PREFACE

THE LOG is the official student handbook of Bethel University. It is published by the Office of Student Development to provide a reference work for campus activities, student life and University procedures.

Although the information contained is carefully collected, it will not take the place of talking with someone with the right answers. Professors, administrators, and University staff have chosen this University as the place for their work, and meeting you is a part of their experience. Even in a small University community, many students may come and go without meeting those who are a part of it. Make every effort to introduce yourself to professors, advisors, vice presidents, directors, and all other University personnel. You will be glad you did.

The University makes this handbook available to each student; it is the student’s responsibility to become aware of its contents. Ignorance of a policy or regulation will not be considered an excuse for failure to observe it. This handbook is distributed to students, faculty, and staff. By enrolling at this institution, the student agrees to comply with all rules and regulations.

Academic policies are covered in the BETHEL UNIVERSITY CATALOG; the individual regulations of the various divisions are to be found there as well.

The University may change or vary from any of the policies, procedures, and other matters described in this student handbook at any time.

The University does not illegally discriminate on the basis of race, color, national or ethnic origin, sex, disability, military service, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies of the University:

Dr. Jacqueline (Missy) DeBerry
Title IX Coordinator
Bethel University
731-352-4298
901-734-5720
deberryja@bethelu.edu
Dear Bethel Students,

The 2017-2018 academic year at Bethel University is here! Welcome! The new year will bring each of us memories and experiences that will be a part of us for years to come.

Our faculty and our staff are ready and dedicated to make your educational experience one that will help you meet your goals. So many, many opportunities are available to you.

We are glad you are here. Let’s spend time getting to know each other.

Thank you for being a part of our 175th year!

Bethel Forevermore,

Dr. Walter Butler, President
Bethel University
MISSION STATEMENT

Bethel University’s mission is to create opportunities for members of the learning community to develop in a Christian environment their highest intellectual, spiritual, and social potential. This includes synchronous and asynchronous modes of education.

Definitions

By the words “create opportunities,” the University offers the means for persons to have choices and options opened before them and to develop the confidence and maturity to choose appropriately.

By the term “learning community,” the University extends its mission to all persons who seek development of the whole person and who would choose to pursue the aspiration through Bethel University. The learning community of Bethel University includes undergraduate students in traditional and non-traditional programs, graduate students, faculty, staff, the local community, and the Cumberland Presbyterian Church.

Intellectual development focuses on the cognitive aspect of the human; cognitive development incorporates analysis, critical reflection, and synthesis of knowledge of multiple disciplines. To achieve this outcome, the university will leverage developing technology to efficiently create learning experiences for the community.

Social development focuses on the affective and behavioral aspects of the human; social development incorporates the ability to interact and communicate with other humans with civility and tolerance.

Spiritual development focuses on the metaphysical aspect of the human; spiritual development incorporates the ideas of faith, morality, and practice.

By the term, “Christian environment,” the University draws upon the thought of St. Ignatius that the college environment should facilitate knowledge and contemplation such that actions based on unbiased reason and reasonable faith.

Synchronous modes of education means Bethel University offers courses to students in the face-to-face classroom setting, whereas asynchronous means Bethel University offers courses to students in the online classroom platform. By utilizing both the synchronous and asynchronous learning platforms, Bethel University seeks to provide additional educational opportunities to students in the 21st century.
Accreditation

Bethel University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Bethel University. Bethel University is chartered by the State of Tennessee. Bethel University is approved by the Tennessee Board of Education as a teacher preparation institution for the State of Tennessee. Bethel University Department of Nursing is approved by the Tennessee Board of Nursing to offer the Baccalaureate of Science in Nursing degree. The Bethel University Baccalaureate of Science in Nursing program is accredited by the Commission on Collegiate Nursing Education through April 2025.

INTRODUCTION TO CAMPUS LIFE

Bethel University strives to promote the development of each individual’s intellectual, social, physical, and spiritual potential. A University education is primarily academic and occurs in classrooms, libraries, and laboratories. However, much of a student’s development occurs with the living environment, the residence halls to which we direct our attention and energy in order to maximize educational potential through focus in the following:

1. Surroundings conducive to well-rounded development of the individual;

2. Opportunities for the development and practice of interpersonal, social, cultural, spiritual, and athletic skills through participation in a wide variety of living and learning experiences in an atmosphere of democratic process;

3. Professional and peer-group leadership will insure that a maximum emphasis is placed upon active concern for the individual and the development of his/her potentials. Inherent in this concern is recognition of the worth and dignity of the individual and the belief that he/she has certain responsibilities as a member of our democratic society and as a student of Bethel University.

The primary responsibility of all members of the residence life community is to assist individuals, both students and staff, to gather and evaluate information effectively, to make rational and humane decisions, and to take responsibility for those decisions.

The residence hall environment provides many opportunities for growth and development. By the mere nature and design of the buildings, each resident is constantly reminded of his/her responsibility to maintain certain standards.

The primary goal of the Resident Life Staff program is to facilitate an atmosphere conducive to student development. Each residential person respects others’ right to privacy, to quiet, and safety of their personal possessions. Respect is also treating others as they would hope to be treated – fairly, politely, and honestly.

Residence hall living provides the opportunity to get to know other people. Our student population is varied. Bethel students come from different cities, regions, states, and even countries. Students need to give relationships a chance to develop and grow.

There are also opportunities for each person to become involved and be an important part of University life. An important aspect of the University experience is learning about oneself, setting behavior standards and becoming responsible for one’s own actions. There are many opportunities for students to be involved – programs, activities and decisions that will affect the living environment. The choices available are as many as are the consequences.
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THE STUDENT LIFE STAFF
Welcomes you to Bethel University

James T. Stewart
Dean of Student Development

Janice Wilcox
Office Manager

Sandy Louden
Assistant Dean of Freshman Year Experience

Rachael French
Director of Prevention & Career Services

Lara Roberts
Retention Counselor

Tan-Gee Deem
Veterans Affairs & Disability Services Coordinator

Raven Richardson
Student Activities Director

Katie McGill
Director of Greek Life / Intramurals / Free Play

Peggy Carter
Director of Housing / Residence Life

James A. Harris
Chief of Campus Security and Safety

Laura Allen
Administrative Assistant for Campus Security

Glenda Cary
Director of Campus Dining

Anne Hames
Campus Chaplain

Eddie Christian
Associate Dean for Clinical Services

Jane Campbell
International Student Affairs Coordinator
CAMPUS FACILITIES

Autism Institute at Bethel University (2007)
Located at 141 Bethel Court, the AIBU provides a welcoming place that enables qualified area professionals who are contracted by parents to provide therapy for children with autism at a central location. Bethel students can volunteer at the AIBU, do internships for credit, and specific classes may observe children receiving therapy.

Roy N. Baker Field House (1969)
Located at 15 Baker Drive, the Field House is named to honor Dr. Baker of Whiteville, Tennessee. He was President of Bethel University from 1945 – 1968. The field house contains the multipurpose gymnasium, Gaines Indoor Pool, a weight room, offices for physical education faculty, and classrooms.

Burroughs Learning Center (1966)
Located at 105 Campus Drive, Dr. Raymond Burroughs served for thirty years on the faculty and as the Academic Dean of Bethel University. The University Library is located on the upper level while the lower level has faculty offices, the Tutoring Center, classrooms, and storm shelter. Classrooms are numbered as follows:
BUR B35 (previously 105)
BUR B36 (previously 106)
BUR B37 (previously 107)
BUR B38 (previously 108)
BUR B15 (previously 109)

Campbell Hall (1924)
Located at 325 Cherry Avenue, In 1983 Campbell Hall was dedicated to the memory of Richard and Alice Campbell and their family who were generous benefactors of Bethel University and the Cumberland Presbyterian Church. Some administrative offices are located in Campbell Hall as well as Cole Chapel and classrooms on the third floor.

