



Student Handbook 2010-2011



ANDERSON UNIVERSITY

Academic and Christian Discovery



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An annual publication of the Department of Student Life, the *Student Handbook* informs Anderson University students of university policies, as well as services and opportunities that are available to students. Students are expected to be familiar with and abide by the policies, procedures, and practices outlined herein. The material contained in the *Student Handbook* is for information only and does not constitute a contract between the student and the university. Questions about any aspect of the handbook should be directed to the associate dean of students.

The university and its various units reserve the right to revise, amend, alter, and change from time to time its policies, rules, regulations, and financial charges including those related to admission, instruction, and graduation, without notice to students. The university reserves the right to withdraw curricula and specific courses, alter course content, change the calendar, and withdraw or change programs and majors offered by the university without notice to students.

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

awakening to
WONDER



*H*ave you ever wanted to be a king or queen, a game show host, a Jedi master, a lion tamer, or an undergraduate college student? Well luckily, one of those dreams can come true here. Welcome to Anderson University! Don't let the title fool you. This place is more than just a university. It is a place that provides opportunities for us to see, be, and do more. While many are entering this place for the first time, others are continuing to defy the four-year standard. Either way, we are here together during a time that will be one of the most memorable of our lives. Here the quality of people is unique. From faculty and staff who truly care and invest their time in us, to friends who get to know us at a deeper level and inspire us to live life to the fullest. These people are change our lives and have such an impact on us now and after we leave. One of the best things you can do is take time to meet them. This is a time for us to invest in ourselves and others and truly open up to the world around us. Because we are here, many opportunities will also present themselves to us. We can try something new, face fears, or enjoy life for what it is. We just have to try. There numerous opportunities to do so many things if we want to. We are free to take initiative and pursue. My advice is this: if you want to do something then do it. Don't leave here wondering why you never took a chance but leave glad you did. When else will you be able to see what you like and don't like in such an environment and at the same time grow? Hope to see you around.

Enjoy this place,

H. Frank Ebels
Student Body President

*A*nderson University is a very special community, and students are among the very best of our assets. Students bring their experiences and gifts. They have enormous energy to do creative things. Students have a great hand in creating the culture of this good place that has been shaped over nine decades.



It is my hope that the very best in you will thrive as you take full advantage of so much this place has to offer. Faculty and staff are committed to your success. We all want you to find a sure and confident path to a future that is unique to your gifts and that invites your sense of God's calling on your life.

Welcome to these important times as you give your best to the priceless college years that will likely set the direction for your life. We wish you God's best.

A handwritten signature in black ink that reads "James L. Edwards". The signature is written in a cursive style with a large, looping initial "J".

James L. Edwards
President

Student Support Staff



DEPARTMENT OF STUDENT LIFE (Decker 204, ext. 4072)
Brent Baker, *vice president for student life and dean of students*

The Department of Student Life provides student services that support the educational mission of Anderson University. More specifically, we desire to support students in their academic progress and to assist them in their spiritual, personal, and social development. My primary responsibility is to assure that a high-quality student life program provides excellence in programs, service, and relationships with students.



RESIDENCE LIFE & JUDICIAL AFFAIRS (Decker 208, ext. 4192)
Tim Johnson, *associate dean of students*

It is my privilege to work with the resident directors and resident assistants to create living and learning environments in the residence halls that provide residents opportunities to grow spiritually, academically, and socially. Our goal is to provide the support and encouragement needed for residents to fully engage in the AU community. I also work with Police/Security Services to ensure the safety of the campus and the maintenance of our community standards and to apply the judicial code in a way that provides accountability and support to students.

RESIDENT DIRECTORS

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



Resident Directors (*l-r*): Michael Scott, Megan Estelle, Lindsay Harger, Trent Palmer, Andrew Parker, Tamara Dreger Shelton, Heidi Tandy, Joseph Thomas, Jose Torres

RESIDENT ASSISTANTS

Resident assistants (RAs) are students who serve as campus resources, plan and implement floor and hall programming, promote academic achievement, help enforce regulations, consult with RDs about individual student behavior and needs, and act upon matters that concern the welfare of students in the residence hall. RAs are assigned to each floor of the residence hall and are selected each spring for the following school year.

- **Dunn Hall:** Evan Cottle, Justin Emerick, Mackenzie Greer, Michael Heckendorn, Troy Jones, Chris Kaczmarek, Sean Kershaw, Taylor Lyon, Josh Powell, Jeremy Redman, Josh Soldner; *RD:* Joseph Thomas
- **Martin Hall:** Brielle Bengtson, Brandy Buchanan, Ashley Buck, Abigail Richardson, Sarah Russell, Julia Smith, Ashley True, Brook Veselsky; *RD:* Megan Estelle
- **Morrison Hall:** Kelsi Kierstead, Kelsey Miller, Aimee Munn, Ashley Richardson, Jennifer Shelton, Nicole Shenefield, Rachel Sparks, Kimberly Werline; *RD:* Tamara Shelton
- **Myers Hall:** Caleb Addie, Sarah Boesing, Courtney Jackson, Daniel Kelsey, Tana Kovaluk, Matthew Meir; *RD:* Jose Torres
- **Rice Hall:** Danielle Baum, Lauren Cantrell, Emma Clawson, Tessa Davis, Kristin Deitrich, Sarah Jeffers, Amanda Moore, Vanessa Riggs, Lauren Saenger, Michelle Willhelm; *RD:* Heidi Tandy
- **Smith Hall:** Richard “Ross” Harris, Keegan Hazen, Ian Illig, Joshua Lentscher, Jordan Moody, Timothy O’Connor, Raymond Vartanian, Tyler Williams, Kent Wohlberg; *RD:* Trent Palmer
- **South Campus:** Staci Bontreger, Amanda Hand, Jacob Schwab; *RD:* Michael Scott
- **Tara East:** Cassandra Schneider, Josh Soldner; *RD:* Michael Scott
- **Fair Commons:** Jacob Biven, Ellen Conn, Lisa Kahl, Kimberly Lundstrom, Kyla Metzger, Dustin Snyder; *RD:* Andrew Parker
- **Mansfield:** Nicole Dykstra; *Complex Managers:* Lindsay Harger, Abby Knowles



COMMUTER/OFF-CAMPUS STUDENTS (Decker 209, ext. 4194)
Abby Knowles, *director of student leadership*

We are glad you are here! At Anderson University, it is our desire for commuter and off-campus students to be an integral part of the campus community. We encourage you to seek opportunities to be involved and utilize your personality, gifts, and abilities to build relationships and make a difference on our campus. We realize you have unique needs and our desire is to do our best to meet your needs. My role as the commuter/off-campus advisor is to be a resource, a friendly face, and a place where all questions are welcome. Feel free to contact me or come by my office anytime.

COMMUTER CONNECTIONS

For information on campus activities and how you can get involved, contact Abby Knowles.

CAMPUS MAILBOX AND E-MAIL

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

CURRENT ADDRESS INFORMATION

All commuter and off-campus students are required each year to complete and submit to the Department of Student Life address information which confirms their current address and phone number. This information is important for contact and in case of emergency. The information must be submitted by the end of the first week of classes.

LIFESTYLE EXPECTATIONS

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



CAREER DEVELOPMENT CENTER AND INVISION AU
(Decker 213, ext. 4196)
Jo DuMontelle, Maryann Coty

The AU Career Center assists students and alumni with applying their academic and life experiences toward their career goals, provides them with the services and resources necessary to make better informed career decisions, and develops the skills necessary to implement their career plans.

Experienced career advisors are available to assist students with discovering their interests, abilities, and values; establishing career goals; choosing a major that suits their career goals; developing short- and long-term career plans to acquire the necessary edu-

cation, practical work experience, and exposure needed to obtain their career goals; identifying the required skills within their field of interest; developing job search skills and required career documents; directing students to resources which will connect them with job shadowing, internships, and employment experiences; and applying for graduate school.



COUNSELING SERVICES

(Morrison House, ext. 4203)

Christal Helvering, *director*, MSW, LCSW

The college experience brings with it a wide array of difficult decisions, stressful situations, and natural losses, which can result in symptoms of anxiety or depression. There is also a high prevalence of eating disorders, troubled relationships, and substance abuse among the college student population. The staff of Counseling Services is comprised of highly qualified individuals who strive to minister with wisdom and compassion to the emotional, physical, spiritual, psychological, and relational aspects of the student's struggle.

Counseling Services staff provide individual, couple, and group counseling sessions. Our counseling sessions are strictly confidential and free to all AU students. Records are kept confidential and maintained as required by state law. At the discretion of the director, referrals may be made to service providers within the local community or in the student's home community for the purpose of further evaluation or longer-term counseling.

CULTURAL RESOURCE CENTER (Decker 235, ext. 4193)

The Cultural Resource Center is a place of refuge that affirms identity and encourages acceptance of all cultures. The CRC provides for all students in various areas: relationship building, problem solving, conflict resolution, liaison between faculty and staff, leadership training and development, and campus-wide social and cultural programs. The office of International Student Services and the Multicultural Student Services are located in the Cultural Resources Center on the 2nd floor of Decker Hall.



MULTICULTURAL STUDENT SERVICES

Michelle Williams, *assistant dean of students*

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



INTERNATIONAL STUDENT SERVICES

Cindy Sprunger, *director*

The Office of International Student Services (ISS) serves as a resource center for students with a significant international background. Having lived overseas herself, Cindy Sprunger recognizes the challenges faced by those studying in another country. The ISS staff is uniquely qualified to meet your needs, having lived overseas for extended periods of time. We are most anxious to welcome you to the Anderson University community as you begin your admissions process. We want YOUR experience to be amazing, from beginning to end. Our office assists all students who are citizens of another country, missionary kids, permanent US residents who are more comfortable in an international atmosphere, and third-culture kids.



HEALTH SERVICES (Bolitho House, ext. 4222)

Nancy Mumbower, R.N., *director*

Rita Nicholson, *staff nurse*

Health Services is staffed by one full-time registered nurse, one part-time registered nurse, and a consulting family practice physician.

Health Services is available to all traditional undergraduate students enrolled in five or more hours and who have submitted a health record before Semester I classes begin. The health history/physical and immunization form is available online at http://www.anderson.edu/campus/health/health_form.pdf. Students who have not submitted the mandatory health form and immunization record may be refused services or charged a \$60 fee per visit until their form is submitted.

Health Services provides first-level care and treatment of common illnesses and injuries, medications, and referral services as well as some immunizations for Tri-S. Other services include blood pressure monitoring, throat cultures, and tuberculin skin tests (a small fee is charged).

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

Students may call ext. 4222 to schedule a same-day appointment.

Hours

- Monday through Friday, 9 - 11:30 a.m. and 1 - 4:30 p.m.

HEALTH INSURANCE

All students are encouraged to have health insurance to cover the cost of medical care not provided by Health Services. Normally, group medical coverage through a parent's employer is adequate. However, many HMO, preferred provider, and managed care plans limit payment of medical services when away

from home. The Office of Human Resources has information about a reasonably priced major medical plan for students covered by a managed care plan or no longer eligible for a parent's group plan. International students are required to carry approved health insurance coverage, such as the plan available in Human Resources. The university does not provide student health insurance or health care services other than those listed previously under Health Services. Contact Human Resources, Decker 10, ext. 4133 or 4130, for more information about student health insurance options.

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



SPIRITUAL LIFE (Morrison House, ext. 4203)

Stuart Erny, *director of campus ministries*

Todd Faulkner, *campus pastor*

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



STUDENT PROGRAMS (Olt Student Center, ext. 4219/4214)

Dean Branson, *assoc. dean of students*

Lindsay Harger, *director of student activities*

The Student Programs Office exists to provide students opportunities for faith and leadership development as well as activities on and off campus which facilitate social, emotional, physical, intellectual, and spiritual development. These are intended to strengthen friendships among students and to foster personal growth. Areas of responsibility include the First-Year Experience program, Campus Activities Board (CAB), and Intramurals (IM). The Office of Student Programs is located in the basement of the Olt Student Center around the corner from the Haven and across from Mocha Joe's.

The First-Year Experience program consists of SOAR, orientation, two academic courses, and a mentoring program. All freshmen are placed into a mentor group with 15-17 other freshmen. Each mentor group is led by a faculty mentor and a peer mentor. The mentors teach their group in the fall First-Year Seminar course and work throughout the entire year to help freshmen have the most successful year possible. During second semester mentor groups take Liberal Arts Seminar as a group.



KISSINGER LEARNING CENTER (Nicholson Library, ext. 4225)
Dianna Stankiewicz, *director of learning assistance programs*

The Kissinger Learning Center assists all AU students in achieving their academic goals through individual and group-oriented resources, including self-directed audio, audiovisual, and computer-assisted materials. In addition, KLC offers face-to-face and online peer tutoring and study groups for many courses as well as assistance with reading, writing, and study skills. The KLC also provides programmatic assistance to students admitted through the ALPHA program and for students with disabilities. KLC is located in the Nicholson University Library. **Disability Services for Students** is located in the Kissinger Learning Center. Students seeking accommodations or information should contact Teresa Coplin, director of disability services for students, 641-4223, Monday through Friday, 8 a.m. to 5 p.m.

Hours

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



EDUCATIONAL SUPPORT SERVICES (Decker 258c, ext. 4597)
Crysti Luna, *director*

The Office of Educational Support Services provides support for registering for classes and declaring majors. We assist new, returning, and transfer students in the area of academic advising. Our office also works closely with students on academic probation and oversees programming for the ALPHA Program. Our goal is to promote academic success by providing appropriate resources, information, and support so that students may learn to take a proactive role in the educational process. We also provide support for student success through meetings and academic support contracts. Visit our website at www.anderson.edu/academics/support.



