety;
- the number of cases of alcohol abuse reported to the Wellness Center;
- the number of arrests of current students and employees related to drug- or alcohol-related incidents.

The data are analyzed by the members of the biennial review team and any needed changes in policy are identified and implemented immediately. A summary of the review is presented to the President and Administrative Cabinet. This review normally occurs between May and June.

Alcohol, Drugs and Tobacco Prevention

In an effort to maintain a campus environment that supports and encourages the dissemination of knowledge, the University provides an alcohol, drugs, and tobacco prevention program embedded in the policies above in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendment of 1989. All students and employees share in the responsibility for protecting our environment and are expected to demonstrate high standards of professional and personal conduct. The unlawful manufacture, distribution, dispensation, possession or use of alcohol; illegal drugs; or controlled substances by members of the Bethel University community adversely affects the educational environment. Therefore, the University is committed to having a drug-free campus.

The Alcohol, Drugs, and Tobacco Prevention policy material will provide you with information concerning:

- The annual distribution of the policy to each student and employee.
- Standards of conduct that clearly prohibit the unlawful use of alcohol, illegal drugs or controlled substances by students and employees on its property or any university activity.
- A description of applicable legal sanctions under law for the unlawful possession or distribution of illegal drugs or alcohol.
- A description of health risks associated with the use and/or abuse of illegal drugs or the abuse of alcohol.

- And a clear statement that Bethel University will impose disciplinary sanctions on students and employees for violations of this policy.

All employees and students are expected to adhere to this policy during the course of employment and/or enrollment at Bethel University.

Appearance and Attire

Modesty and good taste are expected in student attire.

Tight, revealing clothing, including midriff tops, short shorts and skirts are prohibited. Footwear must be worn in all buildings excluding residence halls. Garments with wording/images considered to be in poor taste or advertising tobacco, alcoholic beverages, or any other prohibited substances or behaviors are not permitted. Students officially representing the university (athletic teams, music groups, etc.) must follow the stated dress code as determined by the university leader.

Chapel and Midweek Small Groups

Chapel Policies are as follows:
Chapel is an essential part of Bethel's mission to provide a Christ-centered educational experience to students. Therefore, attendance is required. All residential students and all full-time (12 hours or more) non-residential students who have a class before or after the 10a.m. Monday, Wednesday, and/or Friday gatherings are required to attend a minimum of 20 Chapel experiences and 5 Midweek Small Group experiences per semester.

Gatherings are scheduled as follows:

- Two Chapels per week (Mondays and Fridays).
- Midweek Small Group gatherings will begin following the Ignite Series (fall), and the Go Conference (spring).
- One Midweek Small Group is available for credit per week.

Chapel and Midweek Small Group attendance is managed by the Student Life Office.

- All residential students, and commuter students with a class before or after chapel, must attend 20 Chapel and 5 Midweek Small Group experiences per semester.
- Commuter students with a class before or after chapel two days a week must attend 15 Chapel/Midweek Small Group experiences per semester.
- Commuter students with a class before or after chapel one day a week must attend 10 Chapel/Midweek Small Group experiences per semester.

Crediting Guidelines

Attendance at all services is recorded through the iAttended App (available at the Apple or Google app store). It is a student's responsibility to check-in and out of chapel at each gathering. Students without a smartphone will be able to check-in using their Bethel ID number. Any student arriving ten minutes or more after the scheduled start of any gathering, or leaving prior to dismissal (without permission), will be considered absent.

- Any student who is dishonest regarding their attendance (i.e./ checking in but leaving), will be penalized with the removal of two credits and expected to meet with a Student Life representative.
- Any student who is using their phone, computer, or wearing headphones will be considered absent, with or without warning.

Students are expected to be civil and respectful during any gathering. If there are any issues or questions, those can be addressed after the gathering by one of the team members.

Attendance Tracking
Students can view their Chapel/Midweek Small Group attendance record on the iAttended App and on the Student Services page of their MyBethel portal.

Students who do not meet their attendance requirements in any given semester will be required to meet with a Student Life representative and may be placed on a Chapel Attendance Contract. When these attempts do not lead to a resolution, further action will be taken.

Clery Act

In accordance with the Jeanne Clery Act of 1990 (P.L. 101-542), Bethel University provides information relating to crime statistics and security measures to current students, employees and any prospective student or employee. Daily complaint logs are kept by the Campus Safety office. Contents for the previous 60 days are available to members of the public and may be viewed at the Campus Safety office between the hours of 8 am to 5 pm. Older files can be made available within 48 hours. Crime statistics are available on Bethel's website www.betheluniversity.edu/student-life/campus-life/safety/.