Center for Academic Student Achievement (CASA)
Located at: 325 Cherry Avenue, basement of the Burroughs Learning Center
Hours: Monday-Thursday, 8:00 am – 10:00 pm; Friday, 8:00 am – 4:30 pm; Saturday Closed, Sunday, 6:00 pm – 10:00 pm. Math and Science Labs and Writing Center hours will vary according to personnel coverage, and the hours will be posted on the CASA website. The following programs can be accessed in CASA: One-on-One Peer Tutoring, Math and Science Labs, Writing Center, Book Reserve, and Study Halls. All services are free to Bethel students.

One-on-One Tutoring: Peer tutors are available upon request. Sarah Sanders, Director of CASA, will fill your request and she will alert you via email when you have been scheduled a tutor. You may access a Tutor Request Form at the front desk of CASA, or you can go to the CASA website for a request form.

Math and Science Labs: Labs are available to students on a drop-in basis. No appointment is needed to utilize the labs. Students will need to contact CASA to check the availability of a lab tutor. Math lab tutors assist students with Elementary Algebra, Basic College Algebra, College Algebra and Statistics. Science Lab tutors assist students with basic Biology and Chemistry questions.
**Writing Center:** The Writing Center is available to students on a drop-in basis. No appointment is needed to utilize the Writing Center; however, students are encouraged to contact CASA for Writing Center tutor availability. Writing Center tutors assist students with help writing a paper in any subject. Tutors also assist students in developing speeches.

**Study Hall** is provided for those students whose athletic coaches require their players to earn study hall credit. While students are in study hall, they are able to access help from tutors.

**Book Reserve:** Students may check out a book from the collection and use in the Tutoring Center. In order to check out a book, the student will need to have his or her Bethel Student ID.

**Testing Provided:** Accommodated testing is provided through CASA. For students to utilize this service, the student must be signed up for accommodations through the Office of Disability.

**Dickey Fine Arts Center ("DFAB") (1969)**
Located at 61 Bethel Court, Dr. Henry M. Dickey, Class of 1914, was recognized by the University for his many years of service to the University and community. The **Bouldin Auditorium** is dedicated to Aubrey, Mary Ruth, and other members of the Bouldin family who have faithfully served and supported Bethel University. The **Waddle Recital Hall** is named in honor of Ann Russell Waddle of Clarksville, Tennessee, Class of 1967. The **Earnest Wainscott Lobby** honors a former student and supporter of Bethel University. The "DFAB" houses the departments of art, English, education, foreign language, speech and theatre, including faculty offices and classrooms.

**Heritage Hall (2011)**
Located at 110 Bethel Court, this is the newest residence hall and is located across the street from West Hall and McDonald Hall. It is a co-ed residence hall.

**The Log Cabin (1925)**
Located at 53 Campus Drive, the Log Cabin is a replica of the birthplace of the Cumberland Presbyterian Church in 1810 at Dickson, Tennessee. The Log Cabin houses two Department of Religion Professors.

**Marrs-Stockton Music Center (1968)**
Located at 82 Baker Drive, the Music Center is dedicated in memory of the Reverend T.C. Ward Marrs, the Reverend Joseph T. Stockton, and the Reverend T.C. Stockton. It is conveniently located near the center of campus. This building houses the Music Department.

**McDonald Residence Hall (1959)**
Located at 166 Bethel Court, the Hall is named to honor the memory of Frank and Nannie Ketner McDonald and their children. McDonald Hall is the residence facility that houses women only.
Morris Residence Hall (1966)
Located at 120 Baker Drive, the Hall is named to honor Joe Morris, who was a Mayor of McKenzie, Tennessee. Morris Hall is a residence facility that presently houses some athletic offices.

Athletic Training
Located at 101 Wildcat Lane, it is in the Fitness Center in the Vera Low Center for Student Enrichment.

Odom Hall (1924)
Located at 100 Bethel Court, this building was dedicated in 1985 to Dr. William L. Odom for his outstanding contribution to Bethel. He was President of Bethel University from 1975 to 1991. The building houses the facilities and offices for the faculty of the natural sciences, including classrooms and laboratories. The building was completely renovated in 2011.

Nursing Building (2005)
Located at 647 Stonewall Street North adjacent to the Performing Arts Center, the Nursing Building houses administrative offices, simulated hospital and examination rooms, and classroom space for the Nursing Program.

Performing Arts Center (2005)
Located at 647 Stonewall Street North, the Performing Arts Center houses the Renaissance vocal and theater groups and bands. The old Cumberland Presbyterian Church building has been extensively renovated to meet the needs of the musical groups using the facility.

Prosser Hall (2004)
Located at 157 Campus Drive, Prosser is the Honor Dorm named by the Board of Trustees in honor of Dr. Bob Prosser, the former President of Bethel University.

Located at 120 Bethel Court, the Science Building houses classrooms, prep rooms, laboratories, and faculty offices. This building is named in honor of Ray and Linda Morris.
**Rosemary and Harry Crisp Arena (2012)**
Located at 101 Wildcat Lane adjacent to the Vera Low Center for Student Enrichment, this building houses the Crisp Arena, Fitness Center, Athletic Training Facility, Sports Information Department Office, Athletic Operations Office, Director of Athletics Office, Basketball Offices, Services, Concessions, and the Board Room.

**Student Health Center (2010)**
Located at 175 Wildcat Lane, the Student Health Center provides unlimited free visits to all undergraduate students and University employees, Success, and Graduate Students for minor complaints.

**University Hall (2010)**
Located at 100 Wildcat Lane, this is a co-ed complex that houses sophomores through seniors.

**University Registrar**
Located at Campbell Hall, 2nd Floor, 325 Cherry Ave. The University Registrar is responsible for the issuing of official transcripts (through <i>wantmytranscript.com/bethelu</i> only), enrollment verifications, diplomas, and other official documentation university wide.

**Vera Low Center for Student Enrichment (2011)**
Located at 101 Wildcat Lane, this building houses Claws’ Corner, Mailroom, Campus Dining facilities, Security Offices, Student Development Offices, Housing, Chaplain, IT Helpdesk, Enrollment Services, Chick-Fil-A, Veterans and Disabilities Office, International Student Coordinator’s Office, Student Activities Meeting Rooms, Board Room, and the Rosemary and Harry Crisp Arena (see above). The Center serves as the focal point for student activities at Bethel University. Student Development is concerned with all facets of student life on campus. The welfare of each student as an individual and as a member of the Bethel University community is of utmost importance to the staff. Student concerns may be expressed openly and freely and will be heard with interest and consideration. When action is needed, every effort will be made to deal with the matter in a fair and consistent manner.

**West Hall (1967)**
Located at 218 Bethel Court, West is a resident facility designed to meet the ever-changing needs of the Bethel University resident community. It was built to house men, women, or men on one side and women on the other. It also houses Athletic Coaching Offices.

**Wildcat Cove (2005)**
Located at 939 Main Street and purchased in 2005, Wildcat Cove is an apartment complex located off the main campus. It houses 108 students consisting of juniors, seniors, and Grad Assistants.
Wildcat Stadium (2006)
Located at 150 Wildcat Lane, Wildcat Stadium houses the artificial turf football field, concession stand, and the Kermit Holland VIP Room. The stands are capable of accommodating 5,000 fans.

OFFICES AND SERVICES

This policy identifies Bethel University (hereafter “the University”) requirements for the use of electronic signatures (hereafter “e-signatures”), electronic transactions (hereafter “e-transactions”), and electronic records (hereafter “e-records”) in conducting the University’s business operations in support of the institutional administration of the University’s teaching and service operations (“University transactions”). Under this policy, the University may require that members of the University community use e-signatures to conduct certain University transactions that previously required handwritten signatures and approvals on paper documents. This includes all documents pertaining to application, payment, or any other contractual obligation between the student and the University. By enrolling at the University, members of the University community agree that e-signatures are valid and binding.

CAS Academic Dean/Vice President
Location: Campbell Hall, Room 205
Hours: Monday - Friday, 8:00 a.m. – 4:30 p.m., closed 12:00 p.m. – 1:00 p.m.
The CAS Academic Dean/Vice President is charged with the supervision of academic departments in the College of Arts and Sciences. This includes but is not limited to curriculum programs and academic advising.

