

# Adult, Graduate & Extension Studies

Bethel University | AGX Student Handbook

## Departmental Contact Information

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The Adult, Graduate & Extension Studies (AGX) department is located on the first floor of the Miller-Moore Academic Building on the West side of campus.

- Office Phone: 574.807.7550
- Email: [ags.staff@betheluniversity.edu](mailto:ags.staff@betheluniversity.edu)
- Address: 1001 Bethel Circle, Mishawaka, IN 46545

See a full campus map: [https://betheluniversity.edu/wp-content/uploads/2023/07/Bethel-Master-Plan-Campus-Map\\_REGULAR-2023.pdf](https://betheluniversity.edu/wp-content/uploads/2023/07/Bethel-Master-Plan-Campus-Map_REGULAR-2023.pdf)

## Academic Policies

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Each AGX student has the support of an assigned Academic Advisor who provides guidance in registration and navigating University policies. In addition to this Handbook and their Academic Advisor's insight, students should look to the Student Resource Center in Canvas for other campus resources and support.

A large section of the University catalog is devoted to academic policies and procedures. Students are referred to that section as the primary source of information in this area. The catalog is available on the Bethel University website at [BethelUniversity.edu/academics/catalogs-and-course-schedules/catalogs](https://betheluniversity.edu/academics/catalogs-and-course-schedules/catalogs)

## Accessibility and Accommodations

Bethel University strives to make learning experiences accessible to all participants. If you anticipate physical or academic barriers based on disability, please contact the Center for Academic Success to discuss options. To schedule an appointment, email [academicsuccess@betheluniversity.edu](mailto:academicsuccess@betheluniversity.edu) or call 574-807-7161.

The Center for Academic Success is located in the lower level of the Miller-Moore Academic Center. Please refer to Bethel's [website](#) for more information.

## Registration Policies and Processes

Students must contact their advisor to register. Students can either come to campus and complete physical paperwork or email their advisor and give written permission via their Bethel email account. Student financial accounts must be up-to-date at the time of registration with payment plan payments or balances under \$500.

Students can add or drop an AGX course throughout the first week of classes each session for a full refund or clearance of associated course charges. Students must contact their advisor to complete the add or drop process. Failing to attend class or participate online does not constitute a request to drop a course.

## Withdrawals

Student requests to be removed from seven-week course(s) during weeks two through five of the session will be considered "withdrawals." Refunds during these weeks begin at 75% and then the amount is tiered by a

25% reduction each subsequent week until the end of week five. The same refund schedule is followed for fourteen-week classes, but students are able to withdraw through week ten. Withdrawals are represented with a “W” on the student’s transcript.

## **Financial Aid**

Financial aid programs are administered through the student financial services office in the lower level of the Huffman Administration Building. Students requesting scholarships, grants or loans should contact the student financial services office. The student must assume the initiative to complete and submit the Free Application for Federal Student Aid (FAFSA) and the Bethel University Financial Aid Application each academic year.

Complete these forms online at:

- The FAFSA form: <https://studentaid.gov/h/apply-for-aid/fafsa>
- The Bethel University Financial Aid Application: Go to MyBethel > Financial Information > Online Forms

## ACADEMIC QUALIFICATIONS

Students receiving financial aid must maintain good academic standing with the University in order to qualify for continued financial awards. The following scale is used to determine satisfactory progress for all students:

- Satisfactory: 2.0 or above
- Unsatisfactory: 2.0 to 1.20
- Dismissal: Below 1.20

To maintain eligibility for Federal Title IV and/or other University-administered financial aid assistance, the following conditions must be met:

- A student enrolled full time (12 hours per semester) must earn at least 24 credit hours per 12-month period.
- A student enrolled three-quarter time (9-11.5 hours per semester) must earn at least 18 hours per 12-month period.
- A student enrolled half time (6-8.5 hours per semester) must earn at least 12 credit hours per 12-month period.

Credit hours completed during summer enrollment are counted toward fulfillment of the above requirements. For additional information, please refer to the “Satisfactory Academic Progress” section in the current Bethel University catalog.

Students should note that academic qualifications for financial aid are not the same as the academic qualifications for remaining in a program with specified GPA requirements. Students should review program parameters in the catalog or check with their Academic Advisor.

## **Attendance Policies**

### **In-Person Course Attendance**

Classes are accelerated, and there are no “free” or “automatic” absences. Student success requires regular class attendance.

