

BETHEL COLLEGE MISSION STATEMENT

Bethel College is a four-year liberal arts college in south central Kansas. It is the oldest Mennonite college in North America, founded in 1887 for the advancement of post-secondary education in a Christian community under the auspices of the General Conference Mennonite Church. Bethel is a self-governing, independent legal corporation with close ties to its constituent churches and communities.

By tradition and by choice, Bethel College continues to base its mission on its Anabaptist and academic identity. Bethel seeks to be a diverse community of learners, committed to the search for authentic faith and empirical understanding, and providing (1) rigorous instruction in the liberal arts, and selected career and professional areas, and (2) intellectual, cultural and spiritual leadership for the church and society. To those ends the College maintains a residential environment designed to foster integrative learning experiences, including student organizations, campus worship services, public lectures, symposia and cultural events.

Bethel's programs are informed by four central values:

- an ethic of discipleship, that recognizes Jesus Christ as Messiah and model for the Christian Life, and prizes a high level of commitment and free conviction;
- an ethic of scholarship, that believes academic achievement to be a logical outcome of intellectual stewardship, and esteems both discipline and creativity;
- an ethic of service, that deems concern for the powerless to be intrinsic to the Christian gospel, and stresses peacemaking and voluntary service;
- an ethic of integrity, that celebrates the fundamental connections between spirit and mind, faith and learning, individual and community; and fosters personal development through participation in a range of activities.

Bethel's curriculum is founded on a general education program in the liberal arts and sciences, and is geared toward students of moderate to high academic ability. Distinctive elements include requirements in the study of religion and global issues. The College offers majors in the traditional liberal arts disciplines and selected career areas, and accredited professional programs in nursing, social work, and teacher education. Academic development services are provided to enhance the skills of all students. By design, Bethel's student profile reflects in church affiliation. At the same time, the College values diversity in its student body, and seeks to enroll a variety of individuals desiring high-quality education for the whole person.

ACADEMIC PROGRAM

STRUCTURE AND PURPOSES

Bethel College strives to be a multi-faceted learning environment. At the heart of its enterprise lies the academic program. The curriculum, as manifested in the daily teaching and learning of the Bethel Community, is the primary means by which its ultimate mission is attained: to provide "intellectual, cultural and spiritual leadership for the church and society."

Many forms and fields of knowledge are essential to this end. Bethel's academic program stands at the junction of three great educational traditions: that of the liberal arts, of the church, and of career preparation. At Bethel, general education provides a broad understanding of the social and natural world through the perspective of the liberal arts and sciences, and develops foundational capacities in basic academic skills. Requirements in Bible and Religion help to enhance ethical perspectives, inspire service, and integrate intellectual and spiritual values. Focused study in a major field stimulates intellectual achievement and lays the groundwork for vocational success.

Common to all these traditions is a powerful sense of purpose. In the words of John Cardinal Newman, writing in *The Ideal of a University*, "if a liberal education be good, it must necessarily be useful, to". Some programs, like Bible and Religion, reflect a theologically distinctive idea of educational purpose. Others, like Nursing and Social Work, are consonant equally with the values of service and licensure for a specific profession. But all courses of study at Bethel aim for the world beyond the classroom.

Bethel's curriculum attempts to balance a wide range of individual choice with the maintenance of a learning community. College Issues Colloquy, Basic Issues of Faith and life, and Convocation are required courses that bring all students together in common education experiences throughout the standard course of study. Many departmental or divisional programs are deliberately integrative and interdisciplinary as well.

Finally, the academic program of Bethel College aims at high achievement, believing that the ultimate goal of "leadership" demands more of its graduates than self-fulfillment or passive citizenship. The qualities of creativity, discipline, and intellectual stewardship with which we attempt to imbue the academic experience will manifest themselves in academic achievement of a high order, both at Bethel College and in the careers of students after they graduate.

PEACE EDUCATION

"We conceive these three points--human education, moral education and peace education--as the essential core of education, and the demands of our age. We trust that you will give a special consideration to these ideas and reflect them in your education." --Official resolution of the International Association of University Presidents, 1979.

Bethel's distinctiveness, by heritage and conviction, is a deeply rooted commitment to peacemaking, service, and conflict resolution. The urgency of this focus is self-evident in a world that is a nuclear time bomb. Both Christian and secular education have a special responsibility to seek ways to cope creatively and nonviolently with the human and environmental needs of our global community. Therefore, the college seeks to study and practice ways of peacemaking and reconciliation in society both in its core curriculum and in specialized programs.

A CAMPUS COMMUNITY

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

ACADEMIC CALENDAR YEAR 2010-2011

2010 Fall Term

August 21	Arrival of Fall Athletes
August 27	Arrival of Junior and Senior Nursing Students and Student Senators
August 28	Arrival of All Students and Orientation for Freshman & Transfer Students
August 30	Opening Day
August 31	First Day of Classes
October 7-10	Fall Fest
October 18-19	Fall Break (through 6:00pm Tuesday, October 19)
October 21	Second-half Semester Classes Begin
November 23	Residential halls close at 6:00pm
November 24-28	Thanksgiving Break
November 28	Residential halls re-open at 1:00pm
December 13	Reading Day (no classes)
December 14-17	Final exams
December 17	Residential halls close at 6:00pm
December 17	Classes End

Interterm 2010

January 2	Residential halls re-open at 1:00pm
January 3	Registration
January 3	Classes Begin
January 17	Martin Luther King Jr. Day (no classes)
January 27	Classes End

2011 Spring Term

January 31	Registration
February 1	Classes Begin
March 18	Residential halls close at 6:00pm
March 19-27	Spring Break
March 27	Residential halls re-open at 1:00pm
April 22	Good Friday (no classes)
April 13	Service Day (no daytime classes; evening classes meet at 7pm)
April 26	Assessment Day, no daytime classes; evening classes meet at 7:00pm
May 16	Reading Day (no classes)
May 17-20	Final Exams
May 20	Classes End
May 20	Residential halls close at 6pm
May 20-22	Alumni Weekend
May 22	Baccalaureate and Commencement
May 23	Residential halls close at noon for those involved with graduation

STUDENT LIFE

BICYCLE POLICY

Bicycles should be parked in racks located at various locations on campus and locks are encouraged. All bikes need to be removed from racks by commencement.

CAMPUS MINISTRIES

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

Indeed, one of the wonderful things about Bethel College is that students have a great deal of freedom to shape their own experience. This is also the case with campus ministries. Listed below are the examples of campus ministries activities that were in place last year, with the times and places in which they occurred. Whether those same activities will take place this year, and where and when they happen, depends in no small part on you! The only activities that have a pre-set place and time are weekly chapels and Vocation Seminar (which is a 1-hour credit course). All the others are open to your counsel and shaping.

- Weekly Chapel—11:00-11:40am, Wednesdays, Administration Building Chapel
- Vocation Seminar—5:30-7:00pm, every other Monday, Student Center
- Bible Study(ies)—9:30pm, Mondays Agape Center
- Fellowship of Christian Athletes—noon-1:30pm, Tuesdays, Student Center
- Hymn Sing—9:00pm, Wednesdays, Administration Building Chapel
- Informal Worship—10:00pm, Thursdays
- Structured Prayer Time—7:30am, Agape House

A recent addition to campus ministries in 2009 was the opening of the Agape Center for Campus Ministries, located at 2611 College Avenue (next to the Fine Arts Center). This home provides a possible venue for many of the activities listed above, and many others yet to be birthed. There is a fully functional kitchen in the house, which opens up a range of possibilities for fellowship meals, snacks for Bible studies, etc. Don't neglect your spiritual self as you begin this adventure in higher education! Dale Schrag, Campus Pastor, leads a team of student chaplains who will be available in the residence halls and will give leadership in ministry in a variety of ways. You may contact Dale at drs@bethelks.edu.

CLUBS AND ORGANIZATIONS

At the beginning of the school year the Student Senate hosts a "club fair". Traditionally at Bethel, clubs will accept anyone interested in their subject area. Getting involved in an activity outside the classroom adds much to your experience as a student. You will enjoy the interaction around a subject or activity that interests you, and getting to know other students.

Here are some examples of approved clubs at Bethel:

Amnesty International	Astronomy	SAPPHO
BCKANS (nursing)	Business Club	Service Corps
Lines	Climbing Club	Running Club
Chess Club	Social Work Club	Math Club
Democratic Socialist Club	Club d'Art	Organ Guild
Multicultural Organization	Cycling Club	CLIO
Environmental Action Club	Psychology Colloquium	Ultimate Club
Fellowship of Christian Athletes	Health Sciences Club	German Club
KS Students National Educators Association	International Students Club	Filmmaking Club

CONVOCATION

Convocation is one of the unique aspects of your Bethel College educational experience. The campus community is "called together" ("convoked") in Krehbiel Auditorium at 11:00 a.m. on Mondays and Fridays for presentations designed to provide a wide-ranging exposure to issues in politics, society, religion, the arts, and the sciences. Virtually all presentations are followed by the opportunity for discussion. The convocation experience is intended to help build community, broaden horizons, and explore basic value issues. Convocation is an integral part of the liberal arts education experience at Bethel College, and it is a required course. You will receive one-half credit hour for each of your first eight semesters at Bethel, provided you attentively attend at least 18 convocations per semester.

DISCOVERY ADVENTURE COURSE

Looking for a little adventure? Discover your potential at Discovery Adventure Course. Discovery Adventure Course at Bethel College has more than 16 physical elements in wooded areas on the Bethel College campus. Each element involves different levels of risk, and the challenges involved can be dangerous. Careful guidance and facilitation will be used to instruct participants in strategies to keep each other safe, but responsibility lies with the individual taking risks to decide which choices are best for him/her. Participants are encouraged to consider the risk (and excitement) of the

challenges they face, and to make a decision they feel is safe. Discussion regarding participation by choice will be a key topic for groups experiencing Discovery Adventure Course.

The primary purpose of Discovery Adventure Course at Bethel College is to engage participants in learning and development through experiential education opportunities by facilitating an increased understanding of self and environment and enhancing abilities to promote healthy relationships. Anticipated participant benefits include: 1) Broadened understanding of the world beyond the classroom; 2) Improved application of effective communication skills; 3) Increased experience with decision-making and effective problem-solving; 4) Increased experience in diverse communities; 5) Improved self-efficacy; 6) Character development, and; 7) Healthy relationships.

FALL FESTIVAL

Since fall 1971, Bethel has held an annual Fall Festival on an extended weekend in early October (or late September). It is a "homecoming" for Bethel alumni and a time of fun for students and the community. Featuring entertainment, food that includes Mennonite ethnic treats, booths hosted by student clubs, arts and crafts, alumni reunions, lectures, children's activities, sports and worship, it is one of the largest festival events held in the Newton area each year. Since fall 1987, the city of Newton and Bethel have cooperated to kick off Fall Fest on Thursday with Taste of Newton. More than 5,000 people come downtown and to campus to enjoy an array of activities Thursday through Sunday. No classes are held Friday afternoon. Most people come Saturday for the large, one-day fair on campus.