Communicable Diseases and Blood Borne Pathogens

Bethel strives to maintain an environment that is safe for all students. This includes protecting students from exposure to communicable diseases and blood-borne

pathogens. If you come across anything on campus that contains blood or other potentially infectious materials, please do not attempt to clean up or dispose of the materials yourself. Contact Campus Safety, a Resident Assistant or Director, or someone else in authority that can ensure that the materials are cleaned up by trained individuals. A report of the incident will then be filed by Campus Safety. A more detailed plan is available upon request.

Dancing

Some forms of dancing have no moral implications and can be enjoyed for healthy group fun, while other forms are of questionable value and can diminish a person's moral sensitivity or Christian witness. With this in mind, Bethel sponsors a small number of dances, within the following categories: educational content linked to coursework, exercise, choreography, social-cultural, artforms, and worship.

Dances will comply with the University's standards and have a staff and/or faculty presence. All dances must be approved by the Office of Student Life. A written request outlining the purpose/description of the event and the name of the staff or faculty advisor must be submitted to the Student Life Office at least one month in advance of the proposed event.

Decorations and Displays - *Residence Halls, Personal Property*

Student decorations or displays on campus must be congruent with university standards (ex: no advertisements, flags, or signs related to prohibited conduct such as drug use, vulgarity, profanity, etc.). Specific to student housing, decorations may be hung inside the space and are not allowed on outward facing doors and windows that are visually shared by the campus community and guests. Similarly, student property (ex: vehicles, skateboards, backpacks) is expected to follow this guidance when brought to campus.

Because of the potential fire hazard, live Christmas trees, wreaths, etc., are not permitted in campus facilities. Any damage caused by removal of student hung decorations will be the student's responsibility.

Dishonesty, Plagiarism, and Failure to Comply

Any act of deceit, falsehood, or misrepresentation of work or circumstances (whether generated by another person or AI) is strictly prohibited.

In academic situations, a student found responsible for plagiarism or cheating will receive an "F" (zero) for that particular paper, assignment, or exam. Should this occur, the professor will have an interview with the student and will submit a written report of the incident to the Academic Dean. If a second offense occurs, the student will appear before the professor, the Academic Dean, and the Vice President for Academic Affairs. The student's continuation in the course and even his or her academic career may be in jeopardy. See *Academic Policies* included in the Academic Catalog.

Students are expected to comply with policies and procedures as listed in the appropriate university handbooks and catalog. Students are also expected to comply with reasonable and lawful requests (written or verbal) made by university officials acting in their line of duty. For instance, a student must present their student ID upon request of a university official. A student who refuses to comply with expressed university expectations is subject to disciplinary action.

Furthermore, deception of a university official or blatant disrespect for those in authority is considered a violation of university standards. Specifically in student conduct matters, falsified testimony, test results, or information related to an incident will result in additional disciplinary action.

NOTE: *A university official includes, but is not limited to, Campus Safety officers, faculty members, staff members, and student residence hall staff (RAs)*.

Electronic Devices

Cell phones must be turned off and stowed in book bags during class. Any student using a cellphone in class for any reason (without permission) will be asked to leave the class and an unexcused absence will be recorded. Students using cell phones during exams or graded activities may be cited for cheating (at professor's discretion).

In the case of expected emergencies, students may seek permission from the professor to leave their cell phones on during class, but the phone must remain in the book bag. Professors reserve the right to have operational cell phones in class.

Cell phones and all electronic devices must be turned off and stowed in book bags during chapel. Any student using a cell phone or electronic device in chapel for any reason (without permission) will not receive credit for that day.

Gambling

Gambling is defined as the exchange of money or goods by betting or wagering. Gambling in any form is prohibited.

Hazing, Bullying, Discrimination

All forms of hazing, bullying, harassment, and discrimination are strictly prohibited. These prohibited acts include conduct which is destructive to other students or that disrupts the normal activities of the campus community. Depending on circumstances and impact on the academic environment, examples of behaviors in violation of this policy include, but are not limited to, verbal abuse, offensive innuendo, derogatory comments, or the open display of offensive objects or pictures. Such behaviors require university review and action. Bethel defines the following terms as:

Hazing/Bullying - any act committed that humiliates, intimidates, demeans, or endangers the health and safety of another person, regardless of the other person's willingness to participate, and includes active and passive participation in such activities.