POLICE/SECURITY SERVICES
(Hardacre Hall Basement, ext. 4154)
Walter L. Smith, *director*; **Randy Aukerman**,
Steve Holtzleiter, **Jennifer Roam**, **Tom Pettit**, *officers*

The Department of Police/Security Services oversees the safety and welfare of the campus. The department also manages the parking enforcement program and the student identification card program. Some of the services provided by Police/Security Services include escorts, vehicle unlocks and jumpstarts, door unlocks, light surveys, fire and tornado drills, building checks, and various safety and crime prevention programs. To report a crime, contact Police/Security Services at 641-3333 or call 641-4819 to report a crime anonymously.



HUMAN RESOURCES (Decker 10, ext. 4132/4134)
Denise Kriebel, *director*; **Kathy Young**, *assistant director*;
Sandy Hall, *benefits coordinator*; **Linda Merideth**, *payroll coordinator*; **Pauletta Swank**, *office manager*

The Office of Human Resources coordinates on-campus student employment and off-campus **Federal Work Study** (FWS) employment. During the academic year, students may work up to 15 hours per week. International students may work up to 20 hours per week. Although all students may seek part-time on-campus employment, students who are eligible for FWS as part of their financial aid are given priority for available jobs. More information regarding student employment is available in Human Resources or on the Web at www.anderson.edu/humres.



STUDENT FINANCIAL SERVICES (Decker 288, ext. 4180)
Kenneth Nieman, *director*; **Janet Blackburn**, *associate director*;
Shelley Coale, **Stacey Rhodus**, **Mary Trent**, *counselors*;
Corene Foust, *loan processor*; **Bev Heider**, *office coordinator*;
Beth Parker, *processing coordinator*

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

ALUMNI RELATIONS (Decker 240, ext. 4100, alumni@anderson.edu)

Ben Davis, *director of alumni relations*; **Elyse Cromer**, *annual programs manager*; **Pam Anderson**, *secretary*

The Office of Alumni Relations seeks to cultivate a lifelong relationship with AU alumni and parents. The office, located in Decker 240, maintains alumni information, coordinates events such as Homecoming and reunions, and keeps AU alumni more connected to each other and to AU. In addition, the office serves as a support to the university's alumni council, parent council, alumni association, and alumni chapters.

UNIVERSITY COMMUNICATIONS

Chris Williams, *director* (Decker 115, ext. 4235); **Stefanie Leiter**, *web content manager* (Smith House, ext. 4273); **Randy Dillinger**, *web content editor and SEO manager* (Smith House, ext. 4257)

The Office of University Communications distributes official news and information about the university to various media outlets (both traditional and online) and publics of the university (alumni, parents, donors, etc.). The office also manages and develops the university's public websites and official social media channels.

Student Activities & Organizations

CAMPUS ACTIVITIES BOARD

Staff: Abby Armstrong, Sean Barr, Trent Bruce, Matt Dougherty, Carly Marler, Mark Sipka, Tyler Snyder, Jenny Vega, Hannah Wahaus, Jason Wiese, Kylee Wilson

The Campus Activities Board (CAB) provides a variety of programs to enhance the academic and social atmosphere on campus through interaction among students, faculty, and staff. CAB is composed of students who develop, implement, organize, and evaluate events for the campus community. CAB provides a well-balanced activities program through the campus calendar and helps campus groups with publicity and support systems for their events. Whether students are interested in off-campus recreational activities, campus activities, films, public relations, or technical operations, CAB can provide the opportunity to get involved and gain valuable leadership skills.

INTRAMURALS

Staff: Josh Conley, Sara Kuhns, Kyle Marekly, Alyssa Schermerhorn, Megan Wood

The Department of Student Life offers recreational and intramural sports for men's, women's, and co-ed teams. Activities include flag football, volleyball, indoor soccer, floor hockey, basketball, and softball. Other recreational activities — such as chess, billiards, and golf — can be offered as interest is expressed. Teams are generally organized through housing units, social clubs, or groups of interested students. Organizational meetings are announced in the campus calendar, Stall Talk, and campus bulletin boards. Officiating opportunities are also available for each sport. For more information call ext. 4214.

MORRISON INSTITUTE

Staff: Megan Templeton, Jacqueline Burgher

The Morrison Institute connects students to challenging opportunities to reflect on faith, strengthen character, serve in leadership, lead in service, become community builders, and develop a personal sense of calling. The Morrison Institute offers a forum for students of all disciplines and backgrounds through its two initiatives: University Fellows and University Leadership Council.

CORNER POCKET/MOCHA JOE'S

Staff: Heather Jo Douglass, Lynae Schmidt, Jill Jenkins, Tiffanie Borkowski, Michelle Millus, Olivia McGranahan

A lounge where students may eat, play, study, attend a concert, or hang out with friends. Mocha Joe's, a cyber café, offers a wide variety of hot and cold drinks (at reasonable prices) for non-coffee drinkers and coffee lovers alike. The Corner Pocket has pool and ping pong for free, as well as a big-screen TV.

STUDENT GOVERNMENT ASSOCIATION

Abby Knowles, *advisor*; Frank Ebels, *president*; Jack Haines, *vice president and environmental affairs*; Richard Winford, *chief of staff*; Nour Sadek, *secretary of finance*; Kelsey Marie Smith, *secretary of student development*; Faith Kellermyer, *chief justice*; Kevin O'Bold, *senate chair*

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

INTEREST CLUBS

Interest clubs generally exist at the initiative of students. Their success or failure depends on the demand for them and the ingenuity of the members. In the past 10 years, several interest clubs have ceased to exist while others have taken their place.

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

- at least 15 students interested in being members of the club
- a faculty or staff advisor
- a club constitution (*subsequent amendments must be approved by SGA and the Department of Student Life*)
- approval by SGA and the Department of Student Life

Campus facilities are generally available for use by recognized clubs, and the Senate might help with project funding.

Interest clubs

- *Andersonian* (newspaper)
- AU Center for Ministry Education (AUCME)
- AU Gospel Choir
- AU Marketing Association
- AU Pre-Law Association (AUPLA)
- Campus Crusade
- College Democrats
- College Mentors for Kids
- College Republicans
- Dance Team
- Fellowship of Christian Athletes (FCA)
- International Student Association
- Kaleo
- Model UN
- MuKappa (missionary kids)
- Multicultural Student Association
- Orange, Black, and Green
- Physical Education Majors/Minors
- Psi Chi (psychology)
- Rugby
- Social Work Majors
- Student Education Association (SEA)
- Student Nursing Association
- Students in Free Enterprise (SIFE)

SOCIAL CLUBS

Social clubs have been in existence at AU for many years and may be formed with essentially the same criteria as interest clubs, with these exceptions:

- at least 25 eligible students must be interested in being club members.
- SGA and representatives of the Department of Student Life must review the club proposal before it will be approved.
- New social clubs may become active only at the beginning of the academic year.

Women's clubs

- Alacritas
- Camarada
- L'Amifidel

Men's clubs

- Boosters
- Dativus
- Novus Dux

RECRUITMENT ACTIVITIES

- **Interest Week:** A week is designated at the beginning of the fall semester for social clubs to solicit members. During this time, clubs hold social functions to acquaint interested students with the purpose, goals and membership of each club.
- **Silent Days:** After Interest Week, clubs observe Silent Days, when persuasion of prospective members is forbidden by agreement of the clubs. During this time, interested parties apply for club membership through the secretary of student development, who keeps a record of the applications and forwards them to the respective clubs.

- **Recruitment Week:** Following Silent Days, clubs invite students from their lists of applicants to join their clubs. During this week, clubs are allowed to have activities for prospective members. Social clubs are encouraged to devise initiation practices that lend themselves to strengthening their stated objectives. No club may engage in initiation practices that violate campus standards and codes of conduct. Any practice that endangers the safety, personal well-being, or personal dignity of an initiate is strictly forbidden. Groups or individuals found in violation of this standard will be subject to appropriate disciplinary measures.

ELECTIONS

Officers are elected by each club's membership in accordance with their approved constitutions. Officers of any organization must be full-time students in good standing academically and socially with the university and have a 2.0 cumulative GPA during the preceding semester and while holding office. Election results are to be filed with the associate dean of students for community life.

RESPONSIBILITIES OF CLUB OFFICERS AND ADVISORS

Officers and advisors guide organizations in accordance with the purposes of the groups and within the framework of university policy. They are responsible for executing the organizations' programs, handling finances in a businesslike way, contacting SGA regarding programs and social functions, and promptly filing names of newly elected officers and club members with SGA at the beginning of each semester.

FINANCES

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

STUDENT-SPONSORED PROGRAMS

Student organizations present a variety of public programs, such as plays, musicals, talent shows, variety programs, and special speakers. Clubs are responsible for all expenses incurred and are charged at cost for rentals, scenery, and prop construction and transportation. These may be requisitioned with the approval of the faculty advisor and the club treasurer. Contact Ronn Johnstone, director of theatre, ext. 4352, if interested in using drama equipment.

CAMPUS MINISTRIES

Staff: Jackie Hammond, Ben Herrick, Rachael Huddy, Carmen Oswalt, Melissa Tucker, Michelle Leak, Katie Price, Kristina Feltham, Troy Jones, Missi Martin, Kierstin Schalliol, Clair Brown, Joanna Tilley

Campus Ministries provides opportunities for students to pursue spiritual growth and Christian discipleship. Students lead and participate in chapel, Advocacy and Awareness, Vision Revision, AU-East Africa, and the Prayer Ministry. They also serve locally through Work Projects, Christian Center Rescue, Study Buddies, Lunch Buddies, Prison Ministry, Generation to Generation, Greater Center, and Neighbors. Stop by Morrison House or call ext. 4203 to get involved.

VISUAL AND PERFORMING ARTS

VISUAL ARTS

Exposure to the visual arts is an important part of campus life. Shows and lectures by nationally known visiting and local artists are offered as part of the enrichment program at AU through the Wilson Galleries in the Krannert Fine Arts building. Field trips are essential elements of the total concept approach taken to cultural understanding of the arts, and certain Tri-S tours further broaden student experience.

MUSIC ENSEMBLES

All students are eligible to participate in musical ensembles and to take private or group lessons in voice, piano, wind, string, or percussion instruments. Students may also audition for musical or opera productions. For more information, please visit the School of Music office in the Krannert Fine Arts Center (FA 137), or call ext. 4542.

Ensembles

- AU Chorale
- Anderson Symphony Orch.
- Women's Chorus
- Men's Choir
- Symphonic Choir
- Concert Band
- Guitar Ensemble
- Jazz Combo
- Jazz Ensemble
- Chamber Orchestra
- Percussion Ensemble
- Chamber String Ensemble
- Wind Ensemble
- Chamber Winds

MUSICAL PERFORMANCES

The School of Music sponsors a variety of concerts and recitals featuring performances by faculty, students, guest artists, and ensembles. Most concerts are offered free of charge. A complete listing of musical events may be obtained from the School of Music office.

THEATRE AND DRAMA

The entire campus community is invited to participate in all the theatrical productions at AU. Students from almost every major have at one time or another taken their turn “on the boards” — whether it be on-stage, off-stage, or back-stage! Since the founding of AU’s first “drama club” in 1926, the theatre has been a vital part of the entire campus community. A wide range of plays, musicals, one-acts, experimental theatre, and performance art are produced each year by faculty, guest directors, and students at venues both on and off campus. AU’s theatre program is an active participant not only in campus life but also in the life of the Anderson community at large. To receive information on auditions, productions, etc., please provide the theatre program (ext. 4543) with your e-mail address.

STUDENT NEWSPAPER

The weekly campus newspaper, the *Andersonian*, is edited by students. Student staff members enrolled in COMM 2850 (*Andersonian* staff) may receive credit for their work. For more information, contact David Baird, professor of communication, at ext. 4341, or e-mail dabaird@anderson.edu.

NATIONAL HONOR SOCIETIES

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

- Alpha Chi (*top 10 percent of juniors and seniors maintaining a 3.7 or better GPA*)
- Alpha Mu Gamma (*foreign languages*)
- Alpha Sigma Lambda (*non-traditional students*)
- Delta Mu Delta (*business*)
- Kappa Delta Pi (*education*)
- Kappa Mu Epsilon (*mathematics*)
- Phi Alpha (*social work*)
- Phi Alpha Theta (*history*)
- Phi Epsilon Kappa (*health and physical education*)
- Phi Eta Sigma (*freshman men and women*)
- Pi Kappa Lambda (*music*)
- Psi Chi (*psychology*)
- Sigma Tau Delta (*English*)
- Sigma Theta Tau (*nursing*)

TRI-S

The Tri-S program provides opportunities for students and staff to Serve, Study, and Share while experiencing other cultures. These learning/service programs take place during spring break, summer vacation, and international term (late December through mid-January). Projects include construction, maintenance, teaching, nursing, music, athletics, evangelism, and varied learning programs. Tri-S trips have traveled to Africa, Europe, Asia, Latin America, the Caribbean, and the Middle East, and have worked with Native Americans and other ethnic groups in the United States. For more information, contact the Tri-S office, Decker 132, ext. 4170.

INTERCOLLEGIATE ATHLETICS

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

Men's teams

- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Soccer
- Tennis
- Track and Field

Women's teams

- Basketball
- Cross Country
- Golf
- Soccer
- Softball
- Tennis
- Track and Field
- Volleyball



Student Services

DINING SERVICES (Olt Student Center)

Anderson University Dining Services is managed by Creative Dining Service. Student ID meal cards may be used at all dining facilities on campus.

MEAL PLANS

Anderson University Dining Services offers three meal plans:

- **Plan A:** \$1,630 per semester; 200 all-you-can-eat meals; 150 Raven Dollars (available for purchase in \$50 increments).
- **Plan B:** \$1,500 per semester; 175 all-you-can-eat meals; 150 Raven Dollars (available for purchase in \$50 increments).
- **Plan C:** \$875 per semester; 100 all-you-can-eat meals; 100 Raven Dollars (available for purchase in \$50 increments).
- **Plan D:** All Raven Dollars available for purchase in \$50 increments.
- **Plan E:** \$415 per semester; 40 all-you-can-eat meals; 100 Raven Dollars (available for purchase in \$50 increments).