In the case of an unavoidable absence in a seven-week course, the following procedures are followed:

- *First Absence:* The professor will determine, based on course content, make-up work required of the student. This may include submitting written analyses of readings or alternative assignment(s). The professor's academic discretion will prevail in such determinations.
- *Second Absence:* The same procedure is followed for the second absence as the first, with the additional warning to the student that any further absence will result in a failing grade, and the student is advised to withdraw, if possible.
- *Third Absence:* The normal course of action will be a failing grade if the student cannot withdraw from the course. In extreme circumstances, at the professor's discretion, the professor may issue a grade of incomplete if a sufficient amount of work has been accomplished by the student, the reason(s) for the absenteeism is justifiable, and the dean for that area approves of the arrangement for extension, special tutoring or other individualized instruction.

## Children on Campus

The University does not have childcare facilities on campus. Students attending in-person classes are expected to establish off-campus childcare arrangements for those in their care while in class. Furthermore, children may not be brought into a classroom or left in the library or athletic center while a class is in session. This is enforced regardless of extenuating circumstances, such as inability to find a babysitter.

## Online Course Attendance

Online attendance is recorded each time that you log into Canvas and participate in the online course. To receive full credit for attending online, you must log into Canvas AND participate in one of the following activities:

- Submit an academic assignment.
- Submit a quiz or exam.
- Participate in a posted online academic discussion.

Note that the following actions **will not** count as attendance:

- Logging into class without active participation does not constitute attendance.
- Work done in a lab or other outside environment will not count toward online attendance.

Students are strongly encouraged to log onto the course a minimum of three days each week in order to understand the subject fully and to be successful in class. Note that some courses require more frequent engagement. Students must review the syllabus for a complete understanding of their courses' requirements.

## No-Show Attendance

Students who do not attend or participate in any of their registered classes after two weeks will be dropped for non-participation.

Students who do not attend or participate in a course within the first two weeks of the course will be dropped from that course. No show drops are considered to be dropped within the 100% tuition refund period. Students that are dropped as a no show will be eligible for a refund for the course that is dropped. If the student is attending additional courses, he/she will not be dropped from the courses he/she is attending. In the event that a student is dropped as a no-show financial aid will be recalculated based on the student's new enrollment status.

## **Class Cancellations**

Classes are seldom canceled due to the weather. However, whenever weather conditions become so severe that it is unsafe for off-campus students to drive to campus, classes may be canceled at the University's discretion. Determinations will be communicated to students by 4:00 pm.

If classes are missed due to cancellation or due to a holiday schedule, students are directed to complete alternative assignments online. Online courses will not observe cancellations or holiday breaks.

## **Instructor Email Response Policy**

Any course-related email sent to instructors will have a response either by email or phone within 48 hours.

## **Complaints and Appeals**

When a student has a concern about an academic issue, there is an established process whereby the concern can be heard and appropriate action taken. Academic issues include decisions made by individual faculty (e.g., grades) or by committees (e.g., admission standards), as well as more general concerns with performance by faculty.

Students may contact their Academic Advisor if they need assistance with pursuing an appeal.

## **Academic Complaint and Appeals**

1. *Attempted Resolution:* The first step in any complaint or appeals process for an academic issue is for the student to attempt to resolve the issue with the faculty member responsible within five (5) business days of receipt of the grade. If it is not resolved to the student's satisfaction, she/he may appeal to the Dean for the area in which the student is enrolled.
2. *Appeal to the Dean:* The student will bring a written appeal to the dean for the area in which the student is enrolled (if the faculty member in question is the dean, then the appeal should be made to the Vice President of Academic Services (VPAS)) within five (5) business days of the attempted resolution with the faculty member. The student will submit written documentation concerning the academic issue, the attempted resolution of the issue and the desired outcome. The dean will review the appeal, may request additional information from the faculty member, and may schedule a meeting with the student and the faculty member to allow both parties to present their cases. The dean will render a decision in writing within twenty (20) business days from the time the complaint was made and notify the student and the faculty member. Either the student or the faculty member may appeal the dean's decision to the VPAS.
3. *Appeal to the Vice President for Academic Services:* Any party involved in a decision rendered by a dean may appeal that decision to the VPAS. This appeal must be presented in writing within five (5) business days of the written statement from the dean in the previous appeal, and it should include all of the documents submitted in the previous appeal. The VPAS will review the submitted documents and consult with any relevant parties. The VPAS may 1) render a decision immediately and send it in writing to both parties; 2) appoint a designee to investigate the issue and make a recommendation back to the VPAS; or 3) refer the matter to an ad hoc committee appointed by the VPAS to render a decision.
4. *Appeal to the President:* If either party is not satisfied with the decision of the VPAS or the ad hoc committee she/he may appeal to the University President. Such an appeal must be presented in writing within five (5) business days after receiving the VPAS decision. The President reviews all documents