Harassment - unwelcomed conduct or language that is severe, persistent, or pervasive such that it creates a hostile or intimidating environment that interferes with a person's academic or otherwise university experience.

Discrimination - the unfair treatment of another person (advantageous or detrimental) based on his or her ethnicity, race, age, sex, or disability, such that it interferes with or limits the person's ability to participate in or benefit from the university's educational programs or activities.

Health Insurance

Primary Health Insurance Coverage
For the safety of the campus community and in compliance with federal law, all students are required to hold current health insurance coverage. Traditional full-time students should list coverage information in the Insurance Verification section of the Campus Profile – online verification of insurance must be provided within 15 days after classes begin (fall and spring semesters). Any student who does not have current health insurance coverage can:

Domestic Students

Visit HealthCare.gov for information on marketplace health insurance options.

International Students

Are provided a plan through the university (because they cannot utilize the U.S. health insurance marketplace). International students who already hold an insurance plan that is valid for use in the U.S. may opt out of the plan provided by the university. Contact the Director of International Student Services (Sue Matteson) at 574.807.7824 or by e-mail Sue.Matteson@BethelUniversity.edu with any questions.

Students who do not have health insurance coverage will not be allowed to register for the following semester until proof of coverage has been provided.

Secondary Athletic Insurance Coverage

All student-athletes (recruits and walk-ons) will be required to have a complimentary sports physical held at Wiekamp Athletic Center directed by athletic trainers and certified sport doctors during the first week of school.

The athletic department covers the cost of these physicals. All student-athletes are also required to have secondary athletic insurance, which is available through the university. Any questions concerning current fees can be directed to coaches and/or athletic trainers.

Missing Student Notification Policy and Procedures

Bethel University maintains the following missing-student notification policy and procedures.

Definition of Terms

- **Student:** an individual who is enrolled in an academic program at Bethel University.
- **Missing:** a student is recognized as missing if he or she is more than 24 hours late in reaching an expected destination. A student may also be considered missing if he or she is overdue in reaching home, campus or another specific location past the expected arrival time. Or, if additional factors lead university personnel to believe he or she is missing, and a check of their residence supports that determination.
- **Emergency Contact:** an adult individual named by the student to be contacted after the university determines the student is missing.

Institutional Response

Members of the Bethel University community should immediately report missing students to the Campus Safety Department (574.807.7500) or the Student Life Office (574.807.7440). Federal law requires this information to immediately be reported to Campus Safety if they are not the initial contact. There is no waiting period for reporting a missing person.

- A student includes on his or her campus profile an individual to be contacted in the case that he or she is determined missing. The student is responsible for ensuring that the contact information is up to date and accurate. The designated contact can be anyone, and this information is considered confidential. The Office of Student Life will maintain confidential contact information.

If a student who is under 18 years of age and not emancipated is determined to be missing, the university is required to notify a parent or guardian. If a student is 18 years of age or older and has not identified an emergency contact, the university will contact a parent or guardian. (*Identifying an emergency contact does not preclude the university from contacting a student's parent(s) if the situation is considered an emergency affecting a student's safety*.) In both cases, the university will contact the student's parent/guardian or other emergency contact not later than 24 hours after the time a student is determined missing.

The university will notify the appropriate law enforcement agency within 24 hours after the student is determined missing.

Motor Vehicle Regulations

Registration Required

All motor vehicles parked on campus must be registered with Bethel University. Vehicles must be properly registered with their home state and carry current insurance. Registration is done online via the MyBethel portal. There is no cost for registration of a vehicle with the University. A properly registered vehicle will be issued a parking decal. Students will receive e-mail notification from Campus Safety when this decal is ready to be picked up. Students must bring a valid driver’s license or campus ID to pick up their decal in the Student Life office. Students living on campus are only permitted to have one vehicle on campus at a time. The decal must be affixed to the lower left corner of the rear window. If this location is not available on your vehicle, please ask for approved alternatives.

Motorcycles and Mopeds

Motorcycles and mopeds must be registered and insured in the same manner as any other motor vehicle parked on campus. The parking decal for these vehicles must be affixed to the front left fork. Drivers are to abide by the same parking and driving regulations as other motor vehicles. Under no circumstances will motorcycles or mopeds be allowed in the residence halls or any other building.

Liability Waiver

Bethel University accepts no responsibility for damage or theft of or from motor vehicles which may occur on campus. Additionally, the University is not liable for loss of property from within a motor vehicle parked on campus. Any vehicle registered with the University is required to be insured. All accidents, damage, or theft occurring on campus should be reported to Campus Safety immediately.