FOOD SERVICE

A. Food Service

All Bethel College residential students are required to be on the meal plan. Freshmen are required to participate in the 20-meal plan the first semester of residence (inclusive of interterm). Hours can be found online.

The following meal plans are offered:

20 meals/week

12 meals/week plus \$60 to the student account per semester

B. Meal Plans

No meals are served during Thanksgiving, Christmas, or Spring Break. The last meal served before hall closings is as follows:

Thanksgiving	Lunch	November 23
Christmas	Lunch	December 17
Spring Break	Lunch	March 18
End of Spring Semester	Lunch	May 20

C. Meal Refunds

Meal refunds cannot be made unless the student withdraws from school. Exceptions can be considered for extended absence from the residence hall due to illness under the following condition: A meal refund for extended absence from campus due to illness (at least seven (7) consecutive calendar days) requires written verification from the Resident Director and the attending physician verifying both the absence and the cause thereof. Interterm meal rebates are not available.

D. Dining Hall Decorum

Students are assumed to be responsible adults and are expected to conduct themselves in the dining hall accordingly. Inappropriate behavior could result in dismissal from the dining hall until the matter is resolved.

FORENSICS AND DEBATE

Bethel has a strong individual event forensics squad and the team competes in tournaments all over the Midwest. If you have interest in Forensics and/or Debate, contact the Communication Arts Department, ext. 272

HEALTH INSURANCE COVERAGE

All students enrolled in 9 hours or more of classes at the college are required to maintain health insurance coverage. A student insurance policy is provided by the College at a special student rate. Students will be enrolled in this policy unless they have an alternative policy and sign a waiver at the time of registration. Students who have their own policy or are covered under their family's policy should be prepared to provide proof of their insurance company and policy number during financial registration. Questions regarding insurance policies should be directed to the Student Accounts Office.

INTERCOLLEGIATE ATHLETICS

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

Bethel men compete in football, basketball, tennis, cross country, track, golf, and soccer. Bethel women compete in volleyball, tennis, basketball, cross country, track, soccer and softball starting fall 2011.

INTRAMURAL SPORTS

Intramurals are very popular all year long. Some of the competitive sports are badminton, basketball, whiffleball, football, table tennis, slow-pitch, tennis, and volleyball. Bethel recognizes Intramural Champions and their accomplishments with a "Wall of Fame", where team photos are displayed permanently in the Student Center. The intramural program also sponsors health and fitness activities throughout the year.

LECTURE SERIES

There are three religious lecture series each year. The two in the fall are the Staley Distinguished Christian Scholar Program Lectures, which talk about the Gospel and its relevance to today; and the Menno Simons Lectures, which talk about Mennonite history, life, and principles, or about peace. The spring series is the Bible Lectures and the Peace Lecture Series has several lectures spread throughout the year.

MOTOR VEHICLES

Students are permitted to operate and maintain motor vehicles on campus subject to the following considerations. Each vehicle must:

1. be properly registered with the Student Life;
2. carry automobile liability insurance deemed adequate under the Kansas Vehicle Responsibility Laws;
3. be operated in a legal, safe and responsible manner;
4. remain off all college sidewalks and grounds unless approved by student life or maintenance staff. Violations will be subject to fines.
5. be parked in designated spaces or areas. Parking lots and areas are provided at Warkentin Court and Voth Hall. Parking for Haury Hall residents is available along the street facing the residence hall, on the west side of College Avenue, along streets adjacent to the campus and behind the old science hall. College students are asked not to park on the street facing Bethel College Mennonite Church, in order to respect their need for accessible parking for elderly or handicapped persons attending church functions.

Vehicles parked in unauthorized areas are subject to fines and/or being towed away at the student's expense. Repeated or flagrant violations of the above policy may result in the student's privilege to operate or maintain a motor vehicle on campus being revoked.

MUSIC

The musical groups are Concert Choir, Jazz Ensemble, Jazz Combo, Sinfonia, Wind Ensemble, Men's Chorus, Women's Chorus and a variety of additional instrumental and vocal ensembles. You don't have to be a music major to join but some musical groups require try-outs. There are concerts and recitals all year long. You can also call ext. 269 to inquire about private music lessons.

RADIO STATION

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

RECYCLING POLICY

Bethel College has a strong commitment to a campus recycling program. Containers for cans, white paper, colored paper, and newsprint (to name a few) have been stationed in most of the campus buildings. All faculty, staff, and students are strongly encouraged to participate in this program.

SAND CREEK

On the east side of the campus is a semi-wilderness park and natural resource area which includes woods, natural grass and a creek. By joint agreement of the owners of the area, it is available for leisure and educational activities. In keeping with its intended use archery, firearms, traps and alcoholic beverages are not permitted. Violators of this agreement are subject to judicial action by the College.

SAND CREEK COMMUNITY GARDENS

The Sand Creek Community Gardens are a gathering place, a place for learning and mentoring, a place for taking care of God's creation, and a place where food can be produced and shared with others. The gardens include a number of plots measuring 20 by 20 feet. Students from Bethel College and individuals and families in the community work side by side in the gardens. There are some community managed plots including a common herb garden, strawberry bed, asparagus and other perennials. There are also inter-generational plots that involve adults gardening with children in the community. The gardens are managed by a steering group that oversees the day to day operations of the gardens. An advisory council that is made up of people from Bethel College, Bethel College Mennonite Church, North Newton City Council and members of the community sets the overall policy, rules and procedures for the gardens. The goals of the gardens are to: 1) Nurture healthy bodies with locally grown, nutritious food; help reduce family food budgets; 2) Encourage exercise and therapeutic labor; 3) Foster community through inter-generational interaction; participate in common work days develop shared herb, perennial vegetable and native prairie flower garden; and create areas for social interaction and; 4) Educate persons in good gardening practices that reflect care for God's creation (water conservation, mulching, appropriate weed control and pest management, composting, building healthy soil). The gardens are located in the field east of Goerz Avenue, south of the Warkentin Court parking area, and north of 24th Street.

STUDENT ACTIVITIES COMMITTEE (SAC)

SAC provides a variety of activities for students during the school year. All students are welcome to be a member of this committee or attend a meeting.

STUDENT ALUMNI ASSOCIATION

Members of the Student Alumni Association (SAA) assist the Office of Alumni Relations and Alumni Association with various alumni-related projects and events while honing leadership and organizational skills: Fall Fest, Career Night, Grandparents Day, Mud Slam Volleyball, Senior Week. SAA also holds special meetings and meals on its own. To be in SAA, you must have earned at least 24 credit hours at Bethel and be recommended by a faculty member, staff person, or coach.

STUDENT IDENTIFICATION CARDS

Bethel College offers a photo identification card to students during the fall semester registration. This ID card is required for monitoring convocation attendance and admission to the cafeteria and campus events. Replacement cards may be obtained in the Student Life Office for \$5.

STUDENT PUBLICATIONS

Bethel College students produce both a student newspaper, The Collegian, and the annual yearbook, The Thresher. Anyone with interest in being on the staff of either the newspaper or the yearbook should sign up at the club fair. Previous experience in journalism is helpful, but not required.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

The Department of Education requires all post-secondary educational institutions that receive federal financial aid to report the graduation rate for their students and to report the frequency of major crime that occurs on campus. This information is to be made available to all current and prospective students.

For graduation data the baseline group, called the COHORT CLASS, is defined as full-time, degree seeking first-time freshmen enrolled fall semester. The graduation time period covers six years from that initial enrollment. Data for the Cohort Class is categorized by race and sex with completion rates expressed as a percentage. All institutions are required by federal law to provide date and graduation rates for athletes who receive scholarships for participating in football, basketball, track, and all other sports combined. The full report of completion data is available at the registrar's office, located on the main floor of the Administration Building.

To comply with the Campus Security Act, the Student Life Office collects data on the frequency of occurrence of major crime on campus. The summary statistics of crimes, which were reported to campus authorities or local police agencies during the previous school year, is available from the VP for Student Life.

STUDENT SENATE

Elections for representatives to the Student Senate are held in the spring for returning students, and in the early fall for incoming freshmen.

THEATER

The Communication Arts Department produces at least two major productions each year as well as student-directed one-act on alternate years. Auditions are open to all students. At least one of the major productions each year is a musical or opera. Anyone interested in any area of stage production should contact the Communication Arts Department, ext. 272.

VOTING IN PUBLIC ELECTIONS

Students interested in registering to vote may find more information and details about this in the Student Life Office.

CAMPUS SERVICES

ALERT PROGRAM

Members of the faculty and staff may use an alert form to inform individual academic advisors and the Student Success Committee of concerns related to the success of a student at Bethel. Such concerns may include missing class, homesickness, or academic performance. In response to an alert, academic advisors will meet with the referred student to assist the student in identifying a solution to the concern. Student alerts do not become part of the student's permanent file.

AUDIO-VISUAL CENTER (A/V)

A/V is in the basement of the Mennonite Library & Archives. They have videotape machines, slide projectors, tape recorders, film projectors, and TV monitors. It is possible to check these items out for personal use.

BETHEL COLLEGE LIBRARY

The Bethel College Library offers a wide range of services for students and other patrons, including books and periodicals that support the College's curriculum, interlibrary loan, photocopying facilities, and computerized access to information resources including the Internet. The following hours are in effect when classes are in session:

Monday - Thursday:	8 a.m. - 12 midnight
Friday:	8 a.m. - 5 p.m.
Saturday	10 a.m. - noon; 1 p.m. - 5 p.m.
Sunday:	1 p.m. - 12 midnight

The library is open extended hours during finals week.

When classes are not in session, the library is open from 8 a.m. - 12 noon; 1 p.m. - 5 p.m.

Summer hours are 9 a.m. - 12 noon; 1-4 p.m. Dates for summer vacation are posted in advance. The library is closed for Christmas and New Year's: December 24 - January 2 (if a weekday)

BOOKSTORE

The Thresher Bookstore is located in the Schultz Student Center. The store carries office supplies, art supplies, gift items, cards, sundries, and a complete line of "Bethel College" clothing and accessories. Students may pay by cash, MasterCard, Visa or Discover. Bethel uses an online system for students to purchase textbooks. This site must be accessed through a link on the Bethel web site.

BUBBERT'S USE POLICY

Bubbert's is intended to be an open gathering place for the campus community. Events in Bubbert's are scheduled through Shirley Dietzel at ext 202.