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

- **Freshmen and Sophomores** (51 semester hours or less) must choose either Plan A or Plan B.
- **Juniors** (52-87 semester hours) may choose Plan A, Plan B, or Plan C.

Seniors (88 semester hours or more) and all students living in university apartments are *not required* to purchase a meal plan. However, these students may purchase a plan if they wish to do so.

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

DINING FACILITIES

- **The Marketplace:** Olt Student Center's full-service dining room features a restaurant-style cafeteria to satisfy a wide variety of appetites. Meals include freshly prepared entrées, specialty buffets, a garden fresh salad bar, display-cooking arena, and a European-style deli, complemented by a wide variety of fresh fruits, desserts, and beverages. Monotony breakers include daily specials and monthly theme meals.

Hours

- **Breakfast:** Monday through Friday, 7:15-9:30 a.m. (hot breakfast), 9:30-10 a.m. (continental)
- **Lunch:** Monday through Friday, 11 a.m. to 1:15 p.m.; Sunday, 11:45 a.m. to 1:45 p.m. (brunch)
- **Dinner:** Monday through Thursday, 4:45-7:30 p.m.

- **Raven's Haven:** The Raven's Haven is the place to meet on campus. Located on the lower level of the Olt Student Center, the Raven's Haven is home of Nona's Italian Eatery which serves deep-dish individual pan pizzas and grinders daily. Other favorites include specialty salads and sandwiches, grilled hamburgers, and fries – all prepared for fast service. Daily hot food specials and mini European-style deli enhance the dining options. Open late every evening.

Hours

- Monday through Thursday, 10 a.m. to midnight; Friday, 10 a.m. to 10 p.m.; Saturday, 10:30 a.m. to 10 p.m.; Sunday, 2 p.m. to midnight
- **Café Olé:** Café Olé is located in the Decker Hall Commons for the convenience of students, faculty, and staff. Offering primarily grab-and-go selections for breakfast and lunch, it's a great place to pick up a sandwich or snack when you're in between classes or on the run. Starbucks coffee, daily hot luncheon specials, soups, and salads are also available.

Hours

- Monday through Friday, 7 a.m. to 3 p.m.

BIRTHDAY CAKES AND CARE PACKAGES

Anderson Dining Services offers personalized birthday cakes and care packages. Each package is delivered to the student's residence hall in a decorative bag or box, with a note containing your personal message. Surprise that special student! Call (765) 641-4261 to order.

BANQUET ROOMS

Campus organizations should make reservations at least seven days in advance. Rooms are guaranteed only if catered service is requested. For reservations, call ext. 4261.

MAIL DISTRIBUTION CENTER (Decker 007, ext. 4135)

The university operates a mail center in Decker Commons that offers most of the services of a U.S. post office. All full-time and part-time students are issued a mailbox. The university mail center also distributes intracampus notes among students, faculty, and staff at no charge. Mail pieces must be at least 3 inches by 5 inches in size. Mailings of more than 10 pieces must be rubber-banded and sorted alphabetically to assure prompt distribution. Please place large or bundled mail in the bulk mail chute under the cashier's window.

Along with e-mail and voice mail, campus mail is a primary means of communication among the campus community. Students are expected to check their campus mail-

boxes at least weekly. Students will be held responsible for information, deadlines, etc., sent through campus mail.

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

Hours

- **Package window** open Monday through Friday, 9 a.m. to 4 p.m.
- **Incoming U.S. mail** received at 8 a.m. and usually distributed to boxes by 11 a.m.
- **Outgoing mail** picked up Monday through Friday at 3:45 p.m.

STUDENTS WHO DO NOT RETRIEVE MAIL FROM CAMPUS MAILBOX

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

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

PORNOGRAPHIC/OBJECTIONABLE MATERIAL ARRIVING IN THE MAIL CENTER

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

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

CASHIER'S WINDOW (Decker 007, ext. 4120)

The Cashier's Window is located at the Mail Distribution Center. The cashier will cash checks up to \$100, accept and credit tuition and fee payments, accept deposits, make change, sell postage, money orders, and give refunds for vending machines. An after-hours drop box is located under the cashier's window.

Hours

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

LOST AND FOUND (Decker 007, ext. 4135)

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

PRINTING SERVICES (Decker 344, ext. 4158 or 4159)

Printing Services is located on the third level of Decker Hall in the CET area. Resumé paper, recital programs, a variety of cards, as well as miscellaneous items are available. You may also get papers printed, letters folded, or three-hole punched. Other services include faxing, shrink-wrapping, cutting, and binding.

Hours

- Monday through Friday, 8 a.m. to 5 p.m.

BOOKSTORE (Olt Student Center)

The bookstore carries textbooks, greeting cards, imprinted sportswear, school and office supplies, student life merchandise, music, grocery items, and books for general reading. Books and music not in stock may be ordered through the bookstore.

Books and supplies may be purchased with cash, check, or credit cards. Raven Dollars may also be used to purchase anything except textbooks.

Hours

- Monday through Thursday, 9 a.m. to 7 p.m.
- Friday, 9 a.m. to 5 p.m.
- Saturday, noon to 4 p.m.

CENTER FOR EDUCATIONAL TECHNOLOGY (Decker 339, ext. 4290)

The Center for Educational Technology (CET) houses portable audiovisual equipment for classroom use and supports all installed classroom presentation technology. Students may check out equipment for class projects or arrange to have it set up in their classroom for their use. The CET asks that they be given at least four business hours advance notice for equipment setup requests. CET personnel can assist students

in using production tools and facilities to create edited video programs, computer-based presentations, and audio recordings. A variety of production supplies can be purchased, including miniDV tapes, CD-R, and DVD-R media; art and photography supplies; and overhead transparency film.

Hours

- Monday through Thursday, 8 a.m. to 7 p.m.
- Friday, 8 a.m. to 5 p.m.
- Sunday, 5 to 8 p.m.

ROBERT A. NICHOLSON UNIVERSITY LIBRARY (<http://library.anderson.edu>)

The mission of the Robert A. Nicholson Library is to support and enhance the Anderson University teaching-learning mission by providing an intellectual and cultural environment in which instruction, collaboration, and research thrive. The library facilitates the user's quest in independent study, discovery, and lifelong learning. The library collection includes over 250,000 books (in-print and electronic), approximately 600 periodical subscriptions, more than 50 periodical databases, a selective depository collection of United States government publications, the Anderson University and Church of God Archives, and the Elizabeth and James York Reading Room and Special Collections. Two computer labs, including the 24/7 computer lab, are located in the Library.

The Nicholson Library Catalog identifies materials located in the Nicholson Library, the Archives, and other campus locations. Catalogs of other Indiana libraries are linked through the "Indiana Libraries" link of the Nicholson Catalog. The "Reserve Desk" feature of the catalog includes the full text of materials placed on e-reserve by various professors. The library subscribes to more than 50 periodical databases, many of which include the full text of indexed articles and electronic journals. All electronic resources are available to current AU students both on-and off-campus.

Librarians are available during most hours to assist with information and research needs. Think of the librarian as your "ultimate" search engine. An "Ask a Librarian" link is conveniently located on the Library's website. Class, small group, and individual instruction in research skills and strategies are available. In addition, the librarians create and maintain electronic subject resource guides for virtually every major on campus.

Need something not owned by the Nicholson Library? Materials may be borrowed from other libraries located virtually anywhere in the country. Request materials through Inter-library Loan (ILLiad) using the ILLiad link from the library's website. In-person borrowing privileges are available at the Anderson Public Library and Bracken Library at Ball State University with a valid Anderson University ID. Forty-six Indiana academic libraries are members of the Academic Libraries of Indiana (ALI) consortium and allow in-person borrowing privileges with a special borrower's card. A list of member libraries and special borrower's cards are available at the Circulation Desk of Nicholson Library.

Do you have suggestions or comments? E-mail the library director at jlbrewer@anderson.edu or use the "Comments" link on the library's website.

Academic Year Hours

- Monday through Thursday, 7:45 a.m. to midnight
- Friday, 7:45 a.m. to 5 p.m.
- Saturday, 11 a.m. to 5 p.m.
- Sunday, 1:30 p.m. to midnight

Summer Hours (*hours may vary*)

- Monday through Friday, 8 a.m. to 5 p.m.

Vacation/Holiday Hours

- Hours posted at the entrance of the library and on the library's Web page at <http://library.anderson.edu>.

LIBRARY ETIQUETTE

The library is a place for individuals reading, study and research, and group study. Please help maintain an environment that is orderly, comfortable, and conducive to study and research.

Please respect others when using the library by minimizing noise and conversation. Group study rooms are located on all floors of the library. Cell phones and pagers are permitted in the library. However, they must be used in a way that avoids disturbing other library users. Electronic devices should be turned to silent or vibrate mode. Any conversation on a cell phone should be held in a private area other than the library.

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

Food and drink can damage books and equipment and attract unwanted pests. Beverages in enclosed containers are permitted; please refrain from bringing food into the library.

COMPUTER LABS

Computer labs are intended for use exclusively by Anderson University faculty, staff, and students for university-related purposes. Commercial or for-profit use is strictly prohibited. Questions about appropriate lab use should be directed to Jan Schmidt, Student Information Services manager, at ext. 4595.

COMPUTER LAB LOCATIONS (*labs equipped with PC-compatible computers*)

- **University Library Lab** (Byrd Hall, directly east of reference section): Computers, printers, scanner, and wireless access for students. Hours are the same as library hours.

- **Computer Science/Math Classroom Lab** (Decker 351, ext. 3866): Primarily for math and computer science classroom use. May be available to others during non-classroom hours at the discretion of departmental instructors.
- **Computer Science Classroom Lab** (Decker 349, ext. 3865): For computer science classroom use. May be available to others during non-classroom hours at the discretion of departmental instructors.
- **Kissinger Learning Center Lab** (Kissinger Learning Center): For use by students using the services of the Kissinger Learning Center.
- **Nursing Lab** (Hartung 258 and 261, ext. 3828): For nursing students only.
- **School of Theology Lab** (School of Theology 011L): For School of Theology students only.
- **Library Lab** (Library 049): Primarily for bibliographic instruction for students. Secondary use for general student computing needs. This 24-hour lab is proximity card access after the library is closed.
- **Decker Lab** (Decker 045): General-access lab with computers, printers, scanners, and media card readers. Hours are 8 a.m. to midnight, Monday through Thursday, and 8 a.m. to 8 p.m. on Friday.
- **School of Business Lab** (Hardacre 222, ext. 3121)

SUMMER SCHOOL

Summer school is a good time to catch up or get ahead on earning credit hours by taking advantage of reduced-fee structures and alternatives to traditional classroom sessions. Specially arranged courses such as reading, tutorial, Tri-S, and online are possible. Summer school information is available in late February. Registration begins in early March. For more information, contact Dr. Aleza Beverly, dean of the School of Adult Learning and director of summer school, at ext. 4251.

SCHOOL OF ADULT LEARNING (Hardacre Hall)

The School of Adult Learning was established in 1987 to provide credit, professional development, and personal enrichment programs for adult and community students. In developing this program, the university acted on its commitment to provide convenient and affordable collegiate-based educational experiences for area lifelong learners. Academic, business, and student services are offered to adult students during the day and evening hours.

Undergraduate students of all ages may enroll in semester-long School of Adult Learning evening courses on a space-available basis. SOAL online courses can be taken summer term.

For more information, contact Dr. Aleza Beverly, dean of the School of Adult Learning, at ext. 4251.

Campus Facilities

RESIDENTIAL FACILITIES

- **Dunn Hall:** Completed in 1954, renovated in 1999; houses 190 men; located on University Boulevard between Rice Hall and the president's home.
- **Martin Hall:** Completed in 1958, renovated in 2008; houses 183 women; located on University Boulevard east of Rice Hall.
- **Morrison Hall:** Completed in 1949, renovated in 2007; houses more than 183 women; located on College Drive between Myers Hall and Park Place Church of God.
- **Myers Hall:** Completed in 1970; houses 112 men and women; located at University Boulevard and Cottage Avenue.
- **Rice Hall:** Completed in 1966; houses 234 women; located on University Boulevard between Dunn and Martin Halls.
- **Smith Hall:** Completed in 1964, renovated in 2008; houses 205 men; located on Graceland Avenue north of Martin Hall.
- **Fair Commons:** Apartment-style living for seniors and juniors; located at Fifth Street and Nursery Road.
- **Mansfield:** Apartment-style living for seniors and juniors; located at First Street and Graceland Avenue.
- **South Campus:** Apartment-style living for seniors and juniors; located at Eighth and Chestnut Streets.
- **Tara East:** Apartment-style living for seniors and juniors; located at Sixth Street and College Drive.
- **York Seminary Village:** Apartment-style living for seminary students; located south of Reardon Auditorium, between Sixth and Seventh Streets.

ACADEMIC/ADMINISTRATIVE FACILITIES

- **Broadcasting Center:** Houses Covenant Productions, WQME, production rooms, a TV studio, editing bays, offices, and class labs; located at Sixth and Walnut Streets.
- **Decker Hall:** Completed in 1970, expanded in 1994; houses classrooms, faculty and administrative offices, Information Technology Services, the Mail Distribution Center, Café Olé, the Center for Educational Technology, the Department of Student Life, and several other offices and departments; located at Fifth Street and College Drive.
- **Welcome Center:** Completed in 1994 as an expansion of Decker Hall; houses the Office of Admissions, Student Financial Services, and the Registrar; located at Fifth Street and College Drive.