and processes relative to the case and upholds, overturns, or modifies the decision that was made. The President's decision is presented in writing to all parties involved within 20 days after receipt of the appeal. The decision of the President is final.

## Graduation

Students are required to apply for graduation no less than one month before the anticipated graduation date. Preferably, applications for graduation during the current academic year are submitted no later than September 1.

## Honors

Graduation honors are granted to **baccalaureate** students. Three levels of achievement based on the cumulative grade point average are recognized:

- Cum Laude – At least a 3.50 grade point average
- Magna Cum Laude – At least a 3.75 grade point average
- Summa Cum Laude – At least a 3.90 grade point average

Candidates for the baccalaureate degree must have completed at least 45 hours at Bethel University in order to be eligible for graduation honors. Credit hours earned through prior learning papers and credits awarded through merely completing a test or examination may not be included in these hour requirements.

Please Note: To receive honors recognition at the commencement service, all graded classes must be completed and final grades received by the registrar by Tuesday noon before the commencement ceremony.

## Plagiarism

Any act of deceit, falsehood or stealing by unethically copying or using someone else's work in an academic situation is prohibited. A student found guilty of plagiarism will receive an "F" for that paper, assignment, or exam. The instructor will have an interview with the student and submit a written report to the Program Coordinator for the area in which the student is enrolled. If a second offense should occur, the student will be required to appear before the instructor, the coordinator, and the dean of the academic program. At this point the student's continuation in the course and academic career are in jeopardy. Students are encouraged to refer to the Bethel Library's [online help for proper citation](#).

## Use of Artificial Intelligence (AI)

It is expected that any coursework (including, but not limited to, essays, papers, exams, projects, and lab reports) submitted by a student will be a product of their own creation, demonstrating their achievement of the learning outcomes related to the assigned task. With this in mind, note that submitting work that includes unauthorized or undocumented use of Artificial Intelligence (AI) may be considered as cheating or plagiarism. If you are unsure about appropriate use of AI on a given assignment, talk with your professor.

## Diversity and Inclusion Statement

Bethel University respects the dignity of all God's image-bearers, and stands against racism, prejudice, and discrimination. Because Christ calls us to love our neighbors as ourselves, Christian discipleship includes pursuing the good of those who suffer injustice due to their color, race, or ethnicity. Therefore, we aim to continually transform our classrooms into safe and hospitable spaces where we listen to one another with mercy, learn from and value each other with tenacity, and commit to pursuing justice for the most vulnerable in our community.

## General Transfer Policies

Students may have coursework earned outside of Bethel University evaluated and posted to their Bethel University transcript. Transferred courses will be recorded on the student's Bethel transcript provided a grade of C- or better is earned unless the age of the course excludes it from acceptance. Accepted credit hours are not included in the computation of the student's Bethel GPA. All work completed prior to transferring to Bethel must be submitted during the application process. Work completed at other institutions while attending Bethel must be submitted prior to two months of the anticipated degree conferral date.

### General Transfer Credit Categories

The following will be reviewed for general transfer credit to meet the 120 credits required for the bachelor's degree:

- Coursework completed at a college or university with regional, national, professional, or specialized accreditation, or with candidacy status.
- ACE-military credit recommendations.
- CCRS (formerly ACE/PONSI) professional credit recommendations.
- Documented learning (Certificate) that occurs outside the University classroom that has been evaluated by ACE or has been evaluated by the Associate Registrar and has been determined to be comparable to an ACE-evaluated course.
- Credits earned through credit by examination: CLEP, DSST, etc.
- Documented prior learning (PLA Essay) that meets Bethel University documentation requirements and the Council for Adult and Experiential Learning's (CAEL's) ten qualitative standards.