CAREER DEVELOPMENT AND PLACEMENT

The Center for Career Development, Teacher Placement, Student Employment and Service Learning Placement (Career Services), offers students personalized service along with the opportunity to prepare for post-graduation success. By using a wide variety of career related resources, tools and Web-based links, students can actively participate in the career development process. Assistance is available to work on self-assessment and career exploration, develop a career plan, write a resume or cover letter, conduct a job search, prepare for an interview, seek internships or graduate schools, network or prepare teaching credential files. Workshops, career fairs and employment opportunities, both on and off campus, are coordinated and/or advertised through this office.

CHECK CASHING

As a student at Bethel, you may cash personal checks, second party checks, money orders and traveler's checks at the Business Office window. There is a \$100 limit per day. You may be asked to show your student ID card before the item is cashed. A returned check may result in a \$25 handling fee being charged in addition to the amount of the check.

CENTER FOR ACADEMIC DEVELOPMENT (CAD)

Located in Mantz Library, Room 131, the CAD assists students, individually and in small groups, to improve their academic and study skills. Currently, services include: 1) supervised study sessions; 2) individual student-to-student tutoring; 3) counseling regarding test taking, note taking, textbook reading and other skills students need in order to excel; 4) information regarding the GRE and GMAT tests needed for graduate study; and 5) administration of the English Proficiency tests. Where possible, the CAD also offers support to students with disabilities and periodically offers special workshops and seminars. Yearly, about 50-60% of all Bethel students use services provided by the CAD. The Director and staff invite you to drop in and visit with them. Hours of operation are posted outside of the CAD.

COFFEE SHOP

New in 2010-2011, Mojo's coffee shop is located in Bubbert's (a community gathering space in Schultz Student Center). Mojo's is an attractive space on Bethel's campus providing coffee, specialty beverages, pastries, and baked goods and snacks to its students and the community for the purposes of supporting the following mission statement: The mission of Mojo's at Bubbert's is to invite people to come together for learning and socializing in a welcoming and comfortable atmosphere with exceptional coffee and extraordinary service. Gift cards are available to purchase.

COLLEGE VEHICLES

The College's vehicles are reserved for official college business. They can be used to go to College-sponsored events if a sponsor goes along. The VP for Student Life has to approve any student use of vehicles, and the College insurance requires drivers of College vehicles to be 21 years old. The College's insurance carrier also prohibits the use of College-owned vehicles for personal use or leasing.

CAMPUS COMPUTING RESOURCES ACCEPTABLE USE POLICY

Bethel College's computing resources are maintained for the purpose of enhancing the educational process and performing related tasks. Access to the campus network is a privilege and requires responsible use by all account holders.

Users should be aware that any use of the Bethel computer network is subject to monitoring by IMS. However, monitoring is generally reserved for diagnosis of network problems and evaluation of network performance.

Users who violate the acceptable use policy will lose access to the campus computer network. The first offense will result in a warning from IMS staff and temporary suspension of the user's account while the warning is processed. The second offense will result in an immediate one week suspension of the user's account. If a user commits a third offense, he/she will no longer be allowed to have an account on the campus computer network. These penalties are cumulative over the life of the account.

COPYING

Copying services are available in Thresher Bookstore and Mantz Library at the cost of 10 cents per copy.

COUNSELING SERVICES

Sometimes you might find yourself wanting to talk to someone who will listen, let you think out loud, and who has experience and training in counseling. The VP for Student Life, Resident Directors and the Campus Pastor are glad to talk with you and are available for counseling or referral. Referrals can also be made to excellent local mental health counselors. Bethel College recommends Prairie View Mental Health Center, 316-283-2400. Students can get assistance with referrals, scheduling, and payment from the Student Life Office.

DIRECTORY INFORMATION

The following information may be disclosed by Bethel College without violating the Buckley Amendment, although the releasing of this information is at our discretion. Bethel College designates the following items as public or "directory information": Name, local address(es), telephone number(s), e-mail address(es), date of birth, place of birth, photographs, parent(s) and/or next of kin name and address, classifications, major field(s) of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (full-time/part-time), degree(s) and award(s) received, and previous educational agency(ies) or institution(s) attended. Bethel College may disclose any of those items without prior written consent unless notified in writing to the contrary by the fifth day of classes.

Currently enrolled students may withhold disclosure of this information to non-institutional persons or organizations. To withhold disclosure, written notification must be received in the Office of the Registrar, Administration Building, by the end of the 5th day of classes. Otherwise, the College assumes student approval of disclosure of this information. Forms requesting the withholding of "Directory Information" are available in the registrar's office. Filing this form keeps the student's name out of the Campus Directory, which is available to outside (Bethel) persons. Other than the Campus Directory, the College does not give or sell lists of students to private companies.

Request for non-disclosure will remain in effect until rescinded by the student in writing.

FAX

There is a FAX machine in Thresher Bookstore. The FAX number is (316) 284-5286. Bethel College charges \$1 per page for messages sent within the United States, \$3 per page for Canada and Mexico, and \$5 per page for overseas.

FOOD SERVICE

Food service with Aladdin Food Management Services, LLC. can be reached at extension 346. There are 2 meal plans. Freshmen are required to take the 20-meal plan in the dining hall during their first semester. Others can choose either a 20-meal or 12-meal per week plan. More information can be attained through the Student Life Office, x324. The cafeteria has freshly prepared food and nearly continuous service from morning to evening, and if you are unable to make meal times take-out meals can be arranged with advanced notice.

HEALTH SERVICES

Watch for information about open hours in the Academic Health Center. While routine or sports physical exams are not available, faculty in the Nursing Department may be able to see you if you are ill and need health care counseling, or if you need a referral to another care provider. There is a one-time cost of \$25.

HOST FAMILY PROGRAM

Host families are single and/or married persons who desire to know more about Bethel College multicultural students, international students and students whose homes are outside of Kansas and their cultures. Bethel recognizes the importance of matching students with a family with whom they are comfortable. Host families are in regular contact with students and sharing activities together is a popular way of learning about each other. Local host families provide a home away from home, entertain students for meals, give opportunities to periodically get away from campus on weekends, and welcomes students' families when visiting at Bethel. Other activities might include sharing a family meal, attending a cultural or sporting

event, attending picnics, observing holidays, going to movies, or shopping together. Activities shared depend on the interests of both the host family and the student. Many students develop relationships with their host families that last for years after they graduate.

INFORMATION & MEDIA SERVICES (IMS)

IMS, part of the Facilities and Technology Department, provides and maintains computing and network resources across the Bethel College campus. Public use computing facilities are available in two labs on the main floor of the Science Hall, and also in the Mantz Library. All campus dorm rooms are connected to the BC Residential Network (ResNet) through both wired (Ethernet) and wireless (802.11 b/g aka "WiFi") network connections. Personal network devices (wired / wireless switches, routers, etc.) are not permitted, as they may interfere with the operation of the ResNet. All students are provided with a bethelks.edu account for email and access to campus computing resources. IMS also provides and maintains classroom and AV technology resources, many of which are available for student use. The IMS offices are located across from the computer lab on the lower level of Mantz Library. You can contact IMS at extension 214 (316-284-5214) or by sending an email to support@bethelks.edu. More information about IMS is available from <http://www.bethelks.edu/bc/ims/>

INTERNATIONAL STUDENT PROGRAM

Students from around the world bring talents and varied cultural experiences to the Bethel campus and can help Bethel achieve an expanded world-view. If you are an international student, the international student advisor is available as a resource and will find a host family for you if you wish to have one. A host family can give you a home away from home and can help you learn about life in America (U.S.) that goes beyond the dorms, classroom and cafeteria. There is an International Club, open to all students, that you are encouraged to join.

KEYS AND CAMPUS BUILDINGS

Buildings are generally locked in the later evening hours. If a student is in a building when it is being locked, he/she may stay at the discretion of the personnel locking the building. Usually, one may stay for studying or finishing a project. Requests to stay in an education building after it has been locked may be made in advance to the Maintenance Department. The person staying is then responsible for making certain no unauthorized people are in the building, closing and locking all windows and doors, and turning off all switched lights.

Keys for campus buildings can be issued to students working in specific buildings. The supervisor's written request and a \$5 deposit for each key are required. All keys must be returned to the Maintenance Department when the job is completed or when the school year ends, whichever comes first. An exception can be made for students to retain keys longer if the supervisor notifies the Maintenance Department in writing. Keys are to be used only by the student to whom they have been issued.

If a student fails to return a key, s/he forfeits the deposit and will be charged \$50 per key with a possible rekeying charge. In the case of lost, broken or non-returned mailbox keys, a \$10 charge will be made. Fobs to buildings other than Voth Hall will require a \$15 deposit. If a fob is lost or not returned, a \$25 replacement fee will be assessed. Duplication of college keys is prohibited, and anyone having unauthorized keys for college buildings will be subject to disciplinary action.

LOST AND FOUND

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

MAIL

Student mailboxes are located in the Schultz Student Center. Mail is distributed daily Monday through Friday. Packages may be picked up from the mail center in Thresher Bookstore from 8 a.m. to 5 p.m. Monday through Friday by redeeming your package "slip" or with picture I.D. United Parcel Service delivers packages Monday through Friday at approximately 12 p.m. Shipments may be made through the Bookstore. Notification of UPS packages will be placed in campus mailboxes with the regular mail deliveries.

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

Give your correct campus address to your family and friends. It should read as follows:

Your Name
BETHEL COLLEGE
300 E 27TH STREET
NORTH NEWTON KS 67117-8061

If you will not be on campus to pick up your mail for about four weeks or longer, please stop by the mail center in Thresher Bookstore and fill out a form to let us know what to do with your mail in your absence. First class mail and some periodicals may be forwarded to you for the length of one semester from the time you leave Bethel. Failure to fill out a forwarding order may result in mail handling fees added to your student account in

order to forward your mail.

MULTICULTURAL LIFE PROGRAM

The Multicultural Life Program was developed by the Office of Student Life and is designed to help support students of racial minorities as they become part of the campus community, and to increase the cultural competence of the Bethel community. Students of racial minorities make up about 13% of our student body. Staff members are here to help you assess and develop your skills, talents and abilities as you pursue your educational and personal goals at a predominantly white college campus.

PUBLIC TRANSPORTATION

There is very little public transportation available in Kansas. Newton has a taxi service and there is an Amtrak rail stop, and an HV Co. Dept. of Transportation bus that makes weekly trips to Wichita.

STUDENT EMPLOYMENT

The Director of Student Employment, ext. 326, maintains a database of annual jobs that are available on campus. This database is updated each summer. To access this information click on the student employment database link of the Career Services web page under Student Employment on Campus at: <http://www.bethelks.edu/currentstudents/careerservices/studentemployment/campusjobs/index.php>

Some departmental jobs require a special expertise or are filled by returning students. The Director will assist you in completing the required student employment paperwork, looking for a job, and guide you to the supervisor and interview process. New campus and off-campus jobs are advertised throughout the school year via email communications to students and bulletin board postings outside the Career Center (ML#103)

TICKET OFFICE

Full time students get into most on-campus performances at no additional charge. Seats can be reserved by calling the Ticket Office, x205, in Thresher Bookstore.