CHS Academic Dean/Vice President
Location: 175 Wildcat Lane
Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m., closed 12:00 p.m. – 1:00 p.m.
The CHS Academic Dean/Vice President is charged with the supervision of academic departments and administrative oversight in the College of Health Sciences.

Academic Support Services
The University offers a variety of services designed to provide academic support and assistance to students in achieving their academic goals.

Academic Advising and Counseling are provided by a faculty member assigned in the student’s major. If you are undecided on a major you may contact the Career Development Counselor/AOD. Those who are on probation need to contact the Assistant Dean of Freshman Year Experience. Veterans may contact the Veterans & Disability Services Coordinator. Your faculty advisor can provide you with important information regarding your major, courses of study, and changing majors. If you are unaware of the name of your academic advisor, contact the Registrar’s Office.

The At-Risk Program is an ongoing effort by the University to identify students who are putting themselves at risk of achieving their goals. The areas of attendance, participation, low grades, behavior on campus, and activities are all considered frequently to assess students’ status.

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**Academic Support/Tutoring** is located in the basement of Burroughs Learning Center. The following programs can be accessed in CASA: One-on-One Peer Tutoring, Math, Science Labs, Writing Center, Book Reserve, and Study Halls. CASA is also a place where students can come to just study. Students who wish to improve their academic skills are encouraged to utilize CASA for their academic support needs. Students may contact the Director of the Center for Academic Student Achievement for information and scheduling. Students may also access more information about CASA on the Bethel University website. All Academic Support services are free of charge to Bethel students.

**Access Control**
Location: Trailer 205 Wildcat Lane
Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m., closed 12:00 p.m. – 1:00 p.m.
The Office of Access Control is where keys are distributed to departments as needed. This office maintains the locks on campus. Students having issues with door access should stop by the helpdesk or open a helpdesk ticket.

**Athletics**
Location: Baker Field House, Room 102 and the Rosemary and Harry Crisp Arena
Hours: Monday-Friday, 8:00 a.m. - 4:30 p.m., Closed 12:00 p.m. - 1:00 p.m.
Intercollegiate Athletics have become an important and exciting aspect of life for the many students, alumni, and community friends of the University who support the teams. Membership in the MidSouth Athletic Conference and Southern States Conference has provided tough competition with other universities. As members of the National Association of Intercollegiate Athletics (NAIA), the Wildcats and the Lady Wildcats regularly compete against many top-rated teams. The men's program has teams in archery, basketball, baseball, bass fishing, bowling, cheerleading, cross-country, football, golf, in-line hockey, soccer, shooting sports, tennis, and track. Bethel's women's teams are in archery, basketball, bass fishing, bowling, golf, cheerleading, cross-country, dance, shooting sports, softball, soccer, tennis, track, and volleyball. All students have access to the Fitness Center during student hours listed below. Student hours are:

- Monday – Friday: 6:00 a.m. – 10:00 p.m.
- Saturday: 9:00 a.m. – 3:00 p.m.
- Sunday: 1:00 p.m. – 5:00 p.m.

**Billing Office**
Location: Vera Low Center for Student Enrichment, 101 Wildcat Lane
Hours: Monday – Friday 8:00 a.m. - 4:30 p.m.
The Billing Office is where all tuition, fees, and fines are paid. In addition, work-study positions are assigned by the work-study director. Students who are expecting a refund of credit balance must fill out an ACH authorization form with an attached voided check or deposit slip to have funds disbursed to a personal savings or checking account. The University charges a fee of $25.00 for any check returned by the bank for insufficient funds. The stop payment fee is $32. Cash, credit or debit cards may be obtained from the ATM machine located in The Vera Low Center for Student Enrichment.
Campus Dining
Location: Vera Low Center for Student Enrichment, 101 Wildcat Lane
Hours: Monday-Friday
  Breakfast...7:00 a.m. – 10:30 a.m.
  Lunch.......10:30 a.m. – 2:00 p.m.
  Dinner.......5:00 p.m. – 7:00 p.m. (Friday Dinner 5:00 p.m. – 6:30 p.m.)
Saturday & Sunday
  Brunch.....10:30 a.m. – 1:00 p.m.
  Dinner......5:00 p.m. – 6:30 p.m.
Fall, Spring Break and Snow Schedule:
  Brunch.....10:30 a.m. – 1:00 p.m.
  Dinner......5:00 p.m. – 6:30 p.m.
Administrative Closing Schedule:
  Brunch.....10:30 a.m. – 1:00 p.m.
  Dinner......5:00 p.m. – 6:30 p.m.

The Cafeteria (The Cafe) is the central dining facility for students residing in residence halls. Residents must swipe their Bethel ID card at the card reader upon entrance to the cafeteria at each meal. The menus at each meal offer a variety that includes: a salad bar, choice of at least two entrees, a variety of vegetables, bread and rolls, desserts, and beverages. In addition, some meals include a deli bar, a soup and potato bar, and other special interest items from time to time.

Cafeteria Stations:
- International Station: A variety of hot international entrees prepared just the way you like them.
- Grill Station: Fresh, sizzling burgers, garden veggie burgers, or chicken sandwiches, French fries and a garden full of toppings.
- Momma’s Station: Great tasting, wholesome entrees, including vegetarian entrees and a variety of vegetables and side dishes.
- Deli Station: A variety of meats, salads, cheeses, breads, and all the toppings for your sandwich…..can even be toasted, if you would like.
- Soup and Salad Bar: Fresh vegetables, cold salads, an assortment of salad dressings and toppings, plus a delicious soup de jour made fresh daily.
- Pizza Station: An array of pizza favorites such as pepperoni, cheese, and veggie lovers, all made with our signature pizza sauce. We also rotate a variety of specialty pizza offerings.
- Dessert Bar: A variety of delicious desserts. Everything from freshly baked cookies and brownies, to cakes, homemade cobblers, and much more.
- Beverage Station: Includes 100% fruit juices, milk, Pepsi products, tea, and coffee.

There are unlimited seconds on all food and beverages at each meal (except premium entrees). However, if seconds are desired, a clean plate is required and you must return to the end of the serving line. Plates, bowls, cups, glasses, silverware, and trays may not be removed from the dining hall. Per health regulations, no containers or bottles of any kind can be brought into the cafeteria and filled. If a carry-out is desired in place of eating a meal in the cafeteria, containers for food and drink are available for purchase at the card reader stand. If unable to come to the Café due to illness or injury, you may obtain a Meal Voucher through Student Health which will allow someone to bring a meal to you.

Commuting students, faculty, staff, and guests may eat in The Café for the following prices: Breakfast for $5.00, Lunch for $6.00, Dinner for $6.50, Salad Bar for $4.50, Sandwich only for $3.00. A “10 Meal Plan Dining Card” may be purchased for use in The Café for $60 ($6.00 per meal) and may be used for any meal.
Chaplain
Location: The Vera Low Center for Student Enrichment, 101 Wildcat Lane
Hours: Except for class/Chapel, 8:00 a.m. – 4:30 p.m. and/or Appointment

The Chaplain is the minister for all the Bethel University community. In addition to counseling students, the Chaplain leads weekly services, organizes a special lecture series, and advises those students who are interested in church vocations.

Chick-fil-A Express @ Bethel University
Location: Vera Low Center for Student Enrichment, 101 Wildcat Lane
Hours: Monday-Friday, 10:30a.m. – 9:00 p.m., Saturday, 10:30a.m. - 8:00 p.m., Closed Sunday
Phone: 731-352-4006
Chick-fil-A Express offers a wide menu, including several chicken sandwiches options, chicken wraps, nuggets, and salads, waffle fries, fruit cups, yogurt parfaits, cookies, milkshakes, and Pepsi products. Box meals are available to accommodate your needs for office meetings & gatherings. Catering options include trays of nuggets, wraps, fruit, salads, & cookies. Gallons of tea and lemonade are also available. Debit and credit cards are accepted as well as cash. Chick-fil-A gift cards cannot be used in Chick-fil-A Express at this time.