### ACCREDITED COLLEGES AND UNIVERSITIES

Bethel University evaluates credits from regionally accredited colleges and universities for applicability toward General Education, major or elective requirements. In addition, Bethel University evaluates coursework from schools, colleges and universities which are accredited by other agencies, provided the institution is listed in Accredited Institutions of Postsecondary Education, published by the American Council on Education (ACE). No more than 30 semester credits may be accepted from vocational-technical fields of study, and these credits will be considered as electives. For General Education consideration, credits earned from non-regionally accredited institutions and which receive a grade of "C-" or higher, are evaluated on a course-by-course basis by faculty in the appropriate academic areas.

Lower division courses will be counted as lower-division credit (i.e., 100 or 200 level). Upper division and graduate courses taken at a baccalaureate institution may be used to satisfy upper division (i.e., 300 or 400 level) requirements. Lower-division credit may not satisfy upper division requirements.

### NON-ACADEMIC CREDIT LIMIT

Students may receive limited credit for coursework in nonacademic areas, including vocational coursework, up to 30 semester credits, unless the courses are part of an articulated two-year degree in which case more than 30 credits may be accepted.

### ALTERNATIVE CREDIT

Several alternative credit programs are available to the Bethel University student. These non-graded credits will be limited to a total of 30.

## MILITARY

The American Council of Education (ACE) has worked cooperatively with the Department of Defense and the Armed Services to establish standards for recognizing learning acquired in military service. This learning may be worth University credit. The student must submit a military transcript (e.g., AARTS, Community College of the Air Force, etc.), DD214, and/or DD295 to the University for evaluation.

## TRANSFER OF CCRS (FORMERLY ACE/PONSI) CREDIT RECOMMENDATIONS

Transfer credit may be granted for professional training programs, courses, licenses, and certifications that have been evaluated by, or are comparable to, the American Council on Education's University Credit Recommendation Service (CCRS – formerly ACE/PONSI). Students who have completed courses at organizations that are participating in the ACE/CCRS program may obtain a transcript from ACE's Registry of Credit Recommendations. Credit may be granted if the subject matter meets the Adult Degree Program's transfer policies, if the submitted documentation officially verifies successful course completion, and if the information matches, or is comparable to, the ACE Guide's course exhibit. Bethel uses ACE's National Guide to Educational Credit for Training Programs and the University of New York, Board of Regents' Directory on the National Programs on Non-Collegiate Sponsored Instruction, to determine the amount of transfer credit.

## ASSESSMENT OF DOCUMENTED PRIOR LEARNING (SEE PLA)

Students must gain prior approval from their advisor prior to petitioning for PLA credit. See PLA below for a more complete description of this program.

## AGENCY-SPONSORED LEARNING (CERTIFICATES)

Credit may be awarded for some types of courses which are determined to be University-level and which are listed in, or comparable to, guidelines provided by the American Council on Education (ACE). Official documentation of course completion is required.

## CREDIT BY EXAMINATION

Students are eligible to take exams throughout their program. Credits must be posted prior to beginning the final semester.

## UNIVERSITY-LEVEL EXAMINATION PROGRAM (CLEP)

The University Level Examination Program evaluates what a student has learned through nontraditional or independent study (i.e., study for which the student has not received University credit) and determines whether the student has acquired University-level knowledge in a given subject area. CLEP gives the student the opportunity to demonstrate that knowledge by taking an examination for possible credit. These are standardized, multiple-choice tests, one of which also contains an essay portion. Bethel University recognizes the American Council on Education guidelines for scoring CLEP tests. Students must wait six months before retaking any exam.

## DSST STANDARDIZED SUBJECT TESTS

Originally developed for the voluntary education programs of the U.S. Armed Forces, the DSST standardized subject tests are now available for civilian use to evaluate what students have learned through non-traditional or independent study (i.e., study for which the student has not received University credit). Bethel University uses the ACE-recommended guidelines to determine passing scores and number of credits awarded for DSST. Students must wait six months before retaking any exam.

## PROFICIENCY EXAMINATION

Some academic departments at the Bethel University offer challenge examinations that allow a student to demonstrate University-level competency by means of internally constructed examinations. These are not available in all departments; students should ask their advisor to coordinate this process.

## Institutional Policies

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### Lifestyle Distinctives

Students are expected to reflect a positive lifestyle that is congruent with a Christian University setting in all matters of public conduct. Modesty and good taste are expected in student attire.