Driving Regulations on Campus

Bethel University is primarily a pedestrian campus. Pedestrians should be given the right of way at all times. *The maximum speed limit on campus is 10 MPH, and slower when conditions warrant*. Citations (with associated fines) will be issued for moving violations. Examples are: disregarding a stop sign, speeding, reckless driving, etc. Under no circumstances are vehicles to be driven on the grass, sidewalks, or other unauthorized places. Towing of sleds, bikes, skateboards, hover boards, etc. is not allowed.

Parking Regulations

Specific parking areas have been designated for resident and commuter students, as well as for staff/faculty, and visitors. Vehicles found in violation of these regulations may be issued a citation (with associated fines). Parking is prohibited on sidewalks, on the grass, in landscaping areas, in loading zones, and in fire lanes. Spaces identified as reserved, handicap, service vehicle, or Resident Director are reserved 24/7.

Student parking:

- Students may park in any area designated as student parking at any time.
- Students may only park in Visitor or Staff spaces from 5PM to midnight. General parking lots are available for student use as well. This includes the unmarked spaces in the Everest-Rohrer, Wiekamp, Athletic, Dance Studio, and Eastwood lots.

Citations and Fines

Unmoved vehicles in violation of parking regulations may be issued a citation every 24 hours. Bethel University reserves the right to pursue available methods (including

immobilization) to identify the owner/operator of any vehicle which remains unregistered and parked on campus. Abandoned vehicles, vehicles parked in restricted areas, or vehicles not moved upon request will be subject to towing. All costs associated with immobilization or relocation of a vehicle will be the responsibility of the owner/operator. Verbal abuse of a Campus Safety Officer engaged in official duties (traffic enforcement, citation issuance, etc.) will not be tolerated. Such instances will be forwarded to the Student Life office for review.

- There are no warnings for handicap spaces, fire lanes, or moving violations.
- Each citation for parking violations will carry a **$25 fine.**
- Each citation for parking an unregistered vehicle will result in a **$50 fine.**
- Citations for minor moving violations will carry a **$25 fine**.
- Citations for major moving violations will carry a **$50 fine**.
- A student's vehicle privileges may be revoked or limited at the discretion of the University because of excessive and/or serious violations.
- All fines will be posted to the student's financial account and can be paid at the Student Financial Services office (Huffman building, normal business hours).
- If a student would like to appeal a citation, the proper form is located on myBethel in the Campus Safety resources section. **Appeal forms must be submitted within seven days of the citation issue date.** The Director of Campus Safety will review all appeals, with a reply given within seven business days of receipt of the appeal.

Official Communication

Students may receive official campus communication in the following forms: letters, emails, text messages, Canvas notifications, and MyBethel notifications. Students are required to check their university email and My Bethel accounts regularly and are accountable for the content therein. Email is the primary means of communication from a college official to a student. Therefore, the failure to utilize this account or neglect of the information received is solely the responsibility of the student.

Possession of Firearms and Weapons

The possession of firearms and various weapons is forbidden on campus. Violations of this policy will result in fines and may result in dismissal from the university. The following items are forbidden from campus:

- Guns in any form (including handguns, rifles and shotguns).
- Knives with a blade length of four or more inches. This includes swords, machetes and similar items.

- Explosives - All forms of fireworks and incendiary devices, including homemade versions and components of an explosive device.
- Taser or any other form of stun gun.
- Nonlethal weapons, such an air-soft gun and paintball guns.

Self-Control and Community Living

All students are expected to abstain from the use of profane language, dishonesty, theft, slander, intentional harm to self, and occult practices. These types of behaviors may result in disciplinary action.

Furthermore, any behavior that is significantly disruptive within the educational or living environment will be reviewed by university personnel and a response given. The primary goal of such a response is to help the student grow and adjust to the educational and/or living environment, while also caring for other affected students. At times, the university may need to restrict or remove a student who:

- behaves in ways that threaten the safety and well-being of others;
- is unable to carry out normal daily routines of campus life;
- exhibits little to no control over his or her actions;
- after multiple attempts to support, needs more consistent emotional and/or physical care than can be provided by supportive staff, faculty, and students.

Service Animals

Bethel University follows the Americans with Disabilities Act (ADA) and the most recent guidance from the Department of Justice (DOJ), regarding service animals. To review the university policy on Service Animals, contact the Center for Academic Success (Miller-Moore Academic Center, 033), or email AcademicSuccess@BethelUniversity.edu.