Claws' Corner
Location: Vera Low Center for Student Enrichment, 101 Wildcat Lane
Hours: School Year: Monday–Friday, 8:00 a.m. – 7:00 p.m.
Summer: Monday–Friday, 8:00 a.m. - 4:30 p.m.
Phone: 731-352-4094
Email: casbookstore@bethelu.edu

The Bethel University Claws’ Corner provides textbooks, reference materials, and supplies needed for academic work at Bethel University including some medical supplies used in the Nursing and Physician’s Assistant Programs. Also available in the bookstore are convenience items; school supplies, Bethel University clothing, spirit items, gifts, diploma frames, and snacks. The Bethel University Claws’ Corner handles Vera Bradley bags and accessories, Yellow Box shoes, and Yankee Candles.

Purchasing books for classes for the first time may be a shock because University textbooks are expensive to write, publish, ship and sell, and the ever-changing nature of knowledge causes information to become outdated more rapidly. **Used books** and a few selections of **Rental books** are available in the bookstore. **You can come into the bookstore to buy your books. Someone will be there to help you find the right book for classes. You can pre-order books by visiting our store website at bethelu.edu. Book orders will be processed and waiting for you to pick up for your ease and convenience.**

During the last week of each semester, Claws’ Corner will buy back **only those books that will be used the following semester.** Books not scheduled for reuse may be sold to a representative of a used book company.

Do not make any marks, including your name, in the books you have purchased until you have attended classes and are absolutely sure you have purchased the proper ones.
Copy Machines
Copy machines are available for use in the library during normal hours of operation. Students are charged a fee of five cents per page for black/white and ten cents per page for color. You can also scan pages to email at no charge.

Counseling
Bethel University provides many resources for students in need of personal, emotional or career assistance. Campus and community counselors are available to assist students in solving personal problems, making decisions, setting goals, and developing the necessary skills to enhance personal growth. All counseling situations are held in strict confidence unless otherwise stated by law. Students should request assistance through the Office of Student Life.

The Daily Grind & Jack’s Pizza:
Location: Marrs-Stockton Hall, 82 Baker Dr.
Phone: 731-352-4223
Hours: Monday - Friday 7:00 a.m. - 11:00 p.m., Breakfast, 7:00 a.m. - 10:00 a.m., Pizza, 11:00 a.m. - 11:00 p.m.
Saturday 8:00 a.m. – 6:00 p.m.
Sunday – Closed
Summer Hours: Monday – Friday 7:00 a.m. – 7:00 p.m.
Saturday & Sunday Closed

The Daily Grind & Jack’s Pizza offer another location for delicious food on the Bethel University campus. Stop in for a biscuit with your choice of sausage, bacon or chicken for breakfast. Starting at 10am, Grill Classics are available including burgers, hot dogs, wings, chicken tenders, patty melts, fries, tots, pizza and salad choices.

Starbucks products are offered throughout the day. Choices include Lattes, Chai tea, Café Mocha, Caramel Macchiato, Espresso shots, & flavored syrups. Creamice Lattes & Creamice Mochas are also offered. Milk, bottled water, iced tea, and Pepsi products are available.

The Daily Grind keeps a wide variety of candy, gum, & mints. Cash, debit and credit cards are accepted at The Daily Grind and Jack’s Pizza.

Designated Smoking Areas
Tennessee Code Annotated Title 39, Chapter 17 Sections 39-17-1801 and 39-17-1802, also known as the “Non-Smoker Protection Act,” deals with smoking in public areas. This law restricts people from smoking in specific public areas. Smoke, even second-hand smoke, can damage your body in many ways. Not only can it cause asthma, Buerger’s disease, cancer, COPD, diabetes, heart disease, and stroke, chemicals in cigarette smoke can damage cells that can make your immune system work harder leaving you vulnerable to disease in almost every part of your body. Your face also pays with bad breath, wrinkles, stained teeth, and tooth loss.

Designated areas on campus for smoking, 50 feet from buildings, include:
- Behind Baker and in front of Vera Low in grassy area
- Behind Odom and in front of parking area
- Walking trail behind the Library
- Middle awning behind baseball field
- Courtyard behind Crisp Arena / Rear of Vera Low

Emergency Locator Service
Location: Vera Low Center for Student Enrichment, 101 Wildcat Lane
Emergency assistance in locating is provided by the Student Development Office during normal school hours from 8:00 a.m. until 4:30 p.m., Monday - Friday. After office hours, an emergency locator service is available through the
Office of Safety and Security at (731) 352-4200 or (731) 415-7598 and (731) 415-7599 (the 24/7 number), someone will be in contact and assist you in your need.

Financial Aid
Location: Vera Low Center for Student Enrichment, 101 Wildcat Lane
Hours: Monday – Friday 8:00 a.m. - 4:30 p.m.
The Financial Aid Office is available to serve students all year (including summer). The staff can help with completing the FAFSA, solving financial aid issues, and making sure students receive all aid available. Financial Aid staff can also be contacted at 731-352-6418 or financial-aid@bethelu.edu.

Gymnasium, Pool, and Weight Room Facilities
Location: Baker Gymnasium, 15 Baker Drive
Hours: Monday-Friday 6:00a.m. – 8:00 p.m. Saturday-Sunday 2:00 p.m. – 6:00 p.m.
Summer Hours: Monday-Friday 12:00 p.m. – 8:00 p.m. Saturday-Sunday 2:00 p.m. – 6:00 p.m.
These facilities are under the direction of the Athletic Director. Posted hours of operation and access for Bethel students are available each semester. For the pleasure and safety of all, individual rules and regulations apply to each of these facilities and are to be observed at all times.

Health Services
Location: 175 Wildcat Lane
Hours: Monday - Friday 8:30 a.m. – 4:30 p.m. Closed from 12:00 p.m. - 1:00 p.m.
Phone: 731-352-4291

Our mission is to build a healthy campus community. Our purpose is to help students, employees, and their families maintain good health and prevent illness by providing quality care and services.

Services provided are as follows:
Unlimited free office visits to all undergraduate and graduate students. This includes those enrolled full time in our online programs, employees, and immediate family members of employees, for minor complaints, sick visits, physicals, well check-ups, blood pressure checks, preventive health training, and orthopaedic injury assessments.
Family members of students are not covered at this time.

Limited lab tests for a small fee.

Vaccines/immunizations (minimum charge), crutches, braces, ACE wraps (charges apply), and rehabilitation (Student-Athletes only).

There may be a fee for any lab tests or vaccines received.

** The Health Services Clinic is an acute care clinic and does not take the place of your primary care provider and does not dispense or refill pain medications or other chronic medications.

A Bethel ID is required prior to registration.

Medical Services are available on campus and should be used first. However, the McKenzie area offers students a variety of medical services: hospitals, clinics, physicians, pharmacies, county health department, drug and alcohol
abuse programs, and a mental health center. All these services are available to the student at the student's expense. Resident students are strongly encouraged to advise their Resident Director or the Housing Director of any illness they may be experiencing for any period of time.

**Medical Emergencies** are handled through the E911 system. McKenzie Regional Hospital Ambulance service can be obtained by calling 911 to speak to an EMS dispatch operator. During a medical emergency, whenever possible, a member of the Residence Life Staff will accompany the student. **Safety and Security should also be notified immediately by dialing 731-415-7599.**

**Intramural/Greek Life activity injuries/illnesses should be reported to Safety and Security immediately by dialing 731-415-7599.** Assistance for these injuries or illness will be coordinated through our Safety and Security Department.

**Identification Card (ID)**
Location: Vera Low Center for Student Enrichment, 101 Wildcat Lane, IT Helpdesk or helpdesk@bethelu.edu
Hours: Monday – Friday 8:00 a.m. – 4:30 p.m. Closed 12:00 p.m. – 1:00 p.m.