- **Hardacre Hall:** Dedicated in 2001; houses Falls School of Business, the School of Adult Learning, Police/Security Services, and Physical Plant; located on Fifth Street, east of Church of God Ministries.
- **Hartung Hall:** Opened in 1964, renovated and expanded in 1993; houses classrooms, laboratories, faculty offices, and a lecture hall; located on Fifth Street, east of Decker Hall.
- **Krannert Fine Arts Center:** Completed in 1979; houses the Departments of Music and Art and Design, the College of the Arts, the Wilson Art Galleries, classrooms, laboratories, practice and rehearsal rooms, recital venues, a MIDI lab, a recording studio, and faculty studios; located between Fifth Street and University Boulevard, west of Warner Auditorium.
- **Robert A. Nicholson University Library:** Completed in August 1989 as a merger of the Wilson (undergraduate) and Byrd (seminary) Libraries; houses the university's library collections, computer labs, group study rooms, Kissinger Learning Center, and the archives of Anderson University and the Church of God; located on University Boulevard, west of the School of Theology.
- **School of Theology:** Completed in 1961, expanded in 1975; houses faculty and administrative offices, classrooms, a student lounge, the Adam W. Miller Chapel, and the Gustav Jeeninga Museum of Bible and Near Eastern Studies; located on University Boulevard, between Olt Student Center and the Robert A. Nicholson University Library.
- **Anderson University Flagship Center:** Completed in 2007; houses offices and classrooms of the School of Adult Learning and the Falls School of Business, graduate classes of the School of Education, the Professional Development Center, AU's residential MBA students, and Purdue College of Technology at Anderson; located at I-69, exit 22.

RECREATIONAL FACILITIES

- **Athletic Complex:** Includes Macholtz Stadium, Raven Park (baseball), Raven Field (softball), and tennis courts; located north of Kardatzke Wellness Center.
- **Bennett Natatorium:** Completed in 1972, connected to Kardatzke Wellness Center in 2002; houses a six-lane collegiate-size swimming pool and men's and women's locker areas; located between Miracle and Graceland Avenues on the north side of Kardatzke Wellness Center.
- **O. C. Lewis Gymnasium:** Completed in 1962, connected to Kardatzke Wellness Center in 2002, renovated in 2004; houses inter-collegiate athletic facilities for men's and women's basketball and volleyball; located on Graceland Avenue on the east side of Kardatzke Wellness Center.

- **Kardatzke Wellness Center:** Completed and connected to O. C. Lewis Gymnasium and Bennett Natatorium in 2002; houses a large field house, weight room, fitness center, indoor tracks, a state-of-the-art dance studio, athletic training facilities, classrooms, intercollegiate athletics offices, and the Department of Kinesiology; located between Graceland and Miracle Avenues, north of University Boulevard.
- **Soccer Field:** Home of the Raven men's and women's soccer teams; located on Fifth Street, between Executive Drive and Nursery Road.
- **Olt Student Center:** Completed in 1963; houses the Marketplace, Raven's Haven, Mocha Joe's, the Corner Pocket, private dining rooms, the bookstore, student government offices, and the Office of Student Activities; located on University Boulevard, between the School of Theology and Byrum Hall.

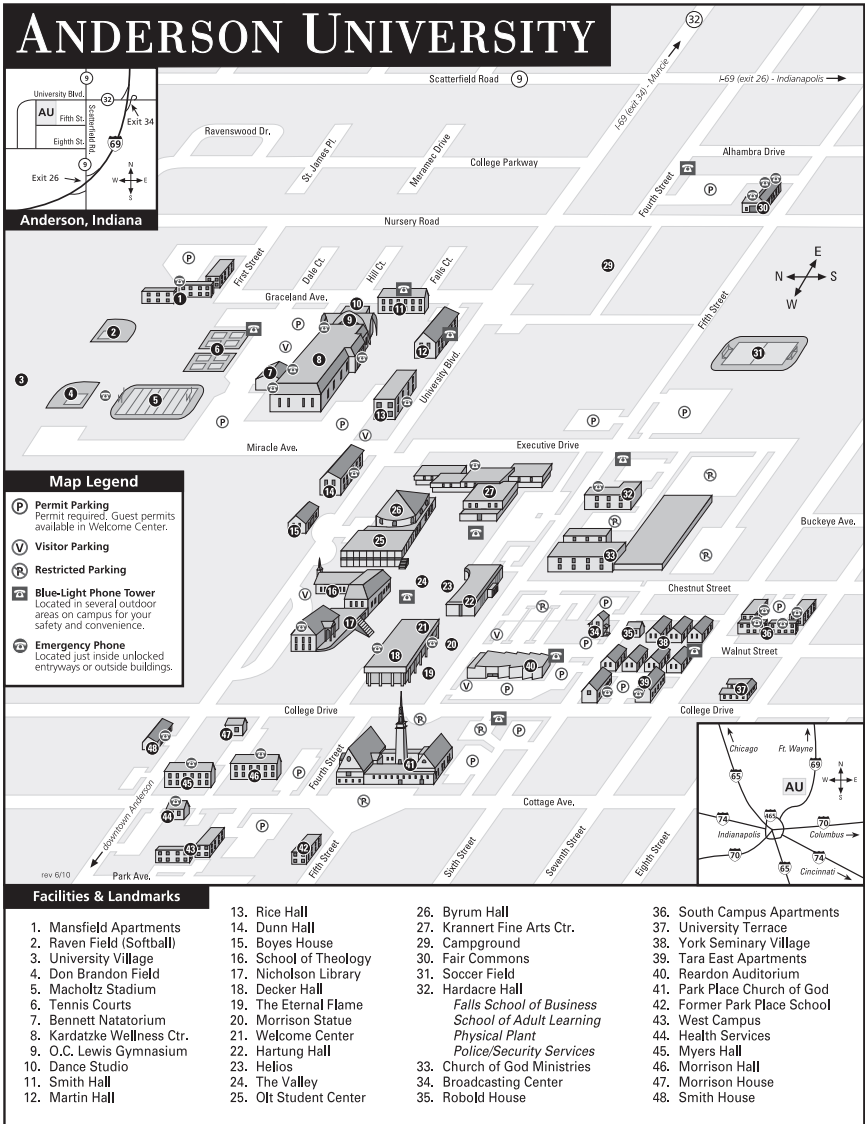
AUDITORIUMS/PERFORMANCE FACILITIES

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

OTHER FACILITIES

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

Campus Map



Student Life Policies

CAMPUS LIFE STANDARDS

Anderson University is a church-related university sponsored by the Church of God. Its mission, programs, and campus life are all informed by three basic traditions: biblical, church, and liberal arts.

Campus standards have grown out of the following qualities of campus life valued at Anderson University:

- Love of God, self, and neighbor
- Respect of others
- Honesty and integrity
- Reconciliation
- Freedom within restraint
- Health and wellness
- Spiritual growth and maturity
- The joy and pleasure of life

Students coming to this university agree to conduct themselves as responsible citizens and actively contribute to the quality of social, spiritual, and intellectual life. Violation of university policies subjects students to disciplinary action that could include warning, probation, or dismissal from the university.

ALCOHOL, DRUGS, AND TOBACCO

The purchase, possession, or use of alcohol or illegal drugs by any student on or off campus is prohibited. Individuals who drink alcoholic beverages off campus and return to campus will be subject to disciplinary action. Alcoholic beverage containers found in rooms, automobiles, etc., will be considered as evidence of drinking by the occupants. Alcoholic beverage containers, posters, and other items advertising alcoholic beverages are not permitted. Students annually receive a copy of the university policy on drugs and alcohol from the Department of Student Life.

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

CONSEQUENCES FOR ALCOHOL POLICY VIOLATIONS

Anderson University's goal is to achieve compliance with our alcohol policy by dealing with students who violate the policy in a restorative and redemptive manner. Students in violation of the alcohol policy are subject to the maximum sanction of dismissal or lesser sanction as outlined below (*see Judicial Code, 4.18*). Students who violate the policy by possessing or consuming alcohol, or being present where other students are in possession of or consume alcohol, may expect the following consequences:

First offense

- Disciplinary probation (*see Judicial Code, 5.07*)
- Written notification of parents for students under 21
- Possible assessment/treatment at Anderson Center, St. John's Hospital
- Online educational assignment/follow-up treatment

Second offense

- Strict disciplinary probation (*see Judicial Code, 5.071*)
- Written notification of parents
- A \$100 fine
- Assessment/treatment at Anderson Center, St. John's Hospital

Third offense

- Student will likely be dismissed from the university for a period of at least one full semester (*see Judicial Code, 5.09*)

Students who are present where other Anderson University students are in possession of, or consuming, alcohol will be considered to have an "offense." Consequences will be at minimum disciplinary probation status.

Students who provide alcohol or a place to consume alcohol for others will be at minimum placed on strict disciplinary probation and fined a minimum of \$100 (*see Judicial Code, 5.071*).

Students who, as a result of alcohol consumption, are uncooperative or belligerent are subject to the full police powers of the Department of Police/Security Services.

AUTOMOBILES

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

Whether living on campus or commuting, all students must register their vehicle(s) with Police/Security Services and comply with parking policies. A two-semester parking permit costs \$45 for the first vehicle and \$10 for the second. Parking locations are designated for freshmen, commuter, residential upper-class students, and faculty/staff. Parking violation fines begin at \$20. Fines rise to \$30 upon receipt of a sixth parking ticket. After ten tickets the fine is \$40, and after 15 tickets parking privileges on campus are revoked for the rest of the academic year. Students receiving five or more tickets are considered habitual offenders subject to disciplinary action from the Department of Student Life, *and will be responsible for all parking fines*.

The Police/Security Services Department also requires motorcycle owners and encourages bicycle owners to register their bikes. Just fill out the form with a descrip-

tion of the bike and the serial number. There is no charge for motorcycle or bicycle registration. This information will aid officers in returning found bicycles to their owners.

COMPUTER USE POLICIES

The primary purpose of Anderson University's computer resources is to transmit and share information and other communications in support of education and research. It is a privilege, not a right, to be granted access to the university's computer resources. Certain responsibilities come with these privileges, most of which fall in the realm of common sense and courtesy. The university reserves the right to refuse service to anyone at any time for any reason. We ask all users of Anderson University computer resources to honor the following guidelines in spirit and intent:

- **Campus e-mail:** Along with the campus Mail Distribution Center and campus voice mail, the campus e-mail system is a primary means of communication among the campus community. Students are expected to check their campus e-mail at least weekly. Students will be held responsible for information, deadlines, etc., sent via e-mail.
- **Respect for the privacy of others:** Do not seek information about, obtain copies of, or modify electronic information about others.
- **Respect of a shared resource:** Do not deliberately or unintentionally act in such a way as to degrade or disrupt system performance or to interfere with the work of others. This includes mass e-mailing of messages.
- **Respect for ethics and community standards:** All use must be consistent with the ethics and community standards of Anderson University (*see Judicial Code*).
- **Online blogs, communities, and journals:** Online blogs, communities, and journals provide an important outlet in today's culture for social networking, discussions, and staying connected. Anderson University recognizes the value of these resources when used in a safe and responsible manner. Students are asked to be cautious with the amount and type of information that is shared online as incidents of stalking and identity theft are on the rise. Students are also cautioned to be mindful who has the ability to view their information. Most of these sites are not password protected and anyone with Internet capability can access them. If the university becomes aware of material on a student's site that incriminates them in a violation of the university's lifestyle expectations or federal, state, or local laws, on or off campus, the student will be subject to disciplinary sanctions by the university.

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

DATING BEHAVIOR

Dating conduct, in both public and private, should reflect responsibility, honesty, and good taste. Public displays of affection on campus are not in good taste, may infringe on others' rights, and can be a source of embarrassment both to those involved and to others.

FIREARMS

For the sake of safety, firearms, ammunition, and illegal or unauthorized weapons of any kind are not allowed on campus. Violations could result in immediate dismissal and/or criminal charges.

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

FIREWORKS

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

GAMBLING

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



IDENTIFICATION CARD

Every student must carry a student identification (ID) card while on campus. The ID card also serves as a meal card, library card, entry key into residence halls, and admission card for campus events. The ID card must also be shown upon request of Police/Security Services and other university personnel. Replacement ID cards may be purchased for \$20 at the Police/Security Services office.

RECYCLING

The President of Anderson University has designated AU as a recycling campus. Containers marked with the AU recycling logo are placed in all buildings on campus. Talk to your hall director for information about recycling in the residence halls, or check the website at *www.anderson.edu/recycling*.

ROOFTOPS OF CAMPUS BUILDINGS

Students are prohibited from climbing on or accessing the rooftops of campus buildings. Students are also prohibited from climbing/rapelling the walls of campus buildings or climbing/rappelling on both interior and exterior stairwells.

SIGNS AND NOTICES

- Signs and notices are to be posted only on surfaces specifically designated for this purpose by the appropriate building manager.
- Painted and wood-paneled surfaces are not to be used for posting signs and notices.
- Glass surfaces such as doors and windows are to be kept free of signs and notices except those announcing chapel/convocation activities and official notices and signs posted by appropriate university personnel.
- *All improperly posted notices and signs will be removed by university personnel.*
- Individuals posting signs or notices are responsible for their content and may not post signs and notices that are objectionable in nature or not in keeping with Anderson University standards and expectations. Objectionable signs and notices will be removed, and those responsible could face disciplinary action.
- Sidewalk chalk should only be used on walkways that are uncovered and can be reached by rainfall. No chalk should be used on covered surfaces and breezeways. Do not write on campus sculptures, artwork, fountains, etc.

Spiritual Life

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

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

CHURCH ATTENDANCE

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

MILLER CHAPEL AND THE PRAYER ROOM

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

SPIRITUAL EMPHASIS/IMPACT YOUR WORLD WEEKS

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

Chapel/Convocation

A STATEMENT OF PERSPECTIVE

Chapel/convocation attendance is an integral part of what it means to be a student in the Anderson University community. Chapel/convocation meets every Tuesday and Thursday at 10 a.m. and is one setting in which persons from the campus community gather regularly for worship, enrichment, and community building. Speakers include campus personalities and outstanding guests from many parts of the United States and the world. Students regularly participate in music and worship leadership. Required chapel/convocation attendance for students is an Anderson University tradition that has been maintained over the entire history of the university. It is one of the experiences on this campus that sets us apart from secular schools and many private church-related colleges. We maintain this tradition as a sign of our devotion to be a learning, worshiping community, dedicated to the integration of faith and learning.