Service Animals and Emotional Support Animals (ESAs) are defined differently, serve different designated purposes, and are protected under different federal laws. For information and policy on ESAs, please contact the Center for Academic Success (see above).

NOTE: *Bethel University students who intend to reside on campus with an animal (only service animals and university-approved ESAs are allowed in campus housing) must indicate the need for this accommodation when completing their online housing registration (via the Campus Profile).*

Sexuality and Relationships

Bethel University recognizes that God designed sexuality as a unique expression of love and unity between a man and a woman who have committed themselves to a lifelong marriage. This is the context in which childbearing is to take place. Therefore, the Bible explicitly forbids both sexual behavior outside of marriage for heterosexuals, and all homosexual behavior. Additionally, the university understands gender to be a matter of chromosomal identification and primary, overt sexual anatomy at birth, except in the rare cases in which both chromosomal identification and physical anatomy are both indeterminable. All students should abstain from sexual cohabitation, any involvement in premarital or extramarital sexual activity, and homosexual activity (including same-sex dating behaviors).

We believe this is a Biblical instruction, illuminated by the Holy Spirit and validated by the larger Body of Christ. While some Christians or Christian institutions may disagree, Bethel holds to this doctrinal position as orthodox and faithful to both the Bible and historic Christianity. Moreover, the college shares this conviction with our denomination, the Missionary Church.

Neither same-sex attraction nor gender dysphoria is sin. People who experience these feelings are to be loved and valued. All people deserve dignity and respect, and we condemn any malice directed toward those who experience same-sex attraction or gender dysphoria. We encourage all members of our community to engage others with civility and respect regardless of their convictions.

Occasionally, members of our community navigate same-sex attraction or gender dysphoria, but when their feelings lead to improper behaviors, it can disrupt our desire to maintain a community that is committed to a Biblical sexual identity and personal holiness. For this reason, the university will not permit cross-dressing or other expressions or actions that are deliberately discordant with birth gender and will respond to such matters within the appropriate spiritual and accountability processes of the university.

More specifically, students whose behaviors violate our community standards regarding sexual expression will meet with a member of the Student Life Staff and will be treated in a loving, redemptive manner throughout the process. The university may dismiss a student who, after counsel, continues to show disrespect for policies related to sexuality by promoting, advocating, or behaving in a manner contrary to this community commitment.

Bethel acknowledges the need to examine each situation on an individual basis, interpreting this policy according to the unique characteristics of a person or context. Ultimately, we believe a community dedicated to honoring God can act lovingly, graciously, and redemptively on such matters.

Premarital Sex and Pregnancy

Students are encouraged to speak with a member of the Student Life staff when sexual activity outside of marriage has occurred. The following actions are intended to provide a caring and considerate response to students in these circumstances. Both male and female students will be held equally responsible for the consequences of their sexual activity.

- The student will be placed on supervisory probation.
- The student will be required to meet with a counselor at the Bethel University Wellness Center.
- Due to the sensitive nature of sexual issues, the university reserves the right to notify a student's designated contact person.
- If applicable, the student will be removed from co-curricular activities (such as intercollegiate athletics) and/or representing the university (such as holding a campus leadership role) for a specified period of time.

If a pregnancy results from sexual behavior outside of marriage, the student is encouraged to talk to a member of the Student Life staff. The Student Life Office is ready to offer support to individuals involved so they may effectively work through the complexity of needs that a pregnancy presents. Additional confidential support is available through the Bethel University Wellness Center, along with academic and other support services. While some students in these circumstances may choose to leave the university temporarily, it is our hope that any student who chooses to continue in classes during the pregnancy will find this to be a supportive and redemptive community.

Due to the importance of appropriate prenatal care, a student who is pregnant will not be allowed to live in a residence hall during the third trimester of her pregnancy. The university encourages a student to live with supportive family members for the duration of the pregnancy. Alternate housing arrangements must be approved by the Student Life Office. When appropriate, similar housing restrictions will apply to the father of the child.

Sexual Misconduct

Bethel University believes in the intrinsic value of all human beings. Moreover, it is committed to the full, peaceable participation of all of its members in the educational

endeavor it fosters. Bethel University is committed to maintaining a learning and living environment which is fair and respectful and will not tolerate any threats or acts or sexual harassment, sexual assault, or sexual violence. Any reports of such behavior or action should be made to the Vice President for Student Development and University Affairs or Director for Community Living. A report of sexual harassment, assault or violence will be taken seriously, promptly investigated and addressed. While respecting the rights of all parties involved, the safety and well-being of the victim and the campus community are the college's primary concern. Appropriate action will be taken to discipline an offending party. Bethel University maintains an on-record sexual misconduct policy, a commitment to investigation, support, and protection of any involved parties, annually published security reports, as well as a sexual assault prevention initiative.