All Bethel students, faculty, and staff are required to have and carry their identification (ID) cards with them at all times. Carrying your ID card not only shows that you are a member of Bethel University, but it will allow you access to facilities, activities, home athletic events, and University sponsored drama/music productions, material checkout in the library, discounted Claws’ Corner purchases, campus election voting, gym and pool usage, and other uses regarding Bethel University. Some businesses will give a discount if you show your Bethel ID card at purchase. If there are any issues with your Bethel ID card, please stop by the helpdesk during regular hours.

**ID Card Policy**
If your card is lost, stolen, or damaged you will need to visit the Helpdesk or call 731-352-4040.
  - The Helpdesk will determine if your ID card is damaged, worn, or defective using the normal wear and tear and improper care guidelines below.
  - Effective August 1, 2017 – Every student will receive ONE replacement card at no cost. There will be a $25 fee for any replacement card(s) issued after the free replacement card.
  - Filing a police report does not waive the replacement fee of a stolen card.
  - The replacement activates services immediately, such as Wildcat Dollars, the Campus Meal Plan, and residence hall access only the latest card printed is valid.

**Normal Wear and Tear**
The Helpdesk will replace non-functioning ID cards that exhibit normal wear and tear at no charge. Normal wear and tear includes damage that may be caused by swiping the ID card through authorized equipment. This may include the following:
  - Horizontal wear on the magnetic stripe
  - Film fading or peeling

**Improper Care**
The Helpdesk will charge a replacement fee for non-functioning ID cards that were damaged by improper care. This may include the following:
  - Vertical/horizontal gouges or scratches on magnetic stripe
  - Vertical wear on the magnetic stripe
  - Bent or curling cards
  - Vertical break of card or ragged vertical/horizontal break
  - Abnormal marks including teeth marks
  - Equipment damage (such as from a washer or dryer)

**NOTE:** The above examples are a general guideline and are not all-inclusive.

**DO NOT:**
  - Mark or bend your card
Punch holes in your card
Scratch the magnetic stripe on your card
Use your card as a lock pick
Allow your card to rub against the raised lettering of other cards

Tampering (labels/stickers, burning/branding, etc.) with ID cards and/or making color reproductions is prohibited. Cards that are in violation of this policy will be assessed the replacement fee regardless of the card’s condition.

International Student Affairs
Location: Vera Low Center for Student Enrichment Room L114, 101 Wildcat Lane
The Office of International Student Affairs serves the needs of international students concerning immigration matters and international student insurance. The International Student Affairs Coordinator is available Monday - Friday 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:30 p.m. and can be contacted at 731-352-6375 or campbellj@bethelu.edu.

IT Helpdesk
Location: Vera Low Center for Student Enrichment, Room D106, 101 Wildcat Lane
Hours: Monday – Friday 8:00 a.m. - 4:30 p.m., closed from 12:00 p.m. – 1:00 p.m.
The IT Helpdesk will provide technical support to all students, faculty and staff using the computing systems at Bethel University. Troubleshooting, diagnosis and repair of University-issued computers are available. Replacement parts may be available at cost.

Laptop Policy
Incoming students must take possession of their laptops in their first semester. Failure to do so will result in forfeiture of the Bethel laptop.

Library
Location: The Burroughs Learning Center, First Floor, 105 Campus Drive
Hours: Monday - Thursday 7:45 a.m. – 11:00 p.m., Friday 7:45 a.m. - 4:30 p.m., Saturday Closed, Sunday 4:00 p.m. – 11:00 p.m. Hours may vary according to personnel coverage and will be noted on the library website.

The library welcomes the opportunity to assist students. It provides reference works, periodicals, and books in print and electronic form. The library also provides laptops that are available for checkout (in library use only), computer stations and printers. The library has a mix of large tables, couches, comfy single-person seating and features single-person study carrels for quiet, individual study. The newly-renovated library will provide a Quiet Zone for students needing relative silence in order to study. Group rooms are now available (by reservation only) for larger groups or for students to practice speeches, scripts, or presentations.

Copies may be made in the library (black/white - $0.05 cents and color - $.10 cents) as well as scanning documents to email (free). Fees are paid at the time of printing using the VendPrint system which accepts nickels, dimes, quarters, and $1 bills (change made by the machine). Items needing to be faxed should be taken to the Billing Office.

Books from the general collection may be checked out for a period of 30 days; DVD’s (entertainment or educational) have a loan period of seven (7) days. However, they may be renewed as often as needed unless someone else has requested them. Items will be considered overdue unless returned to the circulation desk by closing time on the due date or in the book drop by 8:00 a.m. the following morning. The fines on overdue items
from the circulating collection are $.50 cents per day per item.

*Course Reserve Books* are designed as being overnight, one-week, or in-library use only, a period set by each faculty member. The late charge on all overdue items is $.50 cents per day per item.

*Permanent Reserve Items* include study guides for CLEP, Praxis, ACT, and many more tests. These items may be checked out for a period of 30 days. They may be renewed as often as needed unless someone else has requested the item.

*Best Sellers:* A large collection of Best Selling fiction books is now available to the students.

*Lost Item Charges* include the cost of replacing the item and a $10.00 processing fee.

*The InterLibrary Loan System* gives students access to books and articles that are not available on the McKenzie campus. These materials can be requested from other libraries around the world. It takes three to five (3-5) days (on average) to get a journal article and up to two (2) weeks to get a book, so please do not wait until the last minute.

An atmosphere conducive to reading and studying must be maintained at all times. Students are to cooperate by being quiet and courteous. Cell phones must be silenced before entering the library, and students are asked to take calls outside. Skyping, Facetime, etc. will not be allowed in the library.

**Lost and Found**
When an item is lost or found, it should be reported or taken to the Office of Campus Security. Notices will be posted. If you lose an item you may contact the Office of Campus Security to see if it has been turned in.

**Mail Room**
Location: Vera Low Center for Student Enrichment—Claws’ Corner, 101 Wildcat Lane
Hours: Monday – Friday 10:00 a.m. – 7:00 p.m. Closed 3:00 p.m. – 5:00 p.m.
Phone: 731-352-6970
Email: bumsailroom@bethelu.edu

The campus mail room is responsible for the distribution of all U.S. and campus mail. All faculty, staff and resident students are assigned a mailbox when they start at Bethel University and keep the same mailbox throughout their career. All resident students MUST obtain a campus mailbox. If a student moves off campus, a mailbox is no longer provided. Mail is placed in the boxes Monday thru Friday. Students may receive both letters and packages through the campus mail room. The U.S. Postal Service, Fed Ex, and UPS pick up mail and packages on campus each day from Claws’ Corner in the Vera Low Center for Student Enrichment. If students do not have a return label, stamps and Fed Ex shipping labels may be purchased from Claws’ Corner. Students will receive an email through their Bethel email address stating they have a package and envelopes.

**Maintenance**
Resident students in need of any type of a repair need to fill out a Maintenance Request online under “Residence Life”. Most requests are completed within 3 business days. Any problems need to be brought to the attention of the Director of Housing immediately. *(See also "Repairs and Maintenance" under Services and Facilities in Housing.)*
Meeting Room Reservation
Campus facilities may be reserved for campus organizations or committees by contacting these offices:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Office</th>
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<tr>
<td>Athletic Fields</td>
<td>Athletics</td>
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<tr>
<td>Bouldin Auditorium</td>
<td>Theatre Technical Director</td>
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<tr>
<td>Campbell Hall Conference Rooms</td>
<td>President's Office</td>
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<tr>
<td>Classrooms</td>
<td>Registrar</td>
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<tr>
<td>Cole Chapel</td>
<td>Chaplain</td>
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<tr>
<td>Gazebo</td>
<td>Student Development Office Manager</td>
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<tr>
<td>Gymnasium and Pool</td>
<td>Athletics</td>
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<tr>
<td>Library Study/Meeting Rooms</td>
<td>Library</td>
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<tr>
<td>Wainscott Lobby (DFAB)</td>
<td>Registrar</td>
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<tr>
<td>Waddle Recital Hall (DFAB)</td>
<td>Registrar</td>
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<tr>
<td>Student Activity Rooms</td>
<td>Student Development Office Manager</td>
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<tr>
<td>Board Room</td>
<td>Student Development Office Manager</td>
</tr>
<tr>
<td>Performing Arts</td>
<td>Renaissance Office</td>
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</table>

All facilities are reserved on a first-come, first-served basis. Academic classes have priority.