WELLNESS CENTER

Bethel has a fully equipped exercise center. It's designed to help students, faculty, staff, and community members promote their personal health. The Wellness Center hours will be posted at the outset of the year. The Center is equipped with various cardio machines, free weights and Hammer strength weight equipment.

COMMUNITY LIFE

GOALS

At Bethel College we are a community that shares goals and values related to a liberal arts education and to a Christian understanding of life growing out of the Anabaptist Mennonite heritage.

We welcome and embrace the rich diversity that students from varying backgrounds bring to the campus. Persons from many traditions and walks of life find a home here. Each member of the community is, however, expected to affirm and strive toward the goals of the Bethel community and to maintain a relationship of trust with others within the Bethel community.

The Residence Life experience purposefully creates living/learning experiences that enrich the College's academic programs and challenge its members to achieve their highest spiritual, intellectual, and social potential within a Christian community.

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

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

The living and learning environment at Bethel College is supported by strong community relationships. These relationships are built on honesty, trust, and respect. All members of the community are expected to act responsibly, to use self-discipline in personal conduct, and to behave in a way that

reflects well on themselves and the College.

An educational and restorative approach will be taken in response to violations of the Community Standards. Students who breach the Community Standards will be expected to demonstrate accountability in whatever manner is determined by the disciplinary process.

COMMUNITY STANDARDS AT BETHEL COLLEGE

The Bethel College community* will . . .

- Be weapons free, including but not limited to firearms, bows, knives, airsoft guns, ammunition, fireworks, and explosives
- Be free of violence against others
- Be respectful of personal property, respectful at campus activities, and considerate of others right to a quiet environment
- Respect the property of all by using only keys issued to you and respecting personal space and property
- Be alcohol and drug free, including empty containers, boxes, caps and paraphernalia
- Be tobacco product free (smokeless tobacco included), except for designated outdoor areas
- Have designated hours for intervisitation between men and women in the Haury and Voth residence halls
 - Sunday - Thursday 9 am to midnight
 - Friday & Saturday 9 am to 2 am
- Remain free of sexual relations between unmarried persons
- Affirm individual rights by rejecting verbal, sexual, physical and emotional harassment or discrimination of any kind
- Have overnight guests approved in advance through the Resident Director
- Refrain from cable splicing
- Welcome fish in small aquariums and service animals but no other pets, visiting or otherwise, in the student rooms or mods
- Respect the maintenance of buildings and the safety of all by staying off of roofs and ledges
- Work to prevent fires by cooking only in kitchens, and keeping the buildings free of candles, incense, hot plates, toasters, pizza and toaster ovens, space heaters of all kinds, George Forman grills, etc. . .
- Respect the fire department and their work by using fire alarms and extinguishers for their intended purposes only
- Value the work of the grounds department by keeping all motorized vehicles off the grass and sidewalks
- Leave reserved parking spaces for their intended purposes
- Allow for the safety and privacy of all by allowing all locked doors to remain locked, latched, and not propped open
- Support the goals and values of the Institution by cooperating with students and employees in establishing and maintaining a positive environment for living and learning.

All public laws are to be obeyed. Bethel College does not shield students from civil and criminal law, and college staff will cooperate with law enforcement as necessary in response to illegal activities.

**The term "community" is defined as any college-owned property, including campus-owned houses, and the semi-wilderness park and natural resource area adjacent to the college property on the east of campus commonly known as "Sand Creek."*

GOOD SAMARITAN POLICY

It is consistent with the ethics and values of Bethel College, and consistent with the mission of the college, to encourage persons to help their neighbors. As such, acts of service to one in need should not cause concern for consequences resulting from violations of community standards. This intent of the Good Samaritan Policy is to empower students to report concern for others who are in danger of any kind, including but not limited to harm resulting from alcohol or other substance abuse, physical violence, emotional abuse, or sexual harassment and assault.

Bethel College recommends that anyone who is seriously injured, or the victim of abuse or violence, should seek professional attention, including medical or mental health treatment as soon as possible. If a student is concerned about a specific threat or risk of someone being victimized physically, emotionally, mentally, or sexually, that student is encouraged to contact law enforcement and college officials as soon as possible.

Bethel College emphasizes that anyone who is seriously intoxicated should seek medical attention. In cases of intoxication and/or alcohol poisoning, individuals are strongly encouraged to call for medical assistance for her/him or for another who is dangerously intoxicated. The Good Samaritan Policy is in place in order to encourage those who may be in danger from alcohol poisoning or alcohol-or-other-drug-related injury to get proper assistance, without fear of reprisal for the situation in which the student gives assistance.

Students seeking medical treatment for alcohol or other drug-related overdose, or students assisting another student in obtaining such medical treatment will not be subject to college discipline for the sole violation of using alcohol or drugs or of providing alcohol or drugs to the student they have assisted in obtaining treatment. All students treated for alcohol poisoning or other drug intoxication will be required to meet with the VP for Student Life and one or more of the following: academic advisor, faculty member, staff member, administrator, coach, students, or family member(s).

This policy refers to isolated incidents and does not excuse or protect those who repeatedly violate College policy.

ILLEGAL SUBSTANCES AND ALCOHOL USE/ABUSE

Bethel College considers illegal substances and alcohol abuse as antithetical to the College's commitment to develop a Christian community seeking the highest potential for individual and community health. Therefore, concurring with the state legal code, the presence, distribution or use of alcohol and/or illegal substances or paraphernalia related to these substances is prohibited, and law enforcement will be involved with situations involving illegal drugs. Upon reasonable suspicion of drug use, the College may submit the student to a drug test.

Any behavior while under the influence of alcohol/drugs that jeopardizes the rights of others or places oneself at risk is subject to institutional intervention. This includes any behavior on campus or at college-sponsored events.

In the case of college-sponsored events, the initial disciplinary response will be immediate dismissal from the event with the possibility of additional sanctions being assigned, as appropriate, from the Student Handbook.

When alcohol or drug use is associated with other behavior or performance problems, it is considered an indication of possible substance abuse. In such cases the student is asked to seek professional counseling and take appropriate follow-up steps for recovery. The College is committed to providing ongoing education regarding alcohol and drug abuse to encourage and help students to make wise choices regarding substance and drug use. Trained counselors are also available to assist students with personal choices and counseling. The College reserves the option to suspend normal disciplinary action for students who seek college assistance to pursue substance abuse treatment.

SEXUAL MISCONDUCT

Sexual misconduct and violence are antithetical to the mission and values of Bethel College. Acts of sexual misconduct (including harassment and assault) are violations against persons and the community, are offenses of state and federal laws and are a breach of Bethel College's community standards. The following outlines examples of sexual misconduct with related definitions, and Bethel College's procedures for addressing reports of sexual misconduct

Bethel College will not tolerate or condone any form of sexual misconduct. The purposes of this policy include providing education to members of the college community regarding sexual misconduct, to outline responses against students who violate this policy, and to support restorative efforts and referrals for community members who are accused of sexual misconduct.

Examples and Definitions of Prohibited Behavior:

1. Sexual Harassment, which may include but is not limited to:
 - a. Unwelcome sexual advances or comments, requests for sexual favors, and other nonconsensual verbal or physical harassment of a sexual nature;
 - b. Offensive comments, stereotypes, or rumors about a person's sex;
 - c. Frequent or severe teasing or offhand comments that create a hostile or offensive environment;
 - d. Suggestions that responses to sexual conduct or requests will affect decisions regarding matters such as employment, academic standing, grades, financial aid, reference letters, or receipt of benefits or services from the college;

2. Sexual Violence, which may include:
 - a. Use of force or fear to cause someone to participate in any nonconsensual sexual act
 - b. Nonconsensual sexual acts with someone who is unconscious or physically unable to defend themselves
 - c. Nonconsensual sexual acts with someone who is incapable of giving consent due to mental cognitive abilities or mental health, or because of the effect of alcohol, drugs or other substances when the condition was known by the offending person or was reasonably apparent to the offending person
 - d. Disrobing self or disrobing or causing another to disrobe in a nonconsensual sexual context or in a sexual way to arouse or satisfy the sexual desires of the offending person or another person;
 - e. Causing someone who is not consensual to hear, see, or become aware of sexual activity to arouse or satisfy sexual desires of the offending person or to arouse fear in the victim

Reporting and Responses:

Because of the severity of the type of conduct described in this policy, Bethel College responds to alleged violations of this policy in a serious and responsible manner.

If someone experiences or is aware of sexual misconduct, that person is encouraged to make a report to one of the following: VP for Student Life, any Resident Director, the Campus Pastor, or the President of Bethel College. Reports can also be made by sending an anonymous letter to any of the above individuals, or by calling into 316-284-5324 or directly to extension 324 and leaving a report without a reporter's name attached to the

message. Reports will be responded to in the following ways:

1. The person making a report and/or the person who has been victimized will be advised about available resources at the college and in the community, including health care, mental health, and law enforcement services and assistance to access of these services will be offered;
2. The person making a report and/or the person who has been victimized will be advised regarding the college's efforts to offer confidentiality and about situations where the college has legal and ethical obligations to disclose information regarding certain alleged events to protect the safety of the community and members of the college;
3. The person making a report and/or the person who has been victimized will be offered changes in academic, working, and living situations, as available and appropriate (these changes will not be required);
4. A prompt and thorough campus investigation will be conducted;
5. Disciplinary and restorative responses will be utilized, as deemed appropriate by informed members of the Student Life department (responses might range from warnings to fines to expulsion from the college, depending on previous violations, severity, and legal substantiation);
6. The person making a report, the person who has been victimized, and the person who has reportedly violated the policy will be advised of the investigation and any outcomes
7. The person who has reportedly violated the policy will be advised about available resources at the college and in the community, including health care, mental health, and law enforcement services and assistance to access of these services will be offered;
8. Acts of retaliation, such as threats or intimidation by the person who has reportedly violated the policy, will be considered violations of Bethel College's Community Standards and may be reason for serious disciplinary responses such as expulsion.

Legal Remedies:

The person making a report of sexual misconduct and/or the person who has been victimized will be encouraged to consider contacting local Law Enforcement officials. Many sexual offenses, such as rape and sexual harassment, are crimes punishable under Kansas law. If the person making a report and/or the person who has been victimized desires assistance, members of Student Life will offer to help with contacting law enforcement officials. Victims of sexual misconduct may also pursue civil remedies, including but not limited to, a restraining order. (A private attorney can provide assistance with these options.)

Confirmed Violations of Policy:

When it is determined through a college or law enforcement investigation that a student has violated the sexual misconduct policy the offending student may be required to respond through some or all of the following disciplinary and restorative approaches, but not limited to: individual education; warnings; mandatory mental health assessment; monitoring or restriction of campus access, activities, and services; mandatory therapy; disciplinary probation; suspension; or expulsion from Bethel College. A student found in violation of the sexual misconduct policy could be criminally prosecuted in courts and will be suspended or expelled from the college for the first offense.