Definition of Terms

Sexual harassment can be defined as unwelcome gender-based conduct that is severe, persistent or pervasive, and limits or denies the individual participation in, or benefit from, college programs or activities.

Sexual assault is a sexual act committed or attempted against one's will. It includes a range of acts from unwelcome sexual touching to forced sexual intercourse. Sexual assault refers to any sexual act without the explicit consent of the recipient.

Consent is defined as clear, knowing and voluntary agreement by an individual of legal age. Silence, on its own, cannot be interpreted as consent. Neither relationship nor prior permission implies future consent.

Force may include, but is not limited to, the use or display of a weapon, physical immobilization, threats, intimidation or coercion. Another example of force is psychological pressuring or any attempt to take advantage sexually of an individual under duress or incapable of making a decision on his or her own. This includes situations in which an individual is under the influence of alcohol, drugs, or otherwise physically incapacitated.

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Reporting Procedures

A student who has experienced sexual harassment or assault is encouraged to contact a member of the Student Life staff, Campus Safety, or other Bethel University staff or faculty. Reporting an act of sexual misconduct allows the university to pursue safety and support for the survivor and the community. An individual reporting sexual misconduct (the complainant) may request anonymity but should recognize this may limit the university's ability to respond. Where the complainant provides consent, university personnel will strive to protect the privacy of any involved students during the reporting and investigation process including recordkeeping. Where strict confidentiality is not possible, discernment and sensitivity will be used in sharing information on a need-to-know basis only.

The safety and well-being of the survivor and the campus community are the university's primary concern. To this end, Student Life may not pursue potential community life violations of the survivor or a reporting individual when they have occurred within the context of the sexual assault.

It is the student's choice (if he or she is of legal age) whether to file a formal complaint with local law enforcement and/or the university. The student has one calendar year from the time of the incident to file a formal complaint with the university.

In cases where university personnel have reason to believe an incident of sexual misconduct has occurred, the university will (and is legally obligated to) investigate and respond. This may occur without the receipt of a formal complaint.

Title IX Coordinator

The individual responsible for Title IX compliance at Bethel University is the Director of Human Resources. Formal complaints of Title IX noncompliance (including sexual misconduct) should be reported to the Title IX coordinator, who oversees the investigation, resolution, appeals process and any report of retaliation. The Title IX coordinator can be reached at 574-807-7875.

Investigation Procedures

Upon receipt of a formal complaint, a timely investigation will be conducted. An investigation will begin within 10 workdays* of the received complaint and may include, but is not limited to the following steps:

- Fact finding interview with the complainant
- Interviews or written statements from witnesses
- Interview with the alleged offender with opportunity to respond to all allegations
- Written record of all interviews and pertinent information (confidentially maintained)

Each party may choose to have an advisor present to provide support throughout the investigation process.

The complainant has the right to request a change in living arrangements or other modifications to avoid forced contact with the accused. An alleged offender may be suspended or removed from campus housing and/or declared an unapproved guest on campus, pending the outcome of the investigation. Unapproved guests are subject to additional university disciplinary action or arrest if found on campus. Furthermore, the complainant or the university may pursue a restraining or protective order with local law enforcement.

The conclusion of the investigation can be expected within 30 workdays* and will be communicated simultaneously in writing to the complainant and the alleged offender. Incidents involving alleged offenders who are nonmembers of the university community will be processed according to local and state laws.

** Workdays are defined by the days the university is open for business*

Institutional Response

Where there is a preponderance of the evidence to conclude that sexual misconduct has occurred, the resolution for a student offender will include disciplinary action. This may include, but is not limited to:

- Written Apology
- Personal Accountability
- Social Probation
- Counseling (A Bethel University Wellness Center therapist may provide counseling for a set amount of time. Wellness staff may recommend additional counseling or testing if needed.)
- Suspension

- Removal from campus, but not classes
- Voluntary Withdrawal from campus and classes
- Dismissal from campus and classes

The university will assist a student survivor in the following ways:

- Counseling services through the campus Wellness Center or a local provider
- Ongoing no-contact order for the offender (where applicable)
- Follow up support for continued educational pursuits

Appeal Procedures

If either student party believes the resolution of the investigation to be unfair or unsubstantiated, he or she may contact the Title IX coordinator to appeal this decision. An appeal will be processed through a hearing with the Student Development Committee. All appeals will be promptly processed and typically resolved within 30 days of their receipt.