Bethel University is a smoke-free campus. The use of tobacco, habitual or harmful drugs, including alcoholic beverages, is not permitted anywhere on the campus, including outdoor locations. In addition, the use of improper and inappropriate language is strictly forbidden. These standards apply to class activities, field trips and all other University-sponsored activities.

### Drug and Alcohol Abuse Prevention Program

In an effort to maintain a campus environment that supports and encourages the dissemination of knowledge, the University will provide a drug and alcohol abuse prevention program 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 following 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.

### Students

#### ALCOHOL, DRUGS AND TOBACCO

Bethel University is committed to maintaining a safe and healthy educational environment free from alcohol, drugs and tobacco.

## HEALTH RISKS

The use of such products are 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.

## STANDARDS OF CONDUCT

The use, possession, or distribution of alcoholic beverages and illicit drugs, 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/vapor cigarettes, and all forms of tobacco use or possession everywhere on-campus. Campus visitors are expected to comply with these standards.

Bethel recognizes there are diverse views regarding the use of alcohol. Some choose a testimony of abstinence for a variety of legitimate and honorable reasons while others believe they can use alcohol occasionally and moderately without harm to their body, spirit or relationships with others. Therefore, students in online and extension studies programs are encouraged to avoid the use of alcohol and are prohibited from the following:

- The abusive use of alcohol, which is most often indicated by physical, mental, emotional, or job function impairment attributable to alcohol intoxication.
- The use of alcohol while representing Bethel University.

In situations where a student's actions, words, behavior, and/or other related factors (such as the smell of alcohol on their person or breath) are consistent with a person who has consumed alcohol or drugs, he/she will be confronted by University personnel. The University reserves the right to require a student to take a breathalyzer or drug test. If a student refuses to take the test, he/she may be held accountable for consumption based on the original evidence. Any charges incurred for an outside assessment or for treatment will be the responsibility of the student. If a student tests negative for drug use, the University will be responsible for the costs of the test.

## UNIVERSITY SANCTIONS

Students violating this policy will be subject to the disciplinary procedures ranging from probation to dismissal. A student placed on probation must complete the University's ASAP (Alcohol and Substance Abuse Program), including all recommendations associated with the program. The student is responsible for all costs associated with the program.

## 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 the fines and the length of imprisonment vary according to the type and amount of the substance involved, the offenders past record for such offenses, and a number of additional factors.

## SUPPORT

Students who express the need for help in dealing with drug or alcohol dependencies are encouraged to contact someone in the Student Development 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. Most disciplinary cases involving alcohol or drugs result in a counseling referral.

The Office of Human Resources will provide a written copy of the Drug and Alcohol Abuse Prevention Policy and Procedures to newly hired employees at the beginning of their employment and distribute an electronic copy annually to all Bethel University employees. Online and extension studies students are given access to this policy in the Student Resource Center via this student handbook.

#### ANNUAL AND BIENNIAL REVIEW

The Drug and Alcohol Abuse Prevention Policy and Procedures are reviewed annually in preparation for the publication of the Student Handbook. However, in an effort to comply with Drug-Free Schools and Campuses Regulations a more detailed biennial review will be conducted by Bethel University. The purpose of the review is to:

- Determine the effectiveness and implement changes to the program if needed
- Ensure that the disciplinary sanctions described in the program are consistently enforced

The biennial review will include Vice President for Student Development, Director of Student Life, Director of Campus Safety and Director of Human Resources. Any substantive concerns or findings will be presented to the President's Cabinet with suggestions for improvements and/or changes to the program.

### **Diversity and Inclusion Statement**

Bethel University respects the dignity of all God's image-bearers, and stands against racism, prejudice, and discrimination. Because Christ calls us to love our neighbors as ourselves, Christian discipleship includes pursuing the good of those who suffer injustice due to their color, race, or ethnicity. Therefore, we aim to continually transform our classrooms into safe and hospitable spaces where we listen to one another with mercy, learn from and value each other with tenacity, and commit to pursuing justice for the most vulnerable in our community.

### **Nondiscrimination Policy**

Within the context of its religious principles, heritage and mission, Bethel University admits students of any race, national or ethnic origin, age or gender to its programs and activities. It does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, athletic programs or other University-administered programs. The University makes every reasonable attempt to accommodate students with limiting physical impairments; however, each school reserves the right to examine applicants for suitability for participation in the educational activities of the school.