Intentionally Dishonest Reports of Sexual Misconduct:

If the college and involved law enforcement officers are not able to substantiate a report made against a student, the accused student and the reporting student will be informed of this outcome. Reports determined to be intentionally dishonest and malicious may be subject to disciplinary and restorative responses by the college (Disruptive/Disrespectful behavior) and law enforcement, possibly involving both the student making the report and the student who had reportedly violated the policy.

Students are encouraged to make honest reports of sexual misconduct, even if supporting information is not available; a lack of evidence should not be a deterrent from making a report.

Sexual Misconduct Prevention Efforts:

While Bethel College may not be able to assure protection from sexual misconduct, the college can state expectations of conduct and impose responses for any students who fail to meet those standards. The department of Student Life sponsors and organizes sexual violence and rape prevention programs for students, on campus. Programming includes information defining sexual misconduct; promoting awareness of rape, acquaintance rape, and other sex offenses; sharing resources and contact information for supportive services; and gender equality.

The Bystander Effect:

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

Students will be informed of crisis resources and services, including:

- The Kansas Crisis Hotline, **1-888-END ABUSE** (1-888-363-2287) is a toll-free, 24-hour statewide crisis hotline developed to link victims of domestic violence and sexual assault to crisis programs across Kansas.

- **KCSDV** is a network of statewide domestic violence and sexual assault advocacy programs whose primary goals are safety, accountability, and justice. The Harvey County DV/SA Task Force can be reached via telephone at 1-800-487-0510 or 316-283-0350.

SPECIAL NOTE: Victims of rape or other forms of sexual violence should immediately phone 911 before showering, changing clothes or destroying evidence in any other way.

DISCIPLINARY PROCESS

BREACH OF STANDARDS

If the breach of a standard occurs, the College responds through a restorative and educational process. This serves as a positive way to foster personal growth, to resolve problems, to seek reconciliation where alienation has occurred, and to help individuals reclaim their responsibility for fulfilling community expectations.

DISCIPLINARY RESPONSES

Students reported to have violated the Standards of Conduct or other residence life policies will meet with a representative of the Student Life Department. At this point, the situation may be resolved between the Student Life representatives, with the formation of a plan for appropriate consequences. The nature of the infraction, and whether it is the student's first violation, will help determine the particular consequence. Responses may include, but are not limited to: verbal or written warning, making restitution, community service hours, reflection paper, research into area of misconduct, formal apologies, fines, referral for counseling, chemical dependency evaluation, disciplinary probation, suspension, and dismissal. (See "Definitions" below.) Responses may be used alone or in combination.

Violations of Standards of Conduct typically fall into levels of seriousness. For example, noise violations would be considered less serious than fire hazards, alcohol or drugs, vandalism, theft, or harassment. However, repeat violations of even minor infractions will call into question the student's willingness to contribute positively to the campus community and live within the community's standards.

DEFINITIONS

1. Verbal or written warning: The student is apprised of the infraction and the consequences of following or not following the standards in the future.
2. Restitution: Making amends for harm caused by behavior, such as returning stolen items or giving financial compensation.
3. Reflection paper: A one-to-two-page paper in which the student addresses the meaning of his or her behavior in relation to the Standards of Conduct.
4. Research into area of misconduct: Writing a paper based on investigation of the issue through literature and/or interviews.
5. Formal apology: Written letter of apology to person(s) offended or harmed.
6. Fines: Dollar amounts charged to the student. This may be particularly appropriate if the misconduct requires extra work on the part of others. Minimum fine is \$50
7. Counseling: Referral through the Student Assistance Program for evaluation and counseling at Prairie View Mental Health Center.
8. Chemical dependency evaluation: Referral to local agency for assessment of alcohol or drug use. This is the student's financial responsibility.
9. Disciplinary probation: Probation is a designated time period during which any further violations of College regulations may result in the recommendation for suspension or dismissal. It may include other conditions such as restricted activities, or professional consultation with appropriate follow-up.
10. Suspension: Suspension results in a temporary separation from the College and College activities and may include other conditions. This action is subject to review by the President.
11. Dismissal: Dismissal results in separation from the College for an unspecified time. This action is subject to review by the President. Persons dismissed from the College are required to re-apply through the Admissions Committee.
12. Summary suspension: The Vice President for Student Life (or designee) may issue a summary suspension to a student if the student's presence on campus appears to constitute an extreme threat to the physical or emotional safety of members of the College community or the orderly function of the College. A student who has been suspended in such a way is barred from the College and all College activities immediately. The student retains the right to have the case processed as provided in the disciplinary procedures

Any of these measures taken will be documented in the student's file in the Office of Student Life, which will be reviewed if subsequent infractions occur.

GUIDELINES

The following are guidelines that give direction to the choice of consequences that will be most likely to result in a positive learning experience for the offender:

1. First-time violations of residence hall policies such as (but not limited to) excessive noise, intervisitation, or burning a candle may receive consequences ranging from a warning to a fine to service hours. Second infractions of this type may result in fines or reflection paper, and the student will be placed on disciplinary probation.
2. Violations of community life and college policies such as (but not limited to) smoking in non-designated areas, misuse of e-mail privileges, or property damage may receive consequences ranging from fines to restitution to service hours to loss of privileges for a specified period. The student will be placed on disciplinary probation.

3. Offenses such as assault and/or battery, threats of violence, harassment, presence and/or use of alcohol and/or drugs, theft, or misuse of fire alarms and extinguishers call for consequences such as restitution, research into area of misconduct, referral for counseling, fines, formal apologies, or suspension, as well as possible legal charges. Conduct of this nature requires a serious evaluation of the student's commitment to his or her education and to the values of the Bethel College community.

Students are not allowed to re-enroll for the next term, receive their diploma, or have their transcript released until they have completed disciplinary requirements. Records of all disciplinary actions are kept in the Office of Student Life. These records are reviewed and taken into consideration if the student is in further violation of the Standards of Conduct. Notification of disciplinary action may be communicated to appropriate college personnel associated with the student, such as their academic advisor or athletic coach/activity sponsor. In the case of an alcohol related violation occurring in the presence of a student under the age of 21, the parents of involved students will be notified.

PROCEDURES:

APPEAL PROCESS

Any sanction imposed by a College official is final, subject only to the student's or College's right to appeal the case to the Appeal Committee. The Appeal Committee, consisting of five voting members, is composed of one administrator (other than Vice President for Student Life), two faculty members, and two students. Alternates for each representative group are also appointed. At the beginning of the academic year the Appeal Committee selects one of its faculty members to preside at all meetings.

PROCEDURES:

Any Appeal Committee member who feels unable to review the appeal without bias or prejudice disqualifies himself or herself from hearing the appeal. A quorum for an appeal review is established by having present at least four members, including at least one faculty, one administrator, and one student. A request for an appeal must be made in writing and must specify in detail the exact grounds for the appeal. This appeal must be submitted to the Vice President for Student Life within 72 hours from the time the decision in question is given to the appealing party. The Appeal Committee must meet within two weeks of when the appeal is submitted.

To be reviewed, an appeal must be based on one of the following:

1. Established procedures have been substantially violated so as to prejudice the event.
2. New information, which might alter the original decision, has been found.

The Appeal Committee first determines if the appeal meets the criteria as noted above. The Appeal Committee limits its responsibilities to reviewing the portion of the event in question. It does not re-hear the event. Decisions are rendered on the basis of written documents before the Appeal Committee. The Appeal Committee does not expand or develop an argument for the person making the appeal.

The Appeal Committee may

1. uphold the original finding and penalty,
2. uphold the finding and change the response,
3. reverse the finding,
4. request a new review,
5. dismiss the appeal.

The Appeal Committee informs the appealing party in writing of its decision at the conclusion of its deliberations. A copy of the notification is also filed in the Office of Student Life.

The President takes final action on a recommendation for suspension or dismissal after the appeal procedures have been exhausted. While a finding for suspension or dismissal can be appealed to the Appeal Committee, any disciplinary action once imposed by the President is final and cannot be appealed.

PRESIDENTIAL AUTHORITY

Because ultimate responsibility for the welfare of the College resides in the President of the College acting on behalf of its Board of Directors, the President shall have the authority to act independent of the judicial structure to impose disciplinary action including suspension or dismissal, if such action, in the President's judgment, promotes the welfare of the College.

DISCIPLINARY RECORDS

Except for extraordinary situations, records of disciplinary actions are kept in the office of VP for Student Life for a period of not longer than five years after a student leaves the College.

CIVIL AUTHORITIES

Any action which constitutes violations of public law may be referred to both the College Disciplinary Process and appropriate law enforcement officials.

ROOM ENTRY

Authorized personnel may enter student rooms to conduct a room check or room search as provided below:

A. Room Check

A room check may be required and conducted to protect facilities prompted by possible storm damage, an equipment failure, routine maintenance needs, or to investigate possible violation of college or government regulations. No search of personal belongings (e.g. drawers) except refrigerators will be made. Closets will be checked, not searched. A room check may be carried out by the Student Life staff, residence hall staff, and/or the maintenance staff. Anyone making such a room check must be able to identify the potential hazard, violation, or maintenance to be performed. If a violation of a college regulation is discovered in the course of a room check, the staff person shall refer the incident for action as outlined in the Bethel College disciplinary structure. A room search may follow. The alleged violator will be notified within three business days if the person making a room check has discovered a violation.

B. Room/Mod Search

A room search may be conducted for the purpose of a more extensive search than allowed by a room check including, and not limited to, the search of personal belongings. Unless more immediate action is required for student/public health and/or safety, before a room search can be conducted, a search order must be issued as provided in the following procedures:

1. The search order will be issued in response to a written statement reporting a violation of community standards. This statement reporting a violation will be:
 - a. signed by the person alleging that a violation has occurred or is occurring; or
 - b. signed by a college staff member (including resident assistants) who has received a report from a dependable source that a violation has or is occurring.
2. The VP for Student Life, or a person designated by the VP, shall have authority to sign and issue a search order. This person cannot have signed the statement of allegation.
3. The person issuing the search order should have reason to believe that a violation has occurred or is occurring. The search order will:
 - a. indicate the room, mod, or other areas to be searched;
 - b. indicate the college regulation reported to be violated;
 - c. carry the signature of the person issuing the search order and the date of issuance;
 - d. be issued within three class days of receipt of the written report.
4. In performing the search, the following procedures should be followed:
 - a. a copy of the search order will be given to the occupant or occupants. If an occupant of the room/mod is not present, a copy of the search order will be left in the room/mod.
 - b. the search will be conducted by a minimum of two persons, including at least one professional Residence Life person.
 - c. a written receipt will be given at the time of the search for any items which are removed from the room.
5. The following procedures shall be followed after the search has been conducted:
 - a. a written search report should be filed with the VP for Student Life and a copy given to the occupant.
 - b. disciplinary responses may follow as outlined in the Bethel College disciplinary process.
6. Persons have the right to appeal this process as outlined in the Student Handbook Appeal Process

RESIDENCE LIFE

GENERAL HOUSING POLICIES

A. Assignment of Housing

Students will be given housing assignments in accordance with their preferences to the extent that those preferences can be accommodated in accordance with the responsible management by the College of the residence hall. The College reserves the right to make housing assignments and to change a student's assignment at any time if in its judgment the welfare of the student or the College requires it. The College reserves the right to control the use of rooms in the event of an epidemic or emergency and, after prior notification of the student, to use the rooms during the regular College recesses.