Each party may choose an approved advisor (or an approved guest) to provide support throughout the appeals process. Incidents involving perpetrators who are nonmembers of the university community cannot be appealed through university proceedings but rather will be processed according to local and state laws.

All participants will be reminded during the hearing that their participation and testimony must remain confidential following the hearing. Committee members shall not discuss the case with anyone outside of the hearing.

Retaliation

Bethel University strictly prohibits any form of retaliation against individuals who report sexual misconduct or assist in the investigation. Retaliation is any action that could be perceived as intimidation, hostility, harassment, retribution, threats, or violence in connection with the report or investigation of an incident of sexual misconduct. The university will respond to retaliation as a separate incident.

Aftercare for Survivors of Sexual Assault

Survivors of sexual assault will be treated with dignity and respect. Individuals who have been sexually assaulted should immediately consider the following important steps:

1. Get away from the attacker to a safe place as fast as you can.
    - On-campus students should call their resident director/resident assistant immediately or go directly to the nearest emergency room.

- Off-campus students are encouraged to call a trusted friend or a member of the Student Life or Wellness Center staff.
- A friend or Student Life staff member may help transport the survivor to the emergency room.
- If immediate medical attention is needed, call 911 and Bethel University Campus Safety at 574-807-7500.

2. Seek medical care due to factors including pregnancy and the risk of sexually transmitted diseases and physical injuries –some of which may not be visible.

- Survivors should be aware of the importance of preserving evidence. Do not wash, comb or clean any part of your body. If clothes have been changed, they should be placed individually in paper bags and brought to the hospital.
- Costs of medical care and six sessions of community counseling are covered by the state of Indiana if the assault/rape is reported to the police or a local emergency room **within 48 hours of the assault**.
- Survivors are encouraged to report all incidents of rape and/or sexual assault. It is strongly advised that any student who is raped or sexually assaulted have a medical examination, even if they think that no physical injury has occurred or they do not wish to file formal charges of any kind.
- Filing a report with any agency does not commit the survivor to any subsequent course of action. The final decision is left to you.

3. Survivors are encouraged to talk with a counselor due to the inevitable emotional trauma that results from facing a crime of aggression and violence. Staff from the Wellness Center, as well as S-O-S Family Justice Center are available.

- Call 574.289.HELP (4357) Family Justice Center for S-O-S Crisis Line – 24 hours a day, seven days a week
- Call 574.807.7370 for the Wellness Center – normal business hours or 574.236.5717 -- after hours

Even if the decision to report is delayed days, weeks or months after the assault, students are still encouraged to file a report with the Student Life Office, Campus Safety and the appropriate police department

Awareness and Education

Bethel University recognizes that awareness and educational efforts are important steps in sexual assault prevention. The university commits to the following prevention initiatives:

- This and related policies are included in faculty, staff and student handbooks.

- New students are made aware during the orientation week of the prevalence of sexual assault on college campuses, Bethel University's policy, and how to proceed if they become aware of such an incident.
- Current students are reminded during residence hall meetings each fall of the dangers and prevalence of sexual assault.
- Brochures and information on sexual assault are made available in key locations including the Wellness Center, Student Life Office and residence halls. Staff and faculty are also provided brochures and other pertinent information.
- Residence Life staff receives yearly training on responding to sexual assault.
- Bethel University's ban on alcohol and illegal drugs is a preventative action in combating sexual assault.
- Campus Safety provides safe walks for any student crossing campus in the evening hours. Call x77500 to request a safe walk.
- Campus Safety provides the community with timely reports of crimes committed on or off campus that could be considered a threat to students or employees. These reports are emailed as campus bulletins.

Student Concerns or Complaints Policy

Students who may have concerns or complaints about their experience at Bethel University may present them to a staff member in the Student Life Office. When receiving a complaint from a student, the Student Life staff member will make every effort to determine what office is best able to resolve the student's concern and connect the student directly to a person in that office.