CHAPEL MISSION STATEMENT

Anderson University chapel/convocation seeks to embody the mission of the whole of the university by providing opportunities for the campus community to join together in the worship of God and to discover how the word of God informs the various facets of individual and corporate life.

THE SPIRIT OF OUR COMING TOGETHER

- **We come in the spirit of worship:** This is a place of worship. We come to acknowledge our need for God and to express our joy for God's presence among us.
- **We come in the spirit of learning:** This is a classroom. At the heart of our Christian commitment is a thirst for knowledge and a desire to learn beyond the present boundaries of our understanding. We openly welcome those who come among us to preach, lecture, or discuss important issues with us.
- **We come in the spirit of reverence and respect:** This is a sanctuary for worship and learning. We reverence God, we reverence Holy Scripture, and we respect those who lead and teach us and those who sit among us as friends and co-learners.

EXPECTATIONS

Because of the special nature of our gathering together, most often for worship, respect and reverence are expected. Distracting or discourteous behavior is not acceptable nor tolerated. Cell phones, laptop computers, and iPods should be turned off. Talking or any other noise that would distract others should be avoided. Food or beverages are not permitted in the auditorium. Feet are not to be placed on the seats. Failure

to abide by these expectations could result in collection of the student's chapel/convocation card with no attendance credit granted.

ATTENDANCE POLICY

All full-time students (12 semester hours or more) are required to meet the chapel/convocation requirement unless granted an exception.

EXCEPTIONS

Exceptions for employment, practicums, or other extenuating circumstances are considered on a case-by-case basis for **one semester** based upon a written petition submitted by the student to the Office of Chapel Attendance (Decker 203, ext. 4070). Though written petitions for exception to the chapel/convocation attendance policy may be submitted any time, requests will be considered using only the date the petition is received in the Office of Chapel Attendance. **Exceptions will be made for future chapel dates, but not applied retroactively.** Chapel/convocation waiver forms are available in the Office of Chapel Attendance for this purpose.

GUIDELINES

1. **All full-time students (12 hours or more) are required to meet the chapel attendance requirement.** Students who drop to part-time during the semester will have attendance calculated based on attendance up to the date part-time enrollment begins (based on registrar's date). Attendance to two-thirds of eligible chapels is required.
2. **A student meets the chapel/convocation attendance requirement each semester by accumulating a total of 18 credits.** A credit is earned by attending and being counted present (by use of an attendance card) at a Tuesday or Thursday chapel/convocation session. Attendance cards will not be issued after 10 a.m. and no credit will be given for arrival after this time. There are a few special evening services that also provide credit opportunity each semester.
3. Although faculty and staff members frequently submit students' names to the Office of Chapel Attendance when institutional requirements/commitments prohibit regular chapel/convocation attendance, (i.e., student teaching, nursing practicums, etc.) students are responsible for their attendance record (earn 18 credits or have approved waiver). **Irregular absences from chapel/convocation because of participation in institutional activities (i.e., field trips, athletic events, etc.) are considered a part of absences allowed and 18 credits must still be earned.**
4. **Students are responsible to be aware of their chapel/convocation attendance credits earned.** However, the cumulative attendance

credits recorded in the Office of Chapel Attendance will be used as the official record and will be used to determine whether or not the attendance requirement is met. Therefore, it is advisable to check with the Office of Chapel Attendance periodically regarding official credits earned. This information is available online through AccessAU, by navigating to the “Chapel Attendance” page under Self Service > Chapel. If you have additional questions after reviewing your attendance record, please send e-mail to the Office of Chapel Attendance at chapel@anderson.edu, or call ext. 4070.

5. A student who fails to accumulate 18 chapel/convocation credits any given semester will be placed on chapel probation for the following full semester and assessed a disciplinary fine. ***The amount of the fine will relate to the number of chapels attended. Students attending 0-5 chapels in a semester will be fined in the amount of \$150. Students attending 6-12 chapels will be fined \$100. Students who attend 13-17 chapels will be fined in the amount of \$75.***
6. A student who chooses to appeal disciplinary action taken for violation of the chapel/convocation attendance policy **may do so by following the standard appeals process as outlined in the *Anderson University Student Handbook* (see Judicial Code, section 8).**
7. A student who fails to fulfill the chapel/convocation attendance requirement (18 credits) the following semester (meaning two consecutive semesters) after being placed on chapel probation will be suspended from the university for one semester unless a written appeal is submitted and approved. Parents will be notified.
8. **Students who choose to appeal their suspended status and are granted approval will be reinstated in a probationary status, assessed a disciplinary fine, and will be required to attend 10 of the first 14 chapel programs of the next semester** as a means of encouraging fulfillment of the attendance requirement. Failure to fulfill the attendance requirement three consecutive semesters could result in suspension for one year without appeal.

Residence Life Policies

The Department of Student Life is committed to providing a quality campus residential experience for its students. Our mission is to be relationally driven, to display integrity in community, to diligently seek Christ, and to embrace diversity. We believe there is immeasurable value in the relationships, challenges, adjustments, and experiences students encounter when they live in a residence hall. That is why the residence hall staff, including professional resident directors (RDs) and student resident assistants (RAs), work so hard to foster the development of community and encourage personal and spiritual development in the men and women living in the buildings they call home.

Sharing the space of a residence hall room with another person is not always easy, but it is a fun, life-changing experience. Students learn the value of honesty and communication, the necessity of occasional compromise, and the affirmation of articulating their values and expectations to another person. Men and women who live in the AU residence halls can also experience the continuity and security of a real community. We see ourselves as a team with academics to support the educational experience of our students. RDs and RAs create programs that help students get to know those who live around them and that nurture a student's development spiritually, intellectually, socially, and physically. Because we believe that the residential experience is such an integral part of a formal education, the residence hall staff members do their best to help each student have a positive experience and to hold residents accountable to the standards inherent in a healthy Christ-centered community.

Being a part of a community can be an exciting time of new relationships, learning about yourself and others. It can also be a growing and challenging time as we learn about our similarities, differences, and how we learn and grow together. Being a part of the community means that certain campus policies and expectations are necessary to make residence life a positive experience.

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

HOUSING POLICY

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

- have earned less than 88 semester hours
- are registered as full-time students
- are single and are not living with parents or guardians
- will not be 22 years of age by the end of Semester II

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

Students who wish to be released from the Housing Policy may obtain an off-campus application in the Department of Student Life (Decker 206). The Campus Housing Committee will review the application and notify students of their decision. Decisions of the Campus Housing Committee are final.

Failure to abide by the Anderson University Housing Policy could result in disciplinary action. Questions about university housing should be addressed to the associate dean of students.

ROOM ASSIGNMENTS AND CONTRACTS

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

CHANGE IN ROOM OR HALL

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

CHECK-IN/CHECK-OUT PROCEDURES

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

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

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

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

RESIDENCE HALL POLICIES

SOLICITATION

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



ALCOHOL, DRUGS, AND TOBACCO

Purchase, possession, or use of alcohol and drugs, on or off campus, is prohibited. Therefore, alcohol and drugs are not allowed in the residence halls. Alcoholic beverages may not be brought onto campus or stored in the residence halls. Empty alcoholic beverage containers found in a room will be considered as evidence of drinking by the occupants of the room. Alcoholic beverage containers, posters, clothing, and other items advertising alcoholic beverages are not permitted in the residence hall, even for decorative purposes (*see Judicial Code, 4.20*).

The use and/or possession of tobacco in any form is prohibited in the residence halls. This includes smoking, chewing tobacco, dipping snuff, and openly displaying tobacco. *Posters, clothing, and other media advertising tobacco are prohibited (see Judicial Code, 4.12)*.

BICYCLES AND MOTORIZED VEHICLES

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

BULLETIN BOARDS

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

COOKING AND FOOD

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

DAMAGES

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

Repair/replacement costs

• Painting	\$25-150
• Replacing standard room door.	\$250
• Replacing carpet	\$25-450
• Replacing fire extinguisher	\$75
• Replacing lock.	\$65
• Replacing lost key	\$50
• Replacing screen	\$40
• Replacing blinds	\$25
• Replacing smoke detector.	\$100
• Replacing standard telephone	\$30
• Misc. phone parts	\$15-30
• Replacing window	\$50-350
• Replacing mirror	\$50
• Replacing desk chair.	\$150
• Replacing towel bar.	\$15
• Extra cleaning.	\$25-50
• Removing extra furniture	\$25-50
• Repairing holes in walls.	\$5 per hole
• Furniture not secure or not properly replaced.	\$15-100

Any burn marks or carpet damages that cannot be cleaned will likely result in a charge to replace total room carpet.

Individuals responsible for damage should be prepared to assume the full cost for repairs.

Writing, drawing on, or attaching shelves to walls and other surfaces is not permitted. Vandalism, or careless destruction of property, constitutes a severe violation and subjects the violator to restitution, fines up to \$100, and disciplinary action with possible dismissal.

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

Roommates are jointly responsible for room damage. Charges will be shared equally unless one occupant is known to be responsible. *Room damage and items needing repair should be reported immediately to the residence hall staff.* Students are encouraged to submit a report in writing to the RD or RA when damage occurs. Residence hall staff can inform

students of the proper reporting procedure for their halls. The residence hall staff reserves the right to check the rooms for damages.

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

ROOM AND DOOR DECORATIONS

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

EXTENSION CORDS

For the safety and security of all residents and to comply with safety codes, only extension cords with fused strips (power strips or surge protectors) may be used.

EMERGENCIES

Report all cases of illness, serious disturbances, room or hall repairs, property loss, and personal problems needing attention to the resident directors. Report life-threatening situations to authorities by dialing 911 (9-911 on campus).

ENTRANCE RESTRICTIONS

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

FIRE EXTINGUISHERS AND SMOKE DETECTORS

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

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

Possession and/or use of halogen lights, candles, incense, oil lamps, and other flame-producing lights is prohibited. Cooking with an open flame, grills of any kind, electric skillets, or any appliances that do not shut off automatically are not permitted. Possession and/or use of any type of space heater is prohibited.

FIRE PROCEDURES

If a fire is discovered, immediately:

- activate the building fire alarm
- call the Anderson Fire Department (dial 9-911)
- call the campus operator (dial 3333)

When the fire alarm sounds:

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

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

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

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

- wear hard-soled shoes
- place a wet towel or cloth over your head and face; breathing through the wet towel will help to cool the air and filter out much of the smoke
- take short breaths through your nose; avoid inhaling large amounts of smoke
- cover your body with something that can easily be discarded if it catches fire, such as a blanket
- heat and smoke rise, and dangerous gasses settle to the floor, so move quickly in a crouching position to the nearest exit

Always try to remain calm. Never re-enter a burning building to try to save your personal possessions.

TORNADO/SEVERE WEATHER PROCEDURES

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

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

In addition, building managers or designated individuals will alert people in their buildings either by word or by three short blasts on a hand-held air horn, which indicates take cover.

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

GUEST POLICY

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

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



HEALTH

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

KEYS

Students are responsible for room keys and for locking their room doors. The university does not assume responsibility for loss of money or valuables. If a key is lost or left in the room, contact the RA to have the door opened. There is a \$50 charge for changing locks and re-keying.

LAUNDRY

ASI owns and operates all washers and dryers in residence halls. For service, notify the Mail Center at ext. 4139. Laundry facilities are intended for residents only. Do not leave laundry unattended.

LOFTS

Lofts are not permitted in the residence halls.

LOUNGES

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

ROOM MAINTENANCE

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

CONDUCT

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

MUSICAL INSTRUMENTS

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

OBJECTIONABLE MATERIAL

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

OPEN HOUSE

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

Hours

- **Residence Halls:** Tuesday and Thursday, 6-10 p.m.; Friday, 5 p.m. to midnight; Saturday, 1 p.m. to midnight; Sunday, 1-9 p.m.
- **Fair Commons/South Campus/Tara East/Mansfield** (*kitchen, living room, and dining room only*): Sunday through Thursday, 10 a.m. to midnight; Friday and Saturday, 10 a.m. to 2 a.m.
- **Lobby Hours** (*residence halls and Fair Commons*): Sunday through Thursday, lobbies close to non-residents at 1 a.m.; Friday and Saturday, lobbies close to non-residents at 2 a.m.

PERSONAL BELONGINGS

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

PETS

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

QUIET HOURS

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

RECREATION

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

RESIDENCE HALL HOURS AND SECURITY

For the safety and security of residents, all residence hall exterior doors are locked 24/7. Residents of traditional halls and Fair Commons may enter the hall with card access. Other apartments enter with key access. Side doors are room key access only during daylight hours. Exiting locked doors without leaving the doors secured will result in fines and disciplinary action. Entering a residence facility through undesignated doors or windows or opening doors to allow others into residence halls will result in \$50 fines and disciplinary action for all those involved.

When leaving campus overnight, residents are to inform the RA or RD where they may be contacted in case of an emergency. Failure to do so could result in disciplinary action or a fine. Emergency forms/signout sheets are available from the RAs in each hall. Residence halls have self-regulating campus housing hours which should not be abused by frequent overnight absences or entry after lock-up.

STORAGE ROOMS

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

TELEPHONES

Telephones are provided on each floor. Do not give the university telephone number when placing long distance calls. Collect calls are not to be accepted on residence hall room phones. Fines will be assessed for calls charged by students to the Anderson University telephone number.

Telephone services are contracted by the university. Students are not authorized to change, enhance, or commit to telephone services with outside vendors for residence hall telephone numbers. Unauthorized services will be cancelled and a fine for administrative processing will be applied to the student's account.

A special adapter is required to use privately owned telephones and/or answering machines and is available from AUSTS. *System damage caused by the use of personal telephone equipment could result in fines of up to \$3,500.* For more information, contact Joyce Pike, Physical Plant, ext. 4131.