B. Cable Television Service

Cable television service is offered to all public outlets on campus. Those outlets include Bubbert's, lounges in Haury Hall, Voth Hall and Warkentin Court as well as the 22 individual mod lounges.

Based on our contractual relationship with Cox Communications along with the fact that cable theft is a felony offense, any cable splicing will be considered within the disciplinary responses, and will result in a \$100 fine. Subsequent offenses will be passed on to Cox Communications. Independent cable modem outlets will not be allowed in the individual rooms. As a part of the contractual relationship, subscriptions to the Internet are not available in individual residence hall rooms.

C. Campus Use Fee

The board charge for residential students includes the meal plan and a campus use fee for facilities and services: computer labs, exercise center, mail/phone/internet service, Student Activities Committee, Student Senate, the school newspaper and yearbook, and admission to sporting events, concerts, lectures, and plays. If a student is granted an exemption from the meal plan, his or her account will be charged \$610 for the campus use portion of the board fee.

Full time commuter students are charged a campus use fee of \$290 per semester. Part time students who are taking 6-11 credit hours will be charged \$150 per semester and commuter students enrolled in less than 6 hours will be charged \$65. This fee includes a student identification card, which is required for convocation, discounts at the cafeteria, and admission to activities and events.

D. Check-In and Check-Out

Each student, upon moving into the assigned room shall complete, sign, and turn in a room inventory form which will be an accurate and complete record of the contents and the condition of the student's room. When College furniture is added or removed from a room, the changes must be noted on the inventory form. When vacating the assigned room, the student must check out with the Resident Director or appointed Residence Life staff member. The room inventory form and inspection by a housing staff member will serve as the basis for any assessed damage charges. The partial schedule of fines and charges is provided on the form. A \$50 fine will be assessed if a student fails to properly check out.

E. Fire Alarms/Fire Extinguishers

Tampering with, or misuse of, any fire safety equipment can result in a college disciplinary response and/or any response from law enforcement and the legal system.

F. Fire Hazards

Devices with open heating elements are not permitted in residence hall rooms. These would include, and not limited to, candles, incense, kerosene lanterns, hot plates, candle warmers and stoves—anything with a surface that could ignite a flammable material. Christmas lights may be in private rooms, and not in public lounges or hallways.

G. Food Preparation in Rooms

Students may not cook food in their rooms. Electric coffee pots and microwaves are allowed. The College reserves the right to remove all other electrical cooking appliances. Kitchens are available for student use.

H. Furniture and Construction Guidelines

All rooms are furnished with a desk, desk chair, chest of drawers, shelves, bed, and mattress. Double occupancy rooms will have two of the above stated furniture items. Single occupancy rooms will have only one set of the above stated furniture items. Students desiring to use their own personal furniture may do so by indicating their intentions at the time of room selection or room application. Any personal furnishings, such as lofts, will need to be approved by the Resident Director. A signed release of liability will also need to be completed.

I. Guests

Guests must be registered with the Resident Director prior to staying overnight in the residence halls. Guests are limited to no more than 3 nights per month. Written permission must be granted by the roommate for the use of his or her bed. The student is responsible for the conduct of his or her guest. All guests must comply with community standards. Minors, other than relatives of current Bethel College students, are discouraged from being in residence halls. Residential students assigned to a specific building are considered guests when visiting other residence halls.

J. Interterm

Interterm room and board is offered at no additional cost to students who participate in the College room and board plan the fall prior to Interterm. A student who begins study at the College during interterm will be charged room and board, and will have interterm charges credited to their account if the student participates in the College room and board plan for the spring semester. A student who chooses not to enroll for interterm will receive no room and board refund.

In order to live in campus housing or participate in the campus meal plan, the student must be enrolled and maintain a minimum of two hours during interterm.

K. Intervisitation Policy and Cohabitation

Each residence hall offers unique opportunities for social learning, community building, personal decision-making, and establishing healthy habits. One such opportunity is interacting with persons of the opposite sex. Students are encouraged to socialize in each other's living areas, as well as study, discuss, and pray together. Through a common understanding of the Standards of Conduct, intervisitation supports the development of healthy, constructive relationships, and is not a setting for sexual activity or any other behavior that compromises individuals or undermines the goals and values of the Bethel College community.

Visitation hours in two of the residence halls and open visitation in the third give students a choice in the degree of external structure around visiting with the opposite sex. (The residence halls each offer choices of other kinds, as well, in the style of living environment.) Visitation hours are observed in Haury Hall and Voth Hall, the two residences that house freshmen as well as upperclassmen. This structure promotes responsibility in setting personal boundaries and respecting others' privacy. Open visitation hours will be observed at Warkentin Court to allow residents to experience increased responsibility for self-management and effective use of time. Misuse or abuse of intervisitation will be addressed by the disciplinary process. Sleeping in a room or mod of the opposite sex during the stated non-visitation hours is defined as

cohabitation in all three residence halls.

Intervisitation hours for Haury Hall and Voth Hall are:

Sunday through Thursday 9:00 a.m. to midnight

Friday and Saturday 9:00 a.m. to 2:00 a.m.

L. Keys/Locks

Each student is issued one key for their room and a mailbox key. In the event of an unreturned key, students will be charged \$50 with a possible rekeying charge. Students in Voth Hall receive a fob for outside entry. The replacement fee for a lost fob is \$25, and a \$10 charge is earned for an unreturned mailbox key. Door locks may not be added, removed or substituted.

M. Opening/Closing

An opening and closing schedule is published each year. The residence halls and Food Service are closed during Thanksgiving, Christmas, and Spring Break. Failure to comply with stated closing dates will result in \$10 per/hour up to \$50 per/day. Additional responses may be determined by the residence life staff. Residence hall occupancy is available to students as defined by the academic calendar. Postings will be provided regarding residence hall closings during holiday breaks.

N. Personal Property Loss

Any student who opts to leave behind personal belongings forfeits those belongings to Bethel College at the end of the academic year. Belongings placed in designated storage through appropriate Residence Life Staff will remain in storage for the student's possession the following fall/spring. The College is not liable for the loss or damage to property belonging to the student or their guest, nor for any personal goods stored in the residence hall facilities. Students should make certain their belongings are covered by an "off the premises" clause in a householders or homeowners insurance policy on their permanent residence.

O. Pets

No pets, visiting or otherwise, with the exception of tropical fish in small aquariums or service animals, are allowed in the student rooms or mods.

P. Proper Care and Use of Residence Hall Facilities

Students are responsible for the proper care, use, and cleaning of the residence hall facilities and their assigned rooms and furnishings. Tampering with thermostats (including the heating of temperature sensors) could result in a \$100 charge, with the possibility of increased charges if property is damaged and needs repair. Residents may place posters, etc. on their walls using materials that do not damage the surface, and decorate their rooms as they choose. They may NOT paint any surfaces in the rooms or lounges, including walls and furniture. Care is to be taken to avoid breaking or defacing furniture. Bathrooms (including showers, shower curtains, floors, sinks, counters, and toilets) must be cleaned regularly. Charges will be levied for any damage or alterations to the room, including painting, damage to walls caused by nails, screws, adhesives, or other materials. Loss, damage, or necessary cleaning in other areas, not accounted for, will be the responsibility of, and will be assigned equally to, all members of the residence hall or mod. Damages charges can range from \$8-\$100+.

Q. Quiet Hours

Quiet Hours in the residence hall are as follows:

Monday through Friday 12:00 a.m. to 9:00 a.m.

Saturday and Sunday 2:00 a.m. to 9:00 a.m.

Finals week is a 24 hour quiet hour starting at 10 p.m. Sunday prior to finals.

R. Refrigerators

Refrigerators and their contents are subject to room check procedures. The use of a refrigerator in a violation to campus policies may result in the forfeiture of the student's option to have a refrigerator in a residence hall.

S. Refunds

Refunds for room and board require 1) an official withdrawal form signed by the VP for Student Life and approved by other designated offices or, 2) official advance permission to move off-campus. Responsibility is upon the student to make official withdrawal. Quitting classes in itself does not constitute official withdrawal. This policy applies also during the first week of classes before academic registration is finalized. The College is under no obligation to make refunds to students who are suspended, dismissed, or leave school without following the proper withdrawal procedures.

Tuition, technology fees, room and board charges for students who withdraw or are dismissed on or after the first day of scheduled classes during the semester will be prorated on a daily basis including weekends over the first 60% of the semester (the end of the ninth week). All other fees and personal costs are not prorated and are non-refundable. There will be no refunds given for tuition, fees, room or board under circumstances of withdrawal or dismissal after the ninth week of a semester. Refunds are issued for partial drops only during the first 10 days of classes.

T. Residency Requirement

All full-time students are required to live in college residence halls and participate in the college dining hall plan. Exceptions are granted for students who are married, living with their families, single parent with child at home, or above the age of 23. All students wishing to live off campus must be formally approved in advance by the Exceptions Request Committee. Any student not in compliance with the residential requirement and not having an approved exception is responsible for the normal cost of room and board fees.

U. Roofs or Ledges

Students on roofs or ledges are not permitted and will be treated as vandalism.

V. Roommate Changes

Except in cases of extreme incompatibility, roommate or room assignments will not be changed once they are made. In the event of a roommate conflict, methods to resume the conflict must be attempted prior to room change request being granted. Most conflict will be mediated thru KIPCOR. Students may then pick up a Request for Consideration form from the office of Student Life. Room change requests are reviewed by the Residence Life Staff.

W. Room Occupancy

Rooms in Voth Hall are designed for double occupancy. Warkentin Court and Haury offers a limited number of rooms designed for single occupancy. Dependent upon availability, it is possible to have a Guaranteed Single room in a double occupancy room with a 50% increase room rate over the double rate.

To enhance the freshman experience, all freshmen will have a roommate throughout their first year. If a student without a roommate communicates at the outset of the fall semester their willingness to accept a transfer student and no transfer is placed, that student will be expected to either find a roommate on campus before the start of spring semester or pay the guaranteed single rate for the spring semester.

X. Screens

Screens may not be removed from windows.