The following are examples of departments that may assist in resolving a student complaint:

- Academic concerns--Academic Office, Registrar, Department Chair
- Concerns about student accounts—Business Office
- Concerns about financial aid--Financial Aid Office
- Security or safety--Campus Safety Office
- Residence hall, roommate concerns, housing issues--Student Life Office
- Meal plans or food service--Student Life or Sodexo
- Racial harassment--Student Life Office or Director of Human Resources
- Sexual harassment--Student Life Office or Director of Human Resources
- General concerns--Student Life Office

The Vice President for Student Development and University Affairs serves as the general contact for student complaints. For issues related to student life, the Vice President will attempt to resolve the complaint at the lowest staffing level possible. For issues related to other campus departments, the Vice President will pass along concerns to the appropriate person for resolving the complaint.

In general, the following process will be followed to resolve a student complaint: staff member receiving the complaint will determine who in the office or department is best able to respond to the student's concern. When possible, the student's concern will be addressed and resolved by that individual. If and when concerns can be resolved quickly, no formal record will be made.

On occasions when a student's concern or complaint cannot be resolved through this process, or when the student is not satisfied with the resolution offered, students may make a formal complaint. Formal complaints should be presented, in writing, to the appropriate departmental director (see above) or to the Vice President for Student Development and University Affairs.

The student will be notified by letter or email within three business days whenever possible (or ASAP if more than three days are required) that his or her complaint has been received and to whom it has been assigned for resolution. Every effort will be made to respond to and resolve the student's complaint within 10 business days when possible. The final resolution will be provided to the student in writing and in person when appropriate. If a student has reason to believe the resolution offered was not fairly reviewed and determined, he or she may appeal to the next-level supervisor. Appeals must be in writing and submitted within three calendar days of the decision regarding the resolution offered. Following a prompt and effective review, this individual will communicate a decision on the student's appeal no later than 10 business days, unless unforeseen circumstances demand more time. This decision is final.

Note: When concerns or complaints are presented by someone other than the affected student, the individual (ex: a student's parent or concerned friend) will be asked to have the student present the concern or complaint, either in person or in writing. As a general rule, written correspondence concerning the complaint will always be directed to the student, and meetings concerning the complaint will happen only with the student present.

Records of student complaints and resolutions will be kept by the Vice President for Student Development and University Affairs and/or the Vice President for Academic

Affairs. Every year the Vice President for Student Development and University Affairs and the Vice President for Academic Affairs will review the complaints received that year and in the previous years and determine if there are trends or ongoing concerns that need to be addressed. If so, the Vice Presidents will take responsibility for implementing appropriate response plans.

If any student reasonably believes that some policy, practice, or activity at Bethel University, or of an employee on behalf of the University, is in violation of the law, the individual should either immediately contact any member of the Cabinet, or the Director of Human Resources or our independent third-party Whistleblower Hotline, called Bethel Integrity by calling 855-540-0873.

Technology and Internet Use

In the event of any misuse of network or computer account usage, Bethel University may disable or suspend the user's account and access. It is essential for each user to recognize his/her responsibility in using university services and systems. Students are expected to act with character and integrity through all online postings and interactions (including Instagram, Snapchat, Facebook, X (Twitter), YouTube, Blogs, personal websites, and all other social networking venues). Access to the network is a privilege that may be revoked at any time for abusive conduct. Such conduct may result in further disciplinary action and includes:

- Using the network for any purposes that violate U.S. or state laws (such as Bit Torrent or copyrighted file sharing)
- Tampering with network cabling or routing devices
- Knowingly and intentionally engaging in any activity that spreads malware to other computers
- Installing unauthorized software
- Use of abusive or otherwise objectionable language in either public or private messages
- Distribution of unsolicited advertising
- The viewing or distribution of any sexually explicit material
- Using personal wireless routers and/or wireless access points

Unauthorized Access / Vandalism

The unauthorized entry of buildings, departments or offices, the unauthorized possession or use of a university key, or the willful destruction of university property will result in disciplinary action that may lead to dismissal from the university.

Students are not permitted on the roofs of campus buildings, in the ponds, or the fountain. Entering any of these unauthorized spaces will result in a fine and/or further disciplinary action. The ponds were designed for aesthetic purposes and the university is not responsible for any injuries resulting from student entry.

University Rights

Right to Amend

The Student Handbook is not considered a contractual agreement. Bethel University reserves the right to revise and change the policies and statements in this publication. Efforts will be made to inform the university community of such revisions or changes.

Other Important Information

While on campus or during Bethel University sponsored activities, students may be photographed via still photography or video. These pictures may be included in university related materials unless students tell administrators otherwise. The constitution of the Bethel University student body and by-laws are available through Student Council.

Contact Information

574-807-7440

studentlife@betheluniversity.edu

1001 Bethel Circle, Mishawaka, IN 46545

www.betheluniversity.edu