Registrar – Office of Records and Registration (CAS and CHS)
Location: 101 Campbell Hall
Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m., Closed 12:00 p.m. – 1:00 p.m.
The Office of Records and Registration is responsible for official academic records. The administration of semester early registration and registration procedures, academic transcripts, class drop/add procedures, grade reporting, evaluation of transfer credits and applications for graduation are the responsibility of the Office of Records and Registration. Official transcripts may be obtained through iwantmytranscript.com/bethelu and student copies are on the student portal. Graduation applications will be available for online submission soon or may be picked up in the Office of Records and Registration.

Security
Location: Vera Low Center for Student Enrichment, 101 Wildcat Lane, and the house located behind Heritage Hall at 72 Jordan Avenue for the Chief of Safety and Security. Bethel University employs armed security officers who are responsible for the safety and security of all persons, buildings and grounds during the day/night hours.

Student Activities
Location: Vera Low Center for Student Enrichment, 101 Wildcat Lane
The Office of Student Activities coordinates student activities. The Director of Student Activities works with the campus student organizations, provides development and leadership training programs, coordinates campus-wide student-sponsored events and other special activities and events.

Greek Life/Intramurals
Location: Vera Low Center for Student Enrichment, 101 Wildcat Lane
The Director of Greek Life and Intramurals provides development, training, and coordination for the Greek community and Intramural sports.
Students with Disabilities

Section 504 of the Rehabilitation Act of 1973 states: “No otherwise qualified individual with a disability in the United States shall, solely by reason of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” The University complies with this law.

Students with disabilities requiring accommodation should contact Ms. Tan-Gee Deem, Veterans and Disability Services Coordinator, in the Vera Low Center for Student Enrichment, Office of Disability Services as soon as possible. Such disabilities include physical, emotional, and learning disabilities.

In order to gain accommodations for disabilities, a student will need to have the disability documented by a physician, psychological examiner or licensed diagnostician, whose credentials are recognized by the University. Appropriate documentation will include a recent diagnosis of the disability, specific recommendations for accommodation which connect the disability to the accommodation, a statement of similar accommodations given in any previous setting, and a summary of all relevant data. The student should have the physician or other documenter send this material to:

Tan-Gee Deem  
Veterans & Disability Services Coordinator  
Vera Low Center for Student Enrichment  
Bethel University  
101 Wildcat Lane  
McKenzie, TN 38201

The student will then need to meet with the Veterans and Disability Services Coordinator, in the Vera Low Center for Student Enrichment to discuss the disability and possible accommodations the student may request. All accommodations must be secured through the Veterans & Disability Services Coordinator rather than by application to individual faculty members. If arrangements with a faculty member need to be made, the student will need to make that request to the Veterans & Disability Services Coordinator sufficiently in advance to permit the communication to be completed before the first day the student needs the accommodation.

If a student is dissatisfied with accommodations which are authorized or believes the University is not in any way fulfilling its duties under this policy, the student should immediately report the matter to the Academic Dean.

Service Animal Policy

Bethel University recognizes the need for some individuals, due to the nature and severity of their disability, to utilize a service animal while on campus and within campus facilities. This policy defines the context, rules, and documentation requirements that must be met prior to the introduction of a service animal on campus and/or within University facilities, and while the service animal is working and/or residing on campus. These guidelines have been developed with the understanding that most service animals working on the college campus will be dogs. If another kind of animal is to be employed as a service animal on campus, the partner (person with a disability) should contact the Office of Student Life at 731-352-4012, at Bethel University. The following definitions apply to this protocol.

**Partner/Handler:** A person with a service animal. A person with a disability is called a partner; a person without a disability is called a handler.

**Pet:** A domesticated animal that only serves a role in providing leisure companionship to its owner. Pets are not the same as service animals and are NOT permitted inside Bethel University facilities.
**Service Animal:** According to the US Department of Justice, service animals are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, protecting people having a seizure, and other special tasks. A service animal is individually trained to do work or perform tasks for the benefit of a person with a disability. The most common service animal is a dog but a few other animals have been presented as service animals. Service animals are working animals, not pets. A person with a disability uses a service animal as an auxiliary aid, similar to using a cane, crutches or a wheelchair. Service animals may perform tasks including: guiding wheelchairs, turning lights on and off, retrieving objects from the floor, opening doors, pushing buttons on elevators, and helping someone who has fallen from a wheelchair back into the wheelchair.

A service animal is sometimes called an assistance animal (*Disability Compliance for Higher Education 2006 Year Book.*) There are numerous types of assistance animals, including; guide dogs used by persons with visual impairments, hearing dogs, signal dogs for autistic individuals, and seizure response dogs.

**Team:** A person with a disability, or a handler, and her or his service animal. The twosome works as a cohesive team in accomplishing the tasks of everyday living.

**Therapy Animal:** Any animal with a primary role of providing a person with a disability emotional comfort. These animals are not required to undergo specialized training. Therapy animals are not the same as service animals in that they are not individually trained to do work or perform tasks for the benefit of an individual with a disability. A therapy animal does not assist an individual with a disability in the activities of daily living. The therapy animal does not accompany a person with a disability all the time, unlike a service animal that is always with its partner. Under the ADA, “comfort,” “therapy,” or “emotional support animals” do not meet the definition of a service animal. A request to have a therapy animal in campus housing is considered a request for accommodation and will be reviewed on a case-by-case basis.

**Trainee:** An animal undergoing training to become a service animal. A trainee will be housebroken and fully socialized. To be fully socialized means the animal will not, except under rare occasions, bark, yip, growl or make disruptive noises; will have a good temperament and disposition; will not show fear; will not be upset or agitated when it sees another animal; and will not be aggressive. A trainee will be under the control of the handler, who may or may not have a disability. If the trainee begins to show improper behavior, the handler will act immediately to correct the animal or will remove the animal from the premises.

The University permits use of service animals only as defined in this protocol. This means 1) an individual must have a disability as defined by the ADA, and 2) the accompanying animal must be trained to do specific tasks for the qualified individual.

**Documentation Requirements:**
- **Students** must provide appropriate documentation of their disability that clearly and explicitly explains the need for a service animal and its specific functions to the Office of Student Life. This information will also be shared with the Director of the Center for Academic Development to coordinate necessary classroom accommodations. At least ten (10) business days advance notice is recommended in order to make appropriate plans to meet student/animal needs. Additionally, students requiring a service animal who plan to reside in the residence halls must complete a Request for Consideration and comply with the Bethel University Service Animal Policy.
- **Faculty** should provide their documentation to Bethel University Academic Deans Office.
- **Visitors** do not need to submit documentation, but must comply with the Bethel University Service Animal Policy.
- **Animals** must meet license requirements of the town of the animal’s residence.
  - **Health** – The animal must be clean and in good health.
  - **Training** – Verification that the animal meets minimum training standards.
  - **Identification** – The animal must wear some type of easily recognized identification symbol (i.e., harness, backpack).
Behavior of Service Animals

The supervision of a service animal is solely the responsibility of the animal's partner/handler. The animal must be under partner/handler control at all times. The animal must be as unobtrusive as possible. Injuries to or caused by the service animal must be reported to the Office of Student Life within 24 hours. Bethel University reserves the right to require that the service or therapy animal be removed from campus immediately if the following control requirements are not met.