Y. Standards of Conduct

The student will be held responsible to know, understand, and maintain the living standards and regulations as defined in the current Student Handbook, Bethel College Catalog, any additional College policies, and to cooperate with other students and faculty/staff members in establishing and maintaining a positive environment for living and learning.

Z. Storage of personal property

Storage of personal property during the summer only will be made available on a first come first served, space-available basis to out of state Bethel College students. Students wishing to use the storage facilities must complete the Request for Consideration Form and return it to the Office of Student Life. Once approved, a Storage Agreement and the \$50 refundable deposit will secure the space needed. All items must be contained in boxes, suitcases, etc., clearly labeled, and placed in defined spaces of the storage area. Space is limited in cases of large furniture items such as couches, carpet, chairs, futon, etc. Property must be removed from storage prior to the first day of fall classes. No storage is provided during the school year.

AA. Termination of Residence Hall Living

Requests will be granted only in case of official withdrawal from the College or advance permission to move off-campus. The College may take possession of the room at any time if full-time enrollment is not maintained, for violation of any of the policies herein, for violation of Community Standards or policies, for health or social reasons, or for any other reason deemed sufficient by the College.

*Please note: Part-time students with Federal/State Aid do not qualify for any refunds.

SAFETY PROCEDURES

STORM PROCEDURES

Occasionally severe weather develops in the form of high winds or hail in Kansas. The most severe of these storms occur between the months of April and August. In some cases, the severe weather can create a tornado. There are two commonly accepted terms for tracking tornado-type weather. These terms are as follows:

Tornado Watch - weather conditions indicate the possibility of one or more tornadoes forming in the area. Continue normal activity, but listen to the radio and watch for tornadoes!

Tornado Warning - a tornado has been sighted or detected and may be approaching. **Seek shelter immediately!**

Newton has an outdoor warning system. This warning consists of a voice message followed by a 5-minute siren. This system is tested quarterly. When a warning is sounded:

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

SAFE AREAS ON CAMPUS DURING TORNADO WARNING

AD BLDG

1. Basement storage under entrance steps

2. Basement vault, restrooms and janitor's closet
3. Along interior walls

SCIENCE HALL

1. Basement hallway (close all window drapes and close all classroom doors)

FRANZ CENTER

1. Tin shop area along walls (concrete common wall)

MANTZ LIBRARY

1. Ground level restrooms and hallway along walls.

MEM HALL

1. Nursing practice rooms and storage rooms behind practice rooms
2. Basement restrooms, equipment room and hallways along walls

MLA

1. Basement restrooms and hallway by AV

THRESHER GYM

1. Locker and shower rooms
2. West end restrooms as a last resort

SCHULTZ STUDENT CENTER

1. Seminar Rooms B, C and D, as well as interior hallway by Seminar rooms
2. Restrooms

FINE ARTS CENTER

1. Music wing hallways and interior practice rooms, corners in main hallway, and restrooms
2. Overflow into Room 141

VOTH HALL

1. First floor hallways

HAURY HALL

1. Ground floor and the Hub lounge

WARKENTIN COURT

1. Basement areas under the 2 and 8 stacks

MAINTENANCE BLDG

1. Go to Heating Plant tunnel
2. Interior offices and men's restroom

FIRE PROCEDURES

In case of a fire in a residence hall:

1. Set off fire alarm.
2. Notify a Resident Assistant or the Resident Director (or dial the fire department, **8-911**, if the situation warrants.)
3. Leave room immediately at the sound of the alarm, proceeding to the nearest exit.
4. Keep moving rapidly, but do not push or crowd.
5. Hold the exit door open if you are the first to reach it.
6. Move a safe distance from the building.
7. Re-enter the building only after the all clear signal has been given.

CAMPUS SAFETY

Because of the strong commitment to being a community of persons that trust and respect each other, one can feel safe on the campus. However, this does not mean that reasonable safeguards should not be taken. All members of the community are encouraged to observe the following:

1. Be aware of your surroundings.
2. If walking in less well lighted areas after dark, carry a flashlight or walk with a companion.
3. Lock your door when you leave your room.
4. Guard your keys; do not loan them to others.
5. If anyone makes comments to you that make you feel uncomfortable or threatened in any way, say so and/or walk away. If anyone continues this behavior after you have asked them to stop, report it to any member of the Student Life Staff.
6. Inform your RA immediately of any acts that threaten the safety or security of the residence hall, or of the presence of persons who should not be in building.
7. Know the location of emergency telephones on campus. These are in red metal boxes and are set up to dial 911.

There are six:

- a. Warkentin Court on the east side of Mod 1A next to parking lot
- b. Haury Hall on the west wall just north of the front sidewalk

- c. Schultz Student Center to the left of the front entrance
- d. Tennis courts on the east side at the lighting controls
- e. Goering Hall on the west exterior wall
- f. Fine Arts Center at the west entrance from the parking lot.

EMERGENCY NUMBERS

Police, Fire, Ambulance	
from residence hall phone	8-911
from other campus phone	9-911
from pay/credit-card phone	911
Campus Building Security	x254
or Mike Ratzlaff	283-2058
or Les Goerzen	620-367-8493
Student Life	x324
Newton Medical Center	283-2700
Prairie View Mental Health Center	283-2400

SNOW DAY INFORMATION

Bethel College does not make a practice of canceling classes although we realize that many of our students commute from some distance. If the weather is inclement, the decision of attending classes is left to the discretion each individual commuter student. You should contact your professors directly if you are unable to attend class.

ACADEMIC STANDARDS AND POLICIES

FINANCIAL AID POLICY

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

1. Maximum Time Frame to Complete an Undergraduate Degree

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

2. Minimum Course Completion Rates and Grade Point Average

Students are required to pass or satisfactorily complete (not withdraw from) a minimum of 75% of the courses taken, with a grade point average above 1.4 for freshmen and 1.6 for sophomores. Students who have completed 57 credit hours must maintain a minimum of a 2.0 cumulative grade point average.

3. Evaluation Timing and Intervals

Evaluation of this standard is made once a year, during the spring semester. The completion rate is based on classes taken during the previous spring semester, fall semester and interterm, as well as credit hours attempted and grade point average. The evaluation of course completion will relate only to courses taken at Bethel; however, hours attempted and cumulative grade point average will include all hours attempted or transferred to Bethel as shown on the official Bethel transcript.

4. Financial Aid Probation

Students failing to meet the 75% completion rate, or the 1.4 gpa level as a freshmen, 1.6 gpa level as a sophomore, or 2.0 gpa rate as a junior or senior are placed on Financial Aid Probation for the following fall term. They will be notified in writing of that determination at the time they are notified of the financial aid for the upcoming fall term. A student on Financial Aid Probation is eligible to receive aid for the fall term. If the student fails to meet the completion and/or grade point average levels needed after the fall term, then the student would be placed on Financial Aid Suspension status for the spring term. If the student successfully completes at least 75% of the courses taken and/or increases their grade point average above the 1.4 gpa level for freshmen, 1.6 gpa level for sophomores, or 2.0 gpa level for juniors and seniors, then after the fall term (evaluation would take place during January), the student would be back in good standing and would continue to be eligible for financial aid for the spring term.

5. Financial Aid Suspension

Students who are on Financial Aid Probation and who fail to complete the hours needed and/or the grade point average needed for reinstatement will be placed on Financial Aid Suspension. Also students who have attempted more than 186 hours of college credit will be placed on Financial Aid Suspension. Students on Financial Aid Suspension are not eligible for financial aid. If their subsequent course work enables them to meet the required completion ration and the grade point averages (with a minimum of 6 hours attempted), their financial aid eligibility will be reinstated.

6. Appeal Procedure

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

INTELLECTUAL HONESTY POLICY

1. The Need for Intellectual Honesty

Intellectual honesty is central to an academic community. Learning is to a large degree a social activity. Scholars learn from each other by critiquing each other's ideas and findings and building on them. A scientist who presents falsified evidence misleads others and thereby inhibits its scientific investigation. A scholar who fails to give proper attribution to a source prevents others from following an idea to its intellectual roots or testing the evidence for a proposition. Students who do not do their own work will not develop the power to think or make intellectual discriminations. The very possibility of an academic community of learners rests on the virtue of intellectual honesty, and for this reason, this virtue must be guarded jealously by all members of the community.

2. A Definition of Plagiarism

Plagiarism is the act of offering another's words, ideas, data or conclusions as one's own. It is considered a serious academic offense punishable at **minimum** by failure on the paper or oral project, and may result in failure in the course or even expulsion from the institution, according to faculty assessment of willfulness and/or negligence.

3. How to Avoid Plagiarism

Plagiarism may be avoided if all members of the academic community observe research protocol. Some forms of plagiarism are more blatant than others, but all are violations of academic honesty. It is important to recognize the following as instances of plagiarism:

- A. The most blatant and severe form of plagiarism is handing in another's paper for one's own, stealing an entire written or oral presentation from another. A student should keep working drafts and notes of a paper to present upon request.
- B. Repeating another's sentences verbatim in one's own paper or presentation is also blatant plagiarism. Any material which is quoted directly and word-for-word from another writer **must be enclosed in quotation marks and properly credited to its source.**
- C. Paraphrasing words or ideas without crediting the originator constitutes plagiarism. A student may not assume that changing a few words of a source, and thus not quoting word-for-word, allows one to use the material as one's own. In fact, paraphrasing should be seen as more than mere alteration since it involves the use of new words. If paraphrasing is used, the material must be recast with quotation marks placed around phrases retained and thus not in the student's own words, and **credit must be given to the source of the material being paraphrased in appropriate documentation.** It is good practice to introduce the paraphrase with the name of the authority for clarity.
- D. It is also plagiarism to use as one's own another's argument, concept, or line of thinking in developing an idea. The **MLA Handbook**, a guide to writing research papers is available on reserve in Mantz Library to help answer documentation questions. In some departments the student may be requested to use a style manual other than **MLA**. In any case, all charts, tables, statistics, diagrams, summaries of facts, lists and illustrations must be credited to their source with proper documentation.
- E. Finally, the use of general reference material without documentation is plagiarism. The only material in a paper or presentation which is not documented is general or common knowledge and original contributions. "Common knowledge" may include dictionary entries, the same material found in five sources, easily verified facts, and information generally known by educated people, but not most encyclopedia articles, for example, which are often signed by an author.

4. Penalty for Plagiarism

An instructor may, with written notice to the student, treat as unsatisfactory any student work which is a product of academic misconduct. An instructor may impose sanctions ranging from a minimum of failure on the assignment or test to failure in the course.

All cases of plagiarism will be reported to the Vice President for Academic Affairs, the Vice President for Student Life, and the student's advisor. In such cases, the violation becomes part of the student's disciplinary record. The College, acting through the VP for Student Life, in accordance with policies of the campus judiciary structure, may initiate disciplinary action beyond those imposed by the instructor.