### **Sexual Misconduct Policy**

Bethel University believes in the intrinsic value of all human beings. Moreover, the University is committed to the full, peaceable participation of all of its members in the educational endeavor it fosters. This includes a commitment to maintaining a learning and living environment that is fair and respectful, and will not tolerate any threats or acts of sexual harassment, sexual assault, sexual violence or stalking. Any reports of such behavior or action should be made to the Director of Human Resources, the Vice President for Student Development or the Director of Student Life.

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 University'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, and sexual assault prevention initiatives.

## 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 University 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, assault or stalking is encouraged to contact a member of the Student Development 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 Development may not pursue potential community life violations of the survivor or a reporting individual when they have occurred within the context of a 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 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 work days\* of the received complaint and may include, but is not limited to the following steps:

1. Fact finding interview with the complainant
2. Interviews or written statements from witnesses
3. Interview with the alleged offender with opportunity to respond to all allegations
4. 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 work days\* 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.

*\*Work days 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 staff member will administer 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:

- 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 Development or Wellness Center staff.

A friend or Student Development 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.

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 counseling are covered by the state of Indiana's Crime Victim Compensation Program if the assault/rape occurs in Indiana and is reported to a local hospital emergency room within 120 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.

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 Development Office, Campus Safety and the appropriate police department.

## Campus Resources and Support

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### Accessibility and Accommodations

Bethel University strives to make learning experiences accessible to all participants. If you anticipate physical or academic barriers based on disability, please contact the Center for Academic Success to discuss options. To schedule an appointment, email [academicsuccess@betheluniversity.edu](mailto:academicsuccess@betheluniversity.edu) or call 574-807-7161.

The Center for Academic Success is located in the lower level of the Miller-Moore Academic Center. Please refer to Bethel's [website](#) for more information.

### Information Technology Help Desk

The Help Desk is open Monday-Thursday from 7:30 a.m. – 6:00 p.m. and Friday, 7:30 a.m. – 5:00 p.m., during the fall and spring semesters, and 8:00 a.m. – 5:00 p.m. during the summer (starting May 1). Hours may vary on holidays and breaks.

Contact the Help Desk at [helpdesk@betheluniversity.edu](mailto:helpdesk@betheluniversity.edu) or by calling (574) 807-7777.

### Library

Bethel's Bowen Library offers a range of resources and services, both online and physical, to all students enrolled at Bethel University. All online resources are available at the [library website](#).

Almost all periodicals and journals are available online, and there is a wide selection of e-books available as well. Off-campus access to these resources requires an active Bethel login account. For help locating information, students can submit questions via email, through [Ask a Librarian](#), by phone, or in person during regular business hours. For physical resources, students can use the online library catalog to locate books and resources held by Bethel or any other library. Students may use the catalog to request books from another library and have them delivered to the Bowen Library.

Students may also go to any [PALNI](#) library or to Notre Dame or Holy Cross and check material out in person with a valid student ID. PALNI is a consortium of several academic libraries in Indiana of which Bethel is a member; some nearby member libraries include Saint Mary's, Associated Mennonite Biblical Seminary, Goshen, and Grace. In addition, physical books and journals, the Bowen Library provides study spaces, computers, and printers (included a web print station) to all students.

## **Katherine J. Gribbin Learning Commons**

The Learning Commons is a study space designed for individual and group work with access to technology and tutors. The Learning Commons may be used only for work that is directly related to Bethel University course work.

### **Small Group Study Rooms**

Reserve a small group study room for a group project on our online tutoring schedule. Four seats and plug-in access to a large flat-screen monitor are available in each room. Rooms can be reserved for up to two hours.

### **Student Conference Room**

The student conference room can be reserved for official or unofficial student groups of six or more. Reservations managed by the Information desk consistent with the Learning Commons Student Conference Room policy.

The Katherine J. Gribbin Learning Commons is located in the lower level of the Academic Center and is now offering online appointments. You can make an appointment in person at the information desk or online by visiting their website. For hours of operation please visit the website or call (574) 807-7788.

## **The Wellness Center**

The Wellness Center provides a variety of counseling services offered to students to assist them in developing their fullest physical, intellectual, emotional and spiritual potential while attending Bethel University. There is a limit of 8 sessions per year. All counseling services are under the direction of the student development office with professional counselors available for personal, wellness and health counseling.

To learn more about the wellness center go to: <https://www.betheluniversity.edu/student-life/campus-life/support-services/wellness-center>. To make an appointment, please call (574) 807-7370.