The service animal must …

- Maintain proper hygiene and be free of odor and pests (fleas, ticks, etc.).
- Not exhibit aggressive behavior.
- Not sniff people, store shelves, tables in eating areas, or personal belongings of others.
- Not initiate contact with someone without the partner's direct permission.
- Not display any behaviors or noises that are disruptive to others, such as barking, whining, or growling.
- Avoid excessive personal grooming in public settings.
- Not block an aisle or passageway.
- Be trained to avoid the attraction to food in common areas.
- Never be fed table scraps while in the cafeteria.
- Be on a leash at all times and should never be permitted to wander around off leash except if animal is working.
- Must be under the complete and total control of the partner/handler at all times.
- Must be as unobtrusive as possible.
- Not enter kitchens and food preparation areas.
- Not enter areas such as science labs if the lab supervisor has reason to believe the animal's presence would compromise the environment or if the environment posed a physical danger for the animal.

Exclusion for behavior: A service animal may be excluded from the campus when that animal's behavior poses a direct threat to the health and safety of others. This may include, but is not limited to, disruption, not under the control of the partner/handler, the service animal not being housebroken, health, cleanliness, and safety or when it would cause a fundamental alteration to standard Bethel University operating procedures. Should the animal be excluded due to being out of control, Bethel University will give the individual who uses the service animal the option of continuing to attend the University without having the service animal on the premises.

Consequences for behavior: When an assistance animal is determined to be out of control, the infraction will be treated on an individual basis through the Office of Student Life. If the animal poses a threat to the safety of others, the City of McKenzie may be part of the collaborative team to determine the outcome of the behavior. Consequences may include, but are not limited to, muzzling a barking dog, refresher training for the animal and its partner or exclusion from Bethel University facilities.

Liability: The partner/handler of an animal is personally responsible for any damages to a facility or sponsored event, and is responsible for cleaning up after the animal, including voided waste. If a person with a disability cannot physically clean up after their service animal, the partner/handler may request an exception to this rule. Exceptions to this rule will be made on a case-by-case basis.

Area of Access: The service animal must be permitted to accompany the individual with a disability to all areas of campus where students, employees or members of the public are normally allowed to go. An individual with a service animal may not be segregated from others. However, Bethel University may prohibit the use of service animals in certain locations due to health or safety restrictions, where service animals may be in danger or where their use may compromise the integrity of research due to the presence of chemicals and/or organisms. Such restrictions may include, but are not limited to the following areas: research laboratories, classrooms with demonstration/research animals or areas where protective clothing is required. Exceptions to restricted areas may be granted on a case-by-case basis.
Residence Hall Conditions: Students with service animals are not automatically assigned to a private room. Students with service animals will be matched with potential roommates to whom contact has been made to prevent possible incompatibilities such as allergies or other concerns. If a single occupancy room is requested and approved, the standard single occupancy room rate will apply. Any damages caused by a service animal (i.e., room furnishings, roommate belongings, common area carpet, etc.) will be the responsibility of the student/handler.

Conflicting Disabilities: If a person has a disabling condition that involves an allergic reaction to animals, they may contact the Office of Student Life to report the concern. The person making the complaint must provide supporting medical documentation to support that complaint. Action will be taken to consider the needs of both the complainant and the partner/handler to resolve the problem as efficiently and expeditiously as possible. Portions of this document were adapted from information from the following agencies and/or institutions:
- Bethel College, Indiana
- www.ADA.gov
- Clinton Community College
- Missouri State University
- Stockton College
- The College of Saint Elizabeth

Support Animals

A support Animal is a dog or other common domestic animal that provides therapeutic support to an individual with an identified disability. Support Animals may not be brought to housing without prior approval. Approved Support Animals are only permitted within the student’s on-campus housing assignment. Each request is reviewed on a case-by-case basis and requires advanced documentation as outlined in this policy.

Procedures for Approval of Service and Support Animals in College Housing: Incoming residential students must submit their request for the accommodation of a Service or Support Animal in college housing with their housing application (by the deadline). The request form is available on the Office of Disability Services webpage. Existing residential students must submit requests by the appropriate fall housing selection deposit date for the following academic year. Spring semester requests are due no later than November 1st. All requests are subject to review and require current documentation as outlined in this policy. While requests made after the designated deadline will be accepted and considered, there is no guarantee that Bethel will be able to meet late applicants’ accommodation request, including any needs that develop during the semester. To make a request, students must contact the ADA/Section 504 Director and provide appropriate and timely documentation as outlined in this policy. This policy will be carefully reviewed with the person at that time.

Documentation for Support Animal:
A. Requests for a Support Animal in housing require complete documentation to be submitted before review and rendering of a decision and/or recommendation. Documentation must be dated within the last six months and detailed documentation requirements are available on Bethel University’s Office of Disability Services website at www.bethelu.edu. Documentation of the need for a Support Animal should follow the Office of Disability Services guidelines for documentation of disability, and should include the following information:
   1. The credentials and contact information of the evaluator(s);
   2. A diagnostic statement identifying the disability;
   3. A description of the diagnostic methodology used;
   4. A description of the current functional limitations;
   5. A description of the expected progression or stability of the disability;
   6. A description of current and past accommodations, services and/or medications;
   7. Statement on how the animal serves as an accommodation for the verified disability;
   8. Statement on how the need for the animal relates to the ability of the resident/student or live-in
family member to use and enjoy the living arrangements provided by the University.

B. Any individual approved for a Support Animal accommodation must:
   1. Follow all established University policies (including the Code of Conduct);
   2. Register the animal with the Office of Disability Services prior to moving into campus housing each year (deadlines noted above);
   3. Provide documentation at the start of each academic year with proof the animal is licensed (pursuant to the applicable laws) and in good health;
   4. Review and sign appropriate forms as requested at the start of each academic year;
   5. Produce, upon request of any University Official, the Animal Authorization Card, provided with approval of such accommodation. The animal must wear an identification symbol/tag, identifying the animal as a working animal, but not disclosing the individual’s disability.
   6. Certification and license number of health care provider must be from TN or student’s state of residence on file.

Conflicting Needs/Health Concerns: The Offices of Disability Services and Residential Life and Housing will make a reasonable effort to notify residents in the building where the Support Animal will be located. Individuals who have medical issues and are affected by animals (i.e., asthma, severe allergies) should contact the Office of Disability Services as soon as possible. The person may be required to provide verifiable medical documentation to support such claim. Reasonable accommodations may be made to consider the needs of both persons to resolve the problem as efficiently and effectively as possible.

If there is an allergy/animal conflict within a residence hall, or elsewhere, that cannot be resolved between the two parties, then the Residential Life and Housing Office and Office of Disability Services will collaborate on a solution.

Damages: If a Support Animal damages the assigned residence hall room or other University property, the cost of the damage will be assessed and assigned to the student’s account. The owner is responsible for insuring cleanliness and proper care and treatment of the animal and its environment.

Responsibilities of Owners Using Support Animals in Housing:
   A. Students with disabilities who utilize a Support Animal at the University must register annually with the Office of Disability Services. Students who are seeking University residential housing must complete the appropriate housing request process in addition to the request for accommodation for an approved animal as described in this policy.
   B. The owner is responsible for assuring that the approved animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there.
   C. The animal must have a health statement, including vaccination record, from a licensed veterinarian dated within the past year. Proof of good health must be provided on an annual basis.
   D. The animal must meet legal requirements. All licensure requirements of the town of the animal’s residence must be met. Proof of such license must be provided to the Office of Disability Services.
   E. The owner is responsible for any damage caused by their animal and must take appropriate precautions to prevent property damage or injury. The cost of care, arrangements and responsibilities for the well-being of an authorized animal are the sole responsibility of their owner at all times.
   F. For students with roommates: All roommates or suitemates of the owner must sign an agreement acknowledging that the approved animal will be in residence with them. In the event that one or more roommates or suitemates later do not approve, either the owner and animal or the non-approving roommates or suitemates, as determined by the Offices of Disability Services and Residential Life and Housing, may be moved to a different location.
   G. The animal must be well groomed and measures taken at all times for flea and odor control. The residence may be inspected for fleas, ticks and other pests once a semester or as needed. If necessary, University
approved pest control services will be utilized and the animal owner will be billed for the expense of any necessary pest treatment.