OFF-CAMPUS COURSE TRANSPORTATION POLICY

1. It is the student's responsibility to assume the transportation costs for taking courses at another college.

2. Under some circumstances, the college will provide partial reimbursement for such transportation: ACCK courses offered in McPherson, courses offered in cooperative programs, in Mathematics and Music, or courses specifically stipulated by a department chair as required for a major may be eligible for travel reimbursement.

3. To receive reimbursement, the student must have a request form approved by the department chair and the Academic Dean before the beginning of the course for which reimbursement is requested. Such forms will be available in the Academic Dean's Office. Reimbursement is 14 cents a mile for a driver and an additional 1 cent for each eligible passenger up to 18 cents a mile.

PRIVACY/DISCLOSURE OF STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law which provides that the institution will maintain the confidentiality of student education records.

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

B. Within the Bethel College community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Offices of Admissions, Office of the Registrar, Business Office, ACCK Computer Center, Financial Aid Office, Library, Career Planning and Placement, College officials and other administrative and academic personnel within the limitation of their need to know. Social security number and student status data may be provided to other state agencies for use in detection of fraudulent or illegal claims against State monies.

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

REFUNDS

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

UNPAID ACCOUNTS

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

WITHDRAWAL FROM SCHOOL

A student who is affecting a total withdrawal from all classes needs to complete a formal withdrawal procedure. All must make a formal withdrawal through the office of the VP for Student Life.

STUDENT SENATE

Student government at Bethel College provides an excellent opportunity for student involvement. It is modeled after the Federal Government, in that it divides power between an executive and legislative branch. Student government functions independently of the college administration, though it does not assume an adversarial relationship.

The 18 elected offices, as well as many appointed positions, allow for individual initiative on issues directly affecting students. The executive branch is composed of the Student Body President and the Student Body Vice-President. The Senate is composed of three senators from each class, two commuter senators, one senator from the International Students club and one senator from the Multicultural Organization.

General elections for Freshman senators are held during September. All other offices are elected in April. All full-time students may vote and all full-time students having adequately circulated a petition of candidacy and maintaining a 2.0 gpa. may run for office. Appointed positions are filled by the Student Body President with the consent of the Senate. Appointments are generally made in May, but may be made as needed throughout the year. Regular meetings are held twice a month.

Meeting Minutes are often posted on "The Wall" in the Schultz Student Center and are also available from the Senate Secretary.

SENATE CONSTITUTION

Article I: Purpose

We, this student body assembled, proclaim the right and responsibility to govern ourselves in a manner which is respectful of the institution to which we belong and its mission and the broader community of which we are a part. We affirm the necessity of self determination within the community, taking action to benefit ourselves as students and our community. We recognize the need for service to ourselves and to humanity, because the world will fail to advance without purposeful, ethical initiative. Therefore, we establish student government under this constitution to initiate student activities, advocate student initiatives, and supervise student operated organizations at Bethel College

Article II: Elections and Expectations for Elected Representatives and Executive Officers

Section 1: Membership and Expectations. The Senate shall be composed of five Senators from each class, one Multicultural Organization Senator, one International Student Senator, and three Senators from the commuter student designation. All Senators must be classified as full-time students and maintain good standing with the institution both in conduct and academics, meaning that Senators must maintain at least a 2.0 grade point average and not be on disciplinary probation. In addition, each Senator shall be allowed three unexcused absences during the year. This attendance policy applies to special meetings as well as regular meetings. Senators must strive to represent the views of the Student Body and institution.

Section 2: Election Petitions. Each seat within the Senate shall be available to all students eligible for the position, provided they submit a petition signed by 10 different classmates/commuter students of the same classification as themselves. Petitions for executive officers shall require the signatures of 25 students of any classification or designation, with the exception of graduating seniors. Petitions must be filed at least one school day prior to the elections. Ensuring that each candidate has fulfilled the qualifications of the offices shall be the duty of the Associate Dean of Students and the Student Body President.

Section 3: Election Procedure. General elections are to be held annually during the month of April in order to give newly elected officers ample time to prepare for taking office on May 1. Each student enrolled in the following semester may vote for one presidential candidate, one vice-presidential candidate, and three of his or her nominated class representatives (including upcoming sophomores, juniors, seniors, and commuters). The International Student representative and the Multicultural Student Organization representative shall be appointed by their respective organizations. A special election for Freshman Representatives shall be held no later than the third full week of the fall semester. Each freshman votes for three of his or her nominated representatives. The Executives of student government shall manage elections to ensure validity and integrity.

Section 4: Election Transition. Newly elected Senate members shall be introduced to the Student Body in the convocation immediately following elections. This shall occur in the spring for returning students and in the fall for incoming freshmen. Terms of service begin May 1 of the elective year and conclude April 30 of the preceding year.

Section 5: Discipline. If a representative or executive officer violates the expectations in Article II, Section 1, he or she shall be removed from office. Expulsion of the Senate member shall be presided over by the Secretary of the Senate and shall require a two-thirds majority vote. The Senate member in question may not vote. The Senate shall instruct the Student Body President to declare the position vacant and act to fill the position by ordering a special election.

Article III: Senate Procedures

Section 1: Meetings. All Senate meetings shall be announced to the Student Body and will be open to the public, though executive sessions can be privately convened.

Section 2: Minutes. The Senate shall keep a record of its proceedings and motions passed. Minutes from each Senate meeting shall be posted in a publicly accessible area. The proceedings of meetings of Executive Officers must be reported to the full Senate at the next general session.

Section 3: Motions. Each motion within the Senate shall carry by simple majority within quorum, being defined as two-thirds of the voting members. The two exceptions to this are (a) a motion for impeachment of a member shall require a two-thirds majority of voting members present, and (b) a motion to propose amendments to this constitution or add bills shall require a two-thirds majority of voting members present.

Section 4: Legislation. All legislation passed by the Student Senate shall be presented to the President of the Student Body before it becomes policy. If the President of the Student Body approves, the legislation shall be enacted with his or her signature. If the President of the Student Body rejects the proposal, it shall be vetoed and returned to the Senate with the objections noted by the President. If two-thirds of the Senators agree to pass the bill, it shall become law. In all such cases, voting shall be recorded by roll call vote and be recorded as such with the minutes of the Senate. If the President of the Student Body does not return legislation by the next meeting or within fourteen days after presentation to that office, the law shall be enacted.

Section 5: Executive Sessions. Executive sessions may be called by a majority vote of Senate to discuss confidential personnel matters. Minutes of executive sessions shall not be published, but the results of the decisions made shall be recorded. Executive sessions are not open to the public and votes are non-binding. A majority vote is required to return to General Session.

Section 6: Rules. The Senate may determine the rules of its proceedings, punish a member for violations of expectations, and expel a member.

Section 7: Role of Vice-President. The Senate shall be presided over by the Student Body Vice-President who is responsible for maintaining rules of order and for tallying votes. Each Senator may vote once. If there is a tie within the Senate, the Vice President shall cast the deciding vote.

Section 8: Role of the President. The Student Body President shall attend all Senate meetings under the same rules as Senate members. The President shall be responsible for maintaining knowledge of and reporting on the state of the Student Government and the Student Body. In addition, the President shall report to the general Senate on Student Body issues, subsidiary organizations, and other relevant information. In order to maintain a system of checks and balances, the President of the Student body may not vote in the General Session. However, the President has the power to veto any legislation passed by the Senate (as stated in Article III, section 4). The President may convene the Senate in the absence of both the Vice-President and the President pro tempore.

Section 9: Compensation for Paid Positions. Individuals holding positions paid by Student Senate must agree to a contract with Senate, which outlines both expectations and financial considerations.

Section 10: Petitions. Petitions bearing the signatures of ten percent of the full-time student total shall force a vote from the Student Senate. Petitions bearing the signatures of thirty percent of the full-time students shall force a Student Body vote.

Section 11: Grievances. All grievances held against Student Senate by members of the Student Body, which cannot be resolved, can be taken to the campus Hearing Board. Decisions of the Hearing Board are final and must be acted upon by Senate in an expedient manner.

Article IV: Senate Appointments and Internal Elections

Section 1: Secretary. At the beginning of the term, the Senate shall elect a Secretary from its ranks to publish the agenda and the minutes of each meeting.

Section 2: Ways and Means Committee. The Senate shall elect from within its ranks a member from each class and one member from the commuter designation to serve on the Ways and Means Committee. The secretary shall serve as the representative for his or her class as well and the chairperson of the committee.

Section 3: Special Committees: The Senate shall have the right to create any special committee it deems necessary.

Section 4: Subsidiary Organizations. The Student Body President shall be responsible for appointing and overseeing the Executive Officers, including the Chief Executive Officers of subsidiary organizations. Each appointment shall be ratified by a simple majority vote of the Student Senate.

Section 5: Non-Senate Committees. The Student Body President shall be responsible for appointing students and/or senators to committees and organizations outside of Student Senate that request student representation. Each appointment shall be ratified by a simple majority vote of the Student Senate. All committee representatives shall be responsible for informing Student Senate of important issues discussed in their committees.

Section 6: Treasurer. At the beginning of the term, the Senate shall elect a Treasurer from its ranks to provide spending reports and to maintain organization of the finances of the Senate. This shall be a paid position, and will follow the guidelines outlined in Article III, Section 9.

Article V: Amendments

Section 1: Amendments. The Student Senate, whenever two-thirds of the voting members deem it necessary, shall propose amendments to this Constitution which shall be valid when ratified by two-thirds of the student body.

Section 2: Procedure. Proposed amendments shall be announced and posted for at least two weeks prior to the student body vote.

Section 3: Bills. Additional information may be added to this constitution in the form of bills. A bill requires a two-thirds vote from Senate to be ratified or amended.

This Constitution shall be enacted May 1, 2000

Amendment One: Student Body Representation affecting Article II, Section 1 The Senate shall be composed of three Senators from each class, one Multicultural Organization Senator, one International Student Senator, and two Senators from the Commuter Student designation. This amendment shall not be so construed as to affect the election or term of any Senator chosen before it becomes valid as part of the Constitution.

Amendment Two: Election Procedure affecting Article II, Section 3 Each student enrolled in the following semester may vote for one presidential candidate, one vice-presidential candidate, and two of his or her nominated class representatives (including upcoming sophomores, juniors, seniors, and commuters).

Amendment Three: Ways and Means Committee affecting Article IV, Section 2 Article IV, and Section 2 of the Bethel College Student Senate Constitution is hereby repealed.

Amendment Four: Appointment of Officers affecting Article IV, Section 4 The Student Body President shall be responsible for overseeing the executive officers, including the chief executive officers of subsidiary organizations. Each appointment shall be made by the respective organization and shall be ratified by a simple majority vote of the Student Senate.

Passed by Student Senate, 14 September 2004 Passed by Student Senate, 14 February 2005