TRASH

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

VACATION PERIODS

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

- **Mid-fall Holiday:** All halls will remain open.
- **Thanksgiving Break:** Mansfield, South Campus, Fair Commons, and Tara East will remain open during break. All other halls will close Wednesday, Nov. 24, at 10 a.m., and reopen Sunday, Nov. 28, at 1 p.m.
- **Semester Break (Christmas):** Mansfield, South Campus, Myers Hall, Fair Commons, and Tara East will remain open during break. All other halls will close Friday, Dec. 17, at 10 a.m., and reopen Sunday, Jan. 9, at 1 p.m.
- **Spring Break:** Mansfield, South Campus, Fair Commons, Myers Hall, and Tara East will remain open during break. All other halls will close Saturday, March 12, at 10 a.m., and reopen Sunday, March 20, at 1 p.m.

- **Easter Weekend:** All halls will remain open.
- **Year End:** Rooms must be vacated by 3 p.m. on Saturday, May 8. Graduating seniors have until Sunday, May 9, at 3 p.m.

WINDOWS AND SCREENS

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

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

WITHDRAWING OR DROPPING TO PART-TIME STATUS

Residents are not to move out of the halls or to another room in the same hall without first contacting the RD and completing a room inventory/room condition form. Vacating a room without checking with the RD could result in fines or continued charges for rent until formal arrangements have been made. A \$50 charge is assessed for each lost or unreturned key. Extra cleaning or damage to rooms is subject to extra charges.

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

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

Academic Policies

ADVISING

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

COMMITTEE REPRESENTATION

Student representation exists in each of the standing committees of the faculty except the Committee on Promotion and Tenure, the Faculty Affairs Committee, the Faculty Development Committee, the Graduate Council, the Assessment Committee, the Nominations Committee, and the Barring Appeals Committee.

ACADEMIC CREDIT

The AU academic year is arranged on the semester system. The semester hour is the unit of academic credit and represents one 50-minute period of class work per week. Thus, a three-hour course will usually meet for one 50-minute lecture three times each week during the semester, although this can vary with laboratories or other special courses. It is assumed that students will spend two hours in preparation for each period of class time. Students who are considering taking courses elsewhere (i.e., during the summer for transfer to AU) should check with the registrar before doing so.



ACADEMIC INTEGRITY

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

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

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

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

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

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

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

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

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

ACADEMIC STANDARDS

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

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

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

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

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

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

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

CLASS ATTENDANCE

It is the assumption of this policy that class attendance, by instructors and students, is fundamental to the teaching/learning process and is crucial to effective, quality teaching and learning at the university level. The AU faculty adopted the class attendance policy with this rationale in mind.

Any absence results in a loss of learning for the student. It is the student's obligation to personally notify individual course instructor(s) about any absence, in advance if possible. *Students may be directly penalized only after the number of absences exceeds the number of class meeting hours per week.* When a student misses more than the number

of classes stated above, the course instructor determines whether to allow completion of missed work and how much work will be evaluated, including possible penalties.

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

DECLARATION OR CHANGE OF MAJOR

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

GRADE APPEAL

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

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

- **Step 3:** Upon receiving a petition for a grade appeal, the college dean or director might seek additional information from the student (through interview or by letter) in an attempt to understand as fully as possible the nature of and the justifications for the appeal. The dean of the college or school will then confer with the faculty member and, at his or her discretion, might talk with the instructor and student together.
- **Step 4:** If the dean of the college or school is unable to resolve the issue to the student's satisfaction, he or she will ask the chairperson of the Appeals Committee to call a special meeting of the committee, to review all the information available, and to give a hearing to the student (if he or she is on campus or in the community) and also to the instructor. The committee might consult with other students who are or were in the same course and also with the department chairperson or other faculty members in the instructor's department.
- **Step 5:** When the appeals committee has made a thorough review of the case and has reached a decision about the appeal presented, it shall make its decision and recommendations known, in writing, to the student, to the instructor of the course, and to the college dean or director. The committee may make appropriate recommendations regarding procedures to the instructor. If a semester grade is in question, the committee may recommend to the instructor that a change of grade be considered. In unusual circumstances, the vice president for academic affairs and dean may initiate such a change if the instructor will not do so and there appears to be compelling reasons for such action.

TRANSCRIPTS

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

Academic Calendar

ACADEMIC CALENDAR, 2010-11	Sem. I	Int'l Op.	Sem. II	Summer
Classes begin	Aug. 30	Dec. 26	Jan. 12	May 9
Last day/schedule changes with no fee	Sept. 3	Dec. 3	Jan. 18	—
Begin drop fee for schedule change	Sept. 7	Dec. 6	Jan. 19	—
Last day for registration changes, incl. S/U and audit (drop fee applies)	Oct. 1	Dec. 16	Feb. 11	—
Mid-fall holiday	Oct. 15	—	—	—
Spring vacation	—	—	Mar. 12-20	—
Last day to drop courses with grade "W" (drop fee applies)	Nov. 5	Jan. 3	March 31	—
Good Friday (holiday)	—	—	April 22	—
Student Travel Day (<i>classes resume at 4 p.m.</i>)	—	—	April 25	—
Thanksgiving vacation	Nov. 24-28	—	—	—
Last day of classes	Dec. 16	Jan. 11	May 5	Aug. 19
Baccalaureate and commencement	—	—	May 7	—

NOTE: No changes will be accepted Aug. 26, 2010, or January 11, 2011.

EXAM SCHEDULE, 2010-11	Class Time	Exam Time
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SEMESTER I

<ul style="list-style-type: none"> • Monday, Dec. 13, 2010 	Monday, 9 a.m.	7:40-9:20 a.m.
	Tuesday, 8 a.m.	9:30-11:10 a.m.
	Tuesday, 1 p.m.	11:40 a.m.-1:20 p.m.
	Tuesday, 4 p.m.	1:30-3:10 p.m.
	Monday, 2 p.m.	3:20-5 p.m.
<ul style="list-style-type: none"> • Tuesday, Dec. 14, 2010 	Tuesday, 11 a.m.	7:40-9:20 a.m.
	Monday, 8 a.m.	9:30-11:10 a.m.
	Monday, noon	11:40 a.m.-1:20 p.m.
	Monday, 3 p.m.	1:30-3:10 p.m.
	Tuesday, 2 p.m.	3:20-5 p.m.
<ul style="list-style-type: none"> • Wednesday, Dec. 15, 2010 	Monday, 11 a.m.	7:40-9:20 a.m.
	Tuesday, 9 a.m.	9:30-11:10 a.m.
	Monday, 1 p.m.	11:40 a.m.-1:20 p.m.
	Tuesday, 3 p.m.	1:30-3:10 p.m.
	Monday, 4 p.m.	3:20-5 p.m.
<ul style="list-style-type: none"> • Thursday, Dec. 16, 2010 	Tuesday, noon	7:40-9:20 a.m.
	Monday, 10 a.m.	9:30-11:10 a.m.

SEMESTER II

• Monday, May 2, 2011	Monday, noon	7:40-9:20 a.m.
	Monday, 10 a.m.	9:30-11:10 a.m.
	Tuesday, 1 p.m.	11:40 a.m.-1:20 p.m.
	Tuesday, 3 p.m.	1:30-3:10 p.m.
	Monday, 4 p.m.	3:20-5 p.m.
• Tuesday, May 3, 2011	Tuesday, 8 a.m.	7:40-9:20 a.m.
	Monday, 9 a.m.	9:30-11:10 a.m.
	Monday, 1 p.m.	11:40 a.m.-1:20 p.m.
	Monday, 2 p.m.	1:30-3:10 p.m.
	Tuesday, 4 p.m.	3:20-5 p.m.
• Wednesday, May 4, 2011	Monday, 8 a.m.	7:40-9:20 a.m.
	Tuesday, 11 a.m.	9:30-11:10 a.m.
	Tuesday, noon	11:40 a.m.-1:20 p.m.
	Tuesday, 2 p.m.	1:30-3:10 p.m.
	Monday, 3 p.m.	3:20-5 p.m.
• Thursday, May 5, 2011	Tuesday, 9 a.m.	7:40-9:20 a.m.
	Monday, 11 a.m.	9:30-11:10 a.m.

NOTE: Exams begin in the morning and break for lunch from 11:10 to 11:40 a.m. each day. Evening classes remain on their normal schedule for exams.



Financial Aid Policies

To receive financial aid, students must make satisfactory academic progress. Anderson University's satisfactory academic progress policy is found in the Financial Aid Handbook online at www.anderson.edu/financialaid/financialaidhandbook.pdf.

APPEALS

Students wishing to appeal a decision regarding their financial aid may do so by writing a letter of appeal to the Financial Aid Review Committee. They may also appear before the committee to state their case. The director of student financial services serves as chair of this committee.

CHANGES IN FINANCIAL SITUATION

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

REDUCTION IN CREDIT HOURS

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

DEADLINE

Students who file the Free Application for Federal Student Aid (FAFSA) by March 1 will be the first to receive notice of their awards for the following school year. Filing by March 1 also ensures no penalties for filing late. For Indiana students to be eligible for state aid, the FAFSA must be *received* by March 10.

GRANTS, SCHOLARSHIPS, AND LOANS

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

UNIVERSITY FUNDS FOR OFF-CAMPUS STUDY

Students may apply to the Office of International Education for institutional funds to study off campus according to the following criteria:

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

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

FINANCIAL ADJUSTMENT FOR WITHDRAWAL FROM CLASSES

You may be entitled to a reduction in your tuition, fees, and room and board charges if you withdraw from some or all of your classes. The reduction in your charges will depend on when you withdraw and whether you withdraw from all of your classes or from just one or more. When you withdraw from classes you will be entitled to a reduction in your tuition and fees based on the following schedule:

Withdrawal on or before	Tuition/fees adjustment
First Friday after classes begin	90 percent reduction
Second Friday after classes begin	80 percent reduction
Third Friday after classes begin	60 percent reduction
Fourth Friday after classes begin	40 percent reduction
Fifth Friday after classes begin	20 percent reduction
Sixth Friday after classes begin	No adjustment

RETURN OF FUNDS

Students who are eligible to receive federal student aid (Title IV funds) and who withdraw from Anderson University during the first 60% of an enrollment period are deemed not to have earned all of their aid. The unearned portion of their federal student financial aid, based on the percentage of the enrollment period that the student was enrolled, must be returned to the federal student aid programs.

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

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Perkins Loan
4. Parental Loan to Undergraduate Students (PLUS)
5. Pell Grant
6. Supplemental Educational Opportunity Grant (SEOG)

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

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

Reductions are based on tuition and room and board charges made to the student and not the amount paid on the account. There is no reduction of any charges to students who are dismissed or suspended for disciplinary reasons. Contact Dr. Aleza Beverly to determine whether proportional adjustments might be made for summer sessions. Questions concerning the policy for complete withdrawal should be directed to the dean of students. Questions related to financial adjustment for reducing the number of semester hours to one or more should be directed to the registrar.



Privacy and Disclosure Policies

STUDENT RIGHT TO KNOW ACT

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

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

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

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

— June 6, 1991

POLICY ON NOTIFICATION OF PARENTS

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

- **Academic Matters:** The vice president for academic affairs and dean or a designated academic officer may correspond with students and parents after the mid-term and the end of each of the first two semesters of study at Anderson University if students are not maintaining good academic standing as defined in the *Anderson University Undergraduate Catalog*. All mid-term and final grade reports will be sent to students only.
- **Disciplinary Matters:** The dean of students or other designated staff members may notify parents if a student is placed on disciplinary probation. When more serious disciplinary action (suspension, dismissal, or expulsion from the university) is being considered or taken, every effort will be made to contact the parents of dependent students.
- **Personal Health Matters:** The university physician or designated staff members will notify parents if a serious illness brings into question a student's ability to continue effectively in the academic program or function satisfactorily in other ways in the university community. The director of counseling services or designated counseling staff will notify parents and/or other appropriate university staff should psychological problems become so severe that coping with demands of university life becomes unusually difficult. Should that determination be made, the student may not resume classes at Anderson University for at least one full semester. It is expected that professional help will be sought during this interim period and the university will receive certification of psychological progress. The director of counseling services may also recommend counseling during the summer and/or other specific periods of time in order to maximize potential for success as a student and to remain in good standing.
- **Financial Matters:** Upon written request from students, parents, or guardians, specific information about student financial accounts will be sent to parents, guardians, or other appropriate individuals or organizations. In addition, the accounts receivable manager, at her discretion, may notify parents, guardians, or other appropriate persons or organizations regarding the status of student financial accounts at Anderson University. Questions regarding this policy should be directed to the vice president for academic affairs and dean.

Sexual Misconduct/Harassment Policy

POSITION STATEMENT

Anderson University affirms its commitment to Christian higher education and a work/learning environment that encourages and enables individuals to strive for excellence. Behaviors which inappropriately assert personal characteristics (i.e., gender or physical attributes) as relevant to staff, faculty, or student performance are damaging to this environment and are a violation of law and university policy. Sexual misconduct in any form will not be tolerated and will be dealt with promptly by the university. The university reserves the right to refuse employment or re-employment, and to dismiss or suspend from employment any staff or faculty member who violates this policy. The university reserves the right to suspend or dismiss any student who violates this policy.

DEFINITIONS

Sexual misconduct is any unwelcome sexual advance, request for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other university activity;
- submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive university environment.¹

Sexual misconduct can take many forms. Some of these are overt and unambiguous while others may be more subtle and indirect. Direct forms of sexual misconduct include sexual assault and sexual advances accompanied by an offer of reward or threats of reprisal. Such behavior constitutes serious misconduct, and a single incident establishes grounds for complaint. Other forms of sexual misconduct include sexual conduct, physical or verbal, that is repeated and unwanted such as, but not limited to:

- sexual innuendoes; suggestive comments; repeated sexually oriented kidding, teasing, joking, or flirting; or offensive crude language;
- derogatory or demeaning gender-based comments and/or conduct;
- leering; whistling; touching; pinching; brushing against another person's body; making obscene gestures; or displaying objects or pictures which are sexual in nature that would create hostile or offensive work, learning, or living environments.

Procedures for reporting sexual misconduct are listed in the following section and are also published in the faculty and staff handbooks. These procedures may also be obtained in the Department of Student Life, Health Services, or Counseling Services.

COMPLAINT PROCEDURES

REPORTING A COMPLAINT

Any person who believes that he or she has been sexually harassed (the complainant) is encouraged to bring the matter to the attention of the appropriate university official. The complainant should present the complaint as promptly as possible after the alleged misconduct occurs, normally within 30 days.

- a) *By a faculty member toward any student, staff, or other faculty member:* The complaint should be reported to the Office of the Vice President of Academic Affairs and Dean of the College and will be handled by the vice president's office. If a formal charge is filed, the investigation and disciplinary action, if any, will be resolved in a manner similar to other violations of university rules and regulations as outlined in the *Faculty Handbook*.
- b) *By a staff member toward any student, faculty, or other staff member:* The complaint should be reported to the director of Human Resources and will be handled by the Office of Human Resources in the same manner as other violations of university rules and regulations as outlined in the *Staff Handbook*.
- c) *By a student toward any other student, staff, or faculty member:* The complaint should be reported to the dean of students and will be handled by the Department of Student Life in the same manner as other violations of university rules and regulations as outlined in the *Student Handbook*.
- d) *By an individual not currently enrolled as a student or not employed as a faculty or staff member:* The complaint should be reported to the immediate supervisor if involving an employee, or to the Department of Student Life if involving a student. These persons will determine the appropriate response.
- e) Any individual wishing to report a complaint but uncertain how to proceed is encouraged to contact the Office of Counseling Services or the Office of Human Resources for assistance.
- f) The Office of Human Resources will be informed of all informal and formal complaints of sexual misconduct. Human Resources will retain the records of investigation and resolution with the exception of complaints involving students only.

RESOLUTION OF A COMPLAINT

1. The initial discussion between the complainant and the university official will occur without formal written record; notes may be taken. The discussion will be handled in a professional and confidential manner. No formal action on the alleged complaint will be taken at this time unless initiated by the complainant.

2. The university official will notify the alleged offender of the complaint and provide an opportunity for the alleged offender to respond.
3. Promptly after the initial conversations with the complainant and the alleged offender, the university official may initiate whatever steps he or she deems appropriate to affect an informal resolution of the complaint acceptable to both parties.
4. If the complainant or the alleged offender is dissatisfied with the informal resolution, either party may pursue formal procedures, normally within 90 days of the alleged incident. Formal procedures are as follows:
 - a) a written statement must be submitted by the complainant, or taken by the university official and signed by the complainant;
 - b) an investigation of the complaint will be conducted in an expeditious manner and at a minimum will include the following:
 - i) a fact finding interview with the complainant;
 - ii) an interview with the alleged offender in which he/she has an opportunity to respond to all allegations;
 - iii) interviews with all witnesses, individually;
 - iv) a written record of all interviews maintained in a confidential file.
 - c) the university official will review all the findings of the investigation and determine if the complaint is valid;
 - d) if the complaint is determined to be valid, university actions may include, but are not limited to: 1) reprimand, 2) disciplinary sanction, and/or 3) termination/expulsion. When determining appropriate disciplinary action, consideration will be given to the misconduct complaint as a whole, the record of the accused individual(s), and the totality of the circumstances, including the nature of the conduct and the context in which it occurred. If possible, the university official will seek the agreement of concerned parties in the resolution of a sexual misconduct/conduct complaint.

CONFIDENTIALITY

Any form of **sexual misconduct** is a sensitive issue that may potentially affect any member of the university community. Every attempt will be made to maintain the confidentiality of the parties involved in an allegation and the nature of the allegation. Decisions to release information will be made on a need-to-know basis and include consideration for the university's legal obligation to investigate allegations when such allegations are brought to the university's attention and/or to take corrective action. Once a complaint has been resolved, the record will be maintained as confidential.

NON-RETALIATION

Any attempt by a member of the faculty, staff, or student body to penalize or retaliate in any way against a person bringing a **sexual misconduct** allegation is prohibited. Retaliation may be any behavior, attitude, or conduct which is believed to be the result of filing a complaint and adversely affects an individual's employment or creates an intimidating, hostile, or offensive environment. A complaint of retaliation will be treated as a separate incident and investigated as such.

PROTECTION OF THE ACCUSED

During the investigation of a formal complaint, the accused will be informed of the allegations, the identity of the complainant, the facts surrounding the allegations, and will be given the opportunity to respond. Persons interviewed during the investigation process will be advised that the investigation is confidential and they may be personally liable for the unauthorized release of any information. In the event the allegation is not substantiated, all reasonable steps will be taken to restore the reputation of the accused if damaged by the investigation process. A complainant found to have been intentionally dishonest in making an allegation, or to have made an allegation maliciously, is subject to the full range of the university's disciplinary procedures from official reprimand to dismissal. The university reserves the right, however, to report a complaint to the police and/or prosecutor if the complaint involves possible commission of a misdemeanor or felony.

CONSENSUAL RELATIONSHIPS AND COMPLAINTS OF MISCONDUCT

There exists a unique relationship between students and faculty/staff members, with the faculty/staff member serving as educator, counselor, employer, and/or evaluator. Because this relationship has the possibility of being abused or may have the appearance of being abused, the university will generally view it as inappropriate and inadvisable for a faculty/staff member to engage in romantic relations with students enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship. In keeping with this position of the university, if a complaint of sexual misconduct is made, it will not be a defense to allege that the relationship was consensual.

GENERAL

It is clear in the EEOC rules that the employer, its agents, or supervisory employees are responsible for acts of misconduct in the workplace/school where the employer, its agents, or supervisory employees knew or should have known of the conduct, unless the employer can show that it took immediate and appropriate corrective action. All forms of misconduct are a serious matter; it is the responsibility of each administrator to assure that this policy and the consequences for harassing behavior are communicated to all students and staff and faculty members in their respective areas.

DISTRIBUTION

The university shall communicate this policy to faculty and staff by including it in their respective handbooks. The university shall communicate this policy to students by inclusion in the *Student Handbook* that is distributed to all students each year.

Date of Adoption: April 16, 1997

¹ Section 703, Title VII of the Civil Rights Act of 1964. As used herein, “sexual misconduct” shall also be defined to include any future amendments to this section.



Racial Harassment Policy

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

PHILOSOPHY

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

POLICY

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

REPORTING PROCEDURE

The Anderson University Diversity Committee has developed a form that AU community members may use to report an incident of racial discrimination/harassment. That form may be found at www.anderson.edu/diversity/Incident.pdf. Once the form is completed, it may be submitted to any member of the Diversity Committee. For more information and to find out who serves on the Diversity Committee, please see www.anderson.edu/diversity/committee.html. Also, the vice president for student life and dean of students office, the director of multicultural student services office, the associate dean of students office, and any residence hall director stand ready to help you. They can walk through the process with you. Please know that you may also contact any faculty or staff member whom you trust to walk with you throughout the reporting process.

CONSEQUENCES OF VIOLATIONS

Any Anderson University student who commits racial discrimination and/or harassment is subject to disciplinary action including disciplinary probation up to dismissal from the university. Students allowed to remain in the university community, in

addition to disciplinary sanctions, may also be subject to educational and/or developmental requirements.

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

General Student Complaint Procedure

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

To this end, the following is suggested:

- If the complaint involves *academic issues* outside of a student's perception of being unfairly evaluated in a course, such as concerns about academic advising, the student should address the complaint to the **vice president for academic affairs**.
- If the complaint involves *student life issues*, such as concerns about conditions of a residence hall, please contact the **vice president for student life**.
- ***All complaints must be in writing and signed by the student.***

Other specific complaints may be pursued as follows:

- If the complaint relates to what students feel are *unfair evaluations in courses*, please follow the steps outlined in the "Grade Appeal" section of this *Student Handbook*, listed under Academic Policies.
- If the complaint relates to *sexual misconduct or harassment*, please follow the steps outlined in the "Sexual Misconduct/Harassment Policy" of this *Student Handbook*.
- If the complaint relates to *race or national origin*, please follow the steps outlined on the incident report of the Diversity Committee page of the university website, www.anderson.edu/diversity/incident.html.

If you are not sure who to contact, please let the vice president for academic affairs or the vice president for student life know of your concern. Either would be willing to assist you in identifying the most appropriate outlet for dealing with your concern.

Student Court Appeals Board

ARTICLE I: Purpose

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

ARTICLE II: Judicial Proceedings (Investigations and Adjudication Proceedings)

Complaints: Anyone (students and non-students) may file a complaint with an associate dean of students, the dean of students, or the director of Police/Security Services against any student or other member of the university community or student organization for conduct believed to be in violation of the Judicial Code.

Associate deans of students are the university officers usually designated to review complaints filed against students and to determine how the investigation will be conducted. This investigation could include involving the director of Police/Security Services, associate dean of students, resident directors, and/or other university staff or the Student Court.

Misconduct related to most residence hall infractions will be investigated and adjudicated by the residence hall staff. This will include discussing with the accused the allegations and complaints, investigating complaints, determining innocence or guilt, and either dismissing complaints or taking disciplinary action.

Misconduct related to more serious violations of residence hall regulations and/or other violations of the Judicial Code, on or off campus, shall usually be investigated and adjudicated by an associate dean of students; in some situations Police/Security Services staff or Student Life staff shall investigate infractions. This will include discussing with the accused the allegations and complaints, investigating the complaints, and either dismissing the complaints or taking disciplinary action.

The accused may present witnesses, written documentation or other evidence during the investigation. The person(s) making the allegations and their witnesses are not required to identify themselves to the accused.

Notification of disciplinary action, if any, shall be made to the accused promptly after a decision is made. The student can either accept the recommended penalties or request that the matter be reviewed by the Student Court Appeals Board. If the student accepts the recommended penalties, they become final. If the student chooses to have the matter reviewed by the Student Court Appeals Board, he/she must first meet with the associate dean of students for residence life and judicial affairs or the dean of students, and then follow the procedures for review by the Appeals Board. Failure to meet with the associate dean of students for residence life and judicial affairs or the dean of students before instituting a formal review or failure to institute the Appeals Board's review shall constitute a waiver of all rights for further review of the matter.

ARTICLE III: Procedure for Review by the Appeals Board

The student may petition the Student Court Appeals Board for review of the disciplinary action when the student believes that university officials have not followed proper procedure or if new evidence is available that was not considered when disciplinary action was recommended. The court will review the student's written petition for review and the written response from the associate dean of students for residence life and judicial affairs or the dean of students. Student Court members will consider whether to accept or reject the student's request for a hearing. The Appeals Board will respond to the student within five working days of the receipt of both the student's petition and the response from the associate dean of students for residence life and judicial affairs or the dean of students. If at least three members of the Student Court feel that the petition merits a hearing, the hearing will be scheduled as soon as possible.

The student must, within 72 hours from the date disciplinary action was recommended against him/her by the associate dean of students for residence life and judicial affairs or the dean of students, complete and submit to the chief justice of the Student Court Appeals Board a written petition requesting review by the Appeals Board.

The petition should include:

1. Name, address, and student phone number.
2. Description, date(s), and place(s) of alleged act(s).
3. Date and by whom the discipline is recommended.
4. The recommended disciplinary penalty/action.
5. Date of conference with the associate dean of students for residence life and judicial affairs or the dean of students.
6. Description of procedural errors on the part of the university officials or new evidence that was not considered when disciplinary action was recommended.
7. Signature and date.

The associate dean of students for residence life and judicial affairs or the dean of students has the authority to extend the time limits for any request for review by the Appeals Board when it is in the best interests of the student or the university to do so.

ARTICLE IV: Composition and Authority of the Appeals Board

The Appeals Board shall consist of four students (justices of the Student Court), and a chairperson (chief justice of the Student Court). A representative from (or for) the Department of Student Life will be present during the hearing.

1. Student participation will be limited to the students who serve on the Student Court. They must meet the qualifications and requirements set forth by the Anderson University Student Government Association Constitution to serve on the Appeals Board and furthermore to serve on the Student Court. They may serve in this position until graduation or by their own voluntary removal from the Student Court.

2. The chairperson shall be limited to the chief justice of the Student Court. The chief justice is elected by the Student Court prior to the beginning of each academic year. The chair shall participate fully in the review and hearing process but shall vote only in the case of a tie. The Department of Student Life representative shall have no voting privileges during a hearing.
3. The Appeals Board has the authority to review and accept or reject the student's petition for a hearing.
4. The four court members and the chairperson shall be present when holding a hearing.
5. The Appeals Board has the authority to summon witnesses. Refusal to obey the summons may subject the student to disciplinary action upon the recommendation of the Appeals Board.
6. The Appeals Board has the authority to review disciplinary matters which have been properly brought before the Student Court in accordance with the procedures stated above. Upon completion of its hearing, the Appeals Board has the authority to issue, modify, or uphold the disciplinary penalties, if appropriate.
7. Action by the Appeals Board is subject to final review by the vice president for student life and dean of students.

Judicial Code

Introduction

The Christian ethic demands a willingness to recognize and accept people in their individuality; it also affirms the social dimension of our existence. A socially responsible community, therefore, must determine the structure within which individual freedom may flourish but not become so self-centered that the resulting environment finally destroys the very freedom it was intended to support. Anderson University believes that the Christian ethic is best served in an atmosphere of personal self-discipline, guided by the principle of concern for others and reinforced by a structure that represents appropriate limitations. Students acknowledge the existence of such limitations and accept responsibility for the consequences of their actions whenever they go beyond the necessary limitations. In some cases, this will result in disciplinary action related to specific complaints. It is also understood, however, that students whose behavior clearly indicates an incompatibility with the philosophy stated herein may be counseled to leave this community for another more suited to their needs.

Students are citizens of several communities: city, county, state, and nation, as well as the university. Certain types of misconduct may subject students to the concurrent jurisdiction of and the imposition of sanctions by both the university and civil authorities.

Section One: Code Authority

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

Section Two: Definitions

- 2.10 The term “university” means Anderson University when used in this code.
- 2.20 The term “student” means any person (including adult and graduate students) registered for enrollment in any university course or any person enrolled in a university course at the time of the alleged violation of this code; or any person on the university premises or university-related premises for any purpose related to registration for enrollment.
- 2.30 The term “designated university official” means any person employed by the university and/or authorized by the university to act in a prescribed manner in accordance with the by-laws and actions of the Board of Trustees of Anderson University or the policies of the faculty and administrative staff.
- 2.40 The term “student organization” means a group or association of students which has complied with the requirements of approval. (*Requirements and a listing of organizations may be obtained from the Student Government Association.*)

- 2.50 The term “university premises/property or university-related premises/property” means all property, land, buildings, and facilities owned, leased, or controlled by the university.
- 2.60 The term “university document” means any university record, written or computer-generated communication or form.
- 2.70 The term “member of the university community” means any student, faculty member, university official, or employee of the university.
- 2.80 The term “dependent student” means a student who is claimed as a dependent for income tax purposes as certified by the Office of Student Financial Services, or a student who acknowledges dependent status.

Section Three: Statement of Rights

- 3.01 The university affirms the right of students to be free from discrimination on the basis of race, color, national origin, political views, gender, age, handicaps, or marital status.
- 3.10 The university affirms the right of students to conduct research and to publish, discuss, and exchange findings and recommendations, although the university may promulgate rules and regulations related thereto.
- 3.15 Students shall have the right to elect a democratic student government in accordance with the administration’s grant of powers.
- 3.20 Students shall have the right to petition the university through the dean of students’ office for redress of grievances, amendment of university regulations, and modification of university policies related to student life.
- 3.25 Students shall be secure in their person, living quarters, papers, automobiles, and effects from unreasonable or unauthorized searches and seizure. Only the president, dean of students, or associate dean of students may (in writing or verbally) authorize, with reasonable suspicion, search of students’ living quarters (including personal belongings) or automobiles.
- 3.30 The university affirms the value of students as members of appropriate university committees.
- 3.35 The university recognizes students’ rights to freedom of speech, press, and assembly, though the university may establish rules or regulations related thereto.
- 3.40 The university recognizes the right of members of the university community to interview for employment with any approved organization, firm, or corporation.
- 3.50 These rights shall not be construed to deny or disparage other rights of students both as members of the university community and as citizens of the United States.

Section Four: Conduct Expectations

- 4.10 **A student who is found guilty of any of the following acts shall be subject to the maximum sanction of disciplinary probation or lesser sanction authorized by this code.**
- 4.11 *Violation of Published Rules:* Violation of published rules governing (1) conduct in a residence hall or dining room; (2) conduct in off-campus student residences; (3) conduct on university premises or university-related premises; (4) conduct in Chapel/Convocation, including Chapel/Convocation attendance; (5) sponsorship of off-campus activities; (6) use of computers and computer labs; (7) use of telephones; or (8) sexual misconduct/harassment.
- 4.12 *Tobacco:* Use of tobacco in any form (smoking or chewing tobacco/snuff) on the university premises, university-related premises, or while participating in university-related activities and openly displaying tobacco in any form and/or evidence of use of tobacco on university premises. Posters, clothing, and other items advertising tobacco on campus are prohibited.
- 4.13 *Dancing:* Social dancing and/or sponsorship of social dancing on university premises. Events planned off campus, including dances, may only be scheduled by recognized organizations and approved and coordinated with the Office of Student Programs.
- 4.14 *Profanity:* Use of vulgar or obscene language on university premises or while participating in university-related activities.
- 4.15 *Gambling:* Playing a game for money or for something of value. Selling, bartering, betting, or disposing of a ticket (except where purchaser is required to provide some service or activity) or participation in a scheme where the reward or prize is strictly based on chance, by whatever name. Gambling is prohibited on and off campus.
- 4.16 *Sale and Solicitation:* Sale or solicitation on university premises or university-related premises unless approved by resident director (if in a residence hall), other Student Life staff, or the building manager.
- 4.17 *Motor Vehicle Regulations:* Violation of published policies and rules (*see Vehicle Registration Policies, available in the Office of Police/Security Services*).
- 4.18 **Students found guilty of any of the following acts shall be subject to the maximum sanction of expulsion or lesser sanction authorized by this code.**
- 4.19 *Possession or Use of Illegal Substances Such as Drugs, Barbiturates, Hallucinogens, Marijuana, Steroids, or Amphetamines:* The possession or use of drugs, barbiturates, hallucinogens, marijuana, steroids, or amphetamines, including other substances intended to provide the same result, except as authorized by law.
- 4.191 In cases where drug use is suspected, Anderson University reserves the right to require students to undergo a urine screen to test for the presence of illegal substances. This decision will be made by the vice president for student life/dean of students or one of the associate deans of students. A positive urine screen will serve as evidence of possession

and use. Test results indicating a dilute specimen will be viewed as evidence of possession and use. Students will be informed that refusal to submit to a urine screen will be evidence of guilt and make the student subject to disciplinary consequences, including dismissal from the university.

4.20 *Alcoholic Beverages*

- Possession or use of alcohol (includes any beverage that contains alcohol and could include empty alcohol containers) by any student on or off the university campus or while participating in activities sponsored by the university (i.e., field trips, Tri-S, music tours, athletic events, internships, etc.).
- Being on or off campus or participating in activities sponsored by the university when there is evidence that the student has consumed alcohol.
- Contributing to the use of alcohol by other university students by providing alcoholic beverages and/or providing a place where alcoholic beverages are consumed. (Providing alcoholic beverages for other students could result in suspension or dismissal.)
- Being present at parties or other gatherings where alcohol is being consumed.
- Working as a bartender.

4.201 The director of Security Services or designated university staff may use an alco-test to determine alcohol use. A positive alco-test will serve as evidence of possession and consumption. Students will be informed that refusal to take an alco-test when use is suspected will be evidence of guilt.

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

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

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

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

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

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

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

- 4.28 *Disruption*: Disruption of university activities.
- 4.29 *Infliction or Threat of Bodily Harm*: Intentionally inflicting or threatening harm to any person.
- 4.30 *Acts of Discrimination/Intimidation*: Any behavior, verbal, physical, or written, that discriminates, intimidates, or victimizes an individual or group.
- 4.31 *Destruction of Property*: Damaging, destroying, or defacing university property or property of any member of the university community.
- 4.32 *Theft of Property*: Theft of university property or the property of any person who is on university premises or university-related premises.
- 4.33 *Hazing/Harassing/Libell/Slander*: Commission of any act, or conspiring to commit any act, that injures, frightens, degrades, disgraces, or tends to injure, frighten, degrade, or disgrace any person.
- 4.335 *Making Annoying, Obscene, or Malicious Telephone Calls*
- 4.34 *Forcible or Illegal Entry into a University Facility*: Forcibly breaking into or illegally entering any building, structure, or facility on university premises or university-related premises.
- 4.35 *False Reporting of an Emergency*: Intentionally making a false report of a bomb, fire, or other emergency in any building, structure, or facility on university premises or university-related premises by means of activating a fire alarm or in any other manner. Misuse of emergency numbers 911 or 3333. Use of a whistle designated for use in an emergency when there is no emergency.
- 4.36 *Unauthorized Alteration or Use of Emergency or Safety Equipment*: Unauthorized use or alteration of fire-fighting equipment, safety devices, exit signs, or other emergency or safety equipment.
- 4.37 *Felony*: Conviction for commission of a felony. (Arrest for a felony charge may result in the accused being suspended from enrollment until after adjudication of charges.)
- 4.38 *Possession of Firearms*: Unauthorized possession of a firearm of any description anywhere on the university campus or university-related premises.
- 4.39 *Possession of Dangerous Weapons*: Possession of any item considered (legally) to be dangerous or any item determined to be used in a dangerous way.
- 4.40 *Distribution or Sale of Illegal Drugs, Narcotics, Barbiturates, Hallucinogens, Marijuana, Steroids, or Amphetamines*: Distribution or sale of drugs, narcotics, barbiturates, hallucinogens, marijuana, steroids, or amphetamines.
- 4.41 *Sexual Misconduct*: Violation of campus standards related to sexual behavior (i.e., premarital sexual relations, adultery, actions of a homosexual nature, cohabitation, overnight visitation in the residence of someone of the opposite sex, sexual conduct not believed to be in keeping with university standards).

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

Section Five: Sanctions

- 5.00 The following sanctions may be imposed upon students.
- 5.01 *Warning:* A verbal admonition for an infraction of policy, rule, or regulation issued by a designated university official.
- 5.02 *Censure:* A written admonition for an infraction of policy, rule, or regulation issued by a designated university official.
- 5.03 *Restitution:* Reimbursement for damage to, destruction of, or misappropriation of university or personal property resulting from conduct in violation of university regulations.
- 5.04 *Fine:* A financial charge assessed for an infraction of policy, rule, or regulation by a designated university official.
- 5.05 *Educational/Service Activities:* Required activities specifically designed to enhance understanding of an infraction and its impact on the community (i.e., reading prescribed material, viewing videos or films, etc.), interviewing professionals involved in certain vocations, counseling, performing community service, writing reports, or other sanctions determined to have educational value.
- 5.06 *Disciplinary Warning:* A written warning in response to violation of campus policy, rule, or regulations indicating that further violation may lead to more serious action, including suspension or dismissal.

- 5.07 *Disciplinary Probation*: Indicates, in writing, a tenuous relationship as a student. Notice that further violation may result in suspension or dismissal. Copies of letters of disciplinary probation may be sent to parents of dependent students.
- 5.071 *Strict Disciplinary Probation*: Indicates, in writing, an extremely tenuous relationship as a student. Notice that further violation will likely result in suspension or dismissal. May include ineligibility for co-curricular activities, loss of automobile privileges, ineligibility for financial aid, and/or other sanctions. Copies of letters indicating strict disciplinary probation and more serious sanctions following are usually sent to parents of dependent students.
- 5.08 *Suspension (while classes are in session)*: Withdrawal of privilege of attending classes for a specific or indefinite period. During suspension a student may not be present on the campus or participate in any university-related activities. Academic work missed as a result of suspension may not be completed prior to, during, or after the stated period of suspension.
- 5.09 *Dismissal*: Cancellation of registration. The student is ineligible to continue at the university and may not be present on the campus. Dismissal is usually for no less than one full semester following the effective date thereof. There is no reduction of tuition and fees to a dismissed student.
- 5.10 *Expulsion*: Permanent dismissal from the university. There is no reduction of charges to an expelled student.
- 5.11 *Other Sanctions*: Unless otherwise provided in this code, authorized staff, judicial bodies, residence hall staff, student government, or student organizations may establish additional rules of conduct for students subject to their jurisdiction and may establish other appropriate sanctions to regulate conduct.

Section Six: Interim Suspension

- 6.01 When the president, dean of students, associate dean of students, or a designee has reasonable cause to believe that a student has violated any of the provisions of section four of this code, and when there is reasonable cause to believe that substantial risk of injury exists to any member of the university community or the university premises, to university property, or property of any member of the university community if the student remains on university premises or university-related premises, or if for some other reason believes it is in the best interest of the university and student(s), the president, dean of students, associate dean of students, or a designee may suspend the student for an interim period pending a hearing on the merits of the case in accordance with the provisions of this code.

Section Seven: Judicial Structure

- 7.01 Any of the following officers and/or judicial panels may adjudicate issues of a student's conduct in violation of this code: Student Court, dean of students, associate deans of students, resident directors, resident assistants, director of police/security services, or other university official or board designated by the president or dean of students.

7.20 **Student Court (Anderson University Student Government Association)**

7.21 *Jurisdiction*

7.212 The Student Court shall consider cases of code and other university regulation violations by social clubs and interest groups and issue disciplinary action or make recommendations of disciplinary action to an associate dean of students.

7.213 The Student Court shall consider other cases of code violations referred to it by the dean of students or an associate dean of students which occur on or off campus by individuals or groups.

7.214 The Student Court may serve as an appeal board.

7.22 *Composition, Selection, Eligibility (see Anderson University Student Government Association Constitution)*

Section Eight: Judicial Proceedings

8.01 *Complaints:* Anyone (students and non-students) may file a complaint with an associate dean of students, the dean of students, or the director of Police/Security Services against any student or other member of the university community or student organization for conduct believed to be in violation of this code.

8.10 *Investigation and Adjudication Proceedings*

8.11 Associate deans of students are the university officers usually designated to review complaints filed against students and to determine how the investigation will be conducted. This investigation could include involving the director of security services, associate dean of students, resident directors, and/or other university staff or the Judicial Board or Student Court.

8.12 Misconduct related to most residence hall infractions will be investigated and adjudicated by the residence hall staff. This will include discussing with the accused the allegations and complaints, investigating complaints, determining innocence or guilt, and either dismissing complaints or taking disciplinary action.

8.13 Misconduct related to more serious violations of residence hall regulations and/or other violations of the Judicial Code, on or off campus, shall usually be investigated and adjudicated by an associate dean of students; in some situations Police/Security Services staff or Student Life staff shall investigate infractions. This will include discussing with the accused the allegations and complaints, investigating the complaints, and either dismissing the complaints or taking disciplinary action.

8.14 The accused may present witnesses, written documentation or other evidence during the investigation. The person(s) making the allegations and their witnesses are not required to identify themselves to the accused.

- 8.15 Notification of disciplinary action, if any, shall be made to the accused promptly after a decision is made.
- 8.30 *Appeals*
- 8.31 Request for appeal of disciplinary action must be submitted in writing to the dean of students within two (2) class days following notification of action.
- 8.32 Appeals will be considered only if there is new information related to a complaint, evidence of bias or if disciplinary action is not consistent with section four or five of this Judicial Code.
- 8.33 If an appeal hearing is granted, the dean of students will hear the appeal. The student may have as an observer a member of the faculty or staff present for the hearing. Notification of the decision of the appeal will be made in writing as soon as possible after the hearing.
- 8.34 Appeal action may be appealed in writing to the president of Anderson University within two (2) class days of the appeal notification. The president will decide whether an appeal hearing will occur. The president's decision in appeals will be final.

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