H. Support Animals must be contained within the owner's housing assignment at all times, except when transported outside the private residential area enroute off campus in an animal carrier or controlled by leash or harness.

I. Support Animals are not to be left alone overnight in campus housing or left to be cared for by another student/individual. If the owner leaves the campus for a prolonged period of time, the animal must be taken with them.

J. The University reserves the right to place other reasonable conditions or restrictions on the animal depending upon the nature and characteristics of the animal. If an individual feels he or she is unable to comply with any of the requirements contained in the policy she or he should contact a member of the Disability Services staff to address the matter.

K. The owner is responsible for removal and proper disposal of the animal's waste. Removal must be immediate. The animal's waste must be removed into a proper receptacle located off campus. Individuals unable to clean up after their animals or who need assistance should notify the Offices of Disability Services staff so that alternative arrangements may be agreed upon. If an animal urinates or defecates inside of a building, or in another area that requires cleaning or maintenance, the owner must notify staff, and will be responsible for the cost of such cleaning.

L. The owner agrees to continue to abide by all other residential and University policies. Reasonable accommodation which may constitute an exception to a policy that otherwise would prohibit having an animal does not constitute an exception to another policy.

M. The Support Animal must be under control of the owner at all times. Reasonable behavior is expected from Support Animals while on campus. If a Support Animal, for example, exhibits unacceptable behavior, the owner is expected to employ appropriate training techniques to correct the situation. The animal shall have a harness, leash or other tether unless the owner is unable to use such devices or they interfere with the safe performance of the animal's work or tasks. Support Animals are prohibited from food preparation areas, unless this is a kitchen within the owner's assigned residence space.

N. If a Support Animal is determined to be out of control, the infraction will be decided on an individual basis. The owner is fully responsible for the actions of the Support Animal. The owner is held to the code of conduct in relation to any behavior caused by the animal. Consequences for misconduct may include, but are not limited to, a plan for correction of disruption (i.e., muzzling a barking dog), and refresher training for the animal and owner, or exclusion from University facilities.

O. All Support Animals are required to have documentation of completed shot records prior to acceptance.

P. Any violation of the above rules may result in immediate removal of the animal from the University, pending disciplinary action. The University may remove an authorized animal when the animal poses a direct threat to the health or safety of others, the animal's presence results in a fundamental alteration of the University's program, the owner does not comply with the responsibilities outlined in this policy, or the animal or its presence creates an unmanageable disturbance or interference with the Bethel community.

Q. Should the approved animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.

Areas Off Limits to Support Animals: The University may prohibit Support Animals in specific locations due to health and safety restrictions. Restricted areas may include, but are not limited to, mechanical rooms, custodial closets, research laboratories, wood and metal shops, rooms with heavy machinery, areas where protective clothing is necessary, areas where there is a danger to the animal, and areas outlined in state law as being inaccessible to animals. Authorized animals may be prohibited from labs if the lab supervisor has reason to believe the animal's presence would compromise the environment or if the environment poses a physical danger for the animal. Support Animals are only permitted within the student's on campus housing assignment.
**Removal of Approved Animals:** The owner may be directed to remove an animal that is unruly or disruptive (i.e., barking, jumping on people). If the improper behavior happens repeatedly, the owner may be prohibited from bringing the animal into University facilities or events until the owner can demonstrate appropriate steps taken to mitigate such behavior. Any animal that exhibits aggressive or unsafe behavior may be prohibited from University facilities or events.

**Requirements for Faculty, Staff, Students and Other Members of the University Community Regarding Support Animals:**

A. The owner of a Support Animal at any University facility or event is expected to maintain appropriate behavior of the animal as follows:
   1. Animal must not be allowed to initiate contact/approach/sniff people, tables in eating areas, or personal belongings of others.
   2. Animal must not display behaviors or noises that are disruptive to others, such as barking, growling, or other behavior not a part of the task the animal is trained to conduct.
   3. Animal must not block an aisle or passageway; impede access to ingress/egress of a facility.
   4. Animal must be trained not to be attracted to food that may be in common areas.

B. Community Members (students, staff, faculty, and visitors) are to recognize the working role of Support Animals and adhere to the following:
   1. They are to allow a Support Animal to accompany its owner/handler at all times and allow Support Animals as authorized for the individual circumstance.
   2. They are not to feed, pet or touch an authorized animal without the express invitation of the owner. Support Animals are trained to be protective of their owner, among other tasks, and petting the animal can distract them from their working responsibilities.
   3. They are not to deliberately startle, tease or otherwise distract a Support Animal.
   4. They are not to separate or attempt to separate an owner from their Support Animal.
   5. They are not to inquire details about the owner’s disability or the nature of work of the authorized animal. As the University does not generally allow animals, staff may inquire (if not obvious) whether the animal is required for a disability or what work/task the animal provides for the owner.

**Grievance Procedures:** If the decision is made to deny a request or remove a support animal, the owner may request an appeal of the grievance in writing to the ADA/Section 504 Director. Appeal requests must state a specific reason for reconsideration. Appeals will be reviewed by an ad hoc committee including relevant personnel.

**Definitions:**

*Approved Animal:* an “Approved Animal” is a Support Animal that has been granted as a reasonable accommodation under this policy.

*Disability:* defined as a physical or mental condition or impairment that is medically recognizable and diagnosable, and substantially limits one or more of a person’s major life activities. These limitations may include performing manual tasks, walking, seeing, hearing, speaking, breathing, working, and learning. A person is substantially limited in major life activities if the individual is unable to perform the activity, or is significantly restricted as to the manner in which he or she can perform that activity when compared to the average person. Acceptable documentation of a disability can be from either a licensed medical or mental health provider. It should verify the disability as well as describe the need for a Support Animal.

*Owner:* the owner is the student or person who is responsible for any type of authorized animal on campus.

*Pet:* a domesticated animal that serves a role in providing leisure companionship to its owner. Pets are not the same as Support Animals and are generally not permitted inside University facilities. The only pets permitted in the residence halls are fish that can be kept in a tabletop aquarium no larger than five gallons, in compliance with the policies of Residential Life and Housing.

*Support Animal:* an animal that is prescribed or otherwise documented by a healthcare or mental health professional as treatment for a disabled individual and that is beneficial in alleviating one or more identifiable
symptoms or effects of that individual’s disability. Support Animals are only permitted within the owner’s on-campus housing assignment.

**Contacts:** questions or concerns related to a Support Animal or other accommodation information should be directed to the ADA/Section 504 Director for the Office of Disability Services, 731-352-4012.

**Telephones**
Telephone service is provided in every residence hall lobby for local calls and 911 emergencies only.

**Tutoring**
Tutoring is available to Bethel students through the Center for Academic Student Achievement (CASA). CASA is located in the basement of Burroughs Learning Center. Students who wish to improve their academic skills are encouraged to utilize CASA. One-on-One Peer Tutoring is available to students through appointments. Math and Science labs are available to students on a drop-in basis. The Writing Center is available to students for help with development and review of their papers. Students may contact the Director of the Center for Academic Student Achievement for information and scheduling. Students may also access more information about CASA on the Bethel University website. All Academic Support services are free of charge to Bethel students.

**THE RESIDENCE LIFE STAFF**
The Resident Hall Staff seeks to establish a personal environment that compliments Bethel’s Christian liberal arts program.

**Resident Directors (R.D.)** - The R.D. is a member of the Bethel University Office of Student Life, whose role begins with the daily routines of residence hall living. The R.D. is responsible to help make the hall and its residents a cohesive unit. Primary responsibilities are to:

1. Oversee the day-to-day management of the residence hall.
2. Lead in the building of real community in the hall.
3. Ensure that the hall is a comfortable and pleasant place for all residents to live and to study.
4. Get to know and be available to each resident.
5. Provide supervision and training for the resident assistants (R.A.).
6. Be available for emergency situations.
7. Serve as liaisons between the students and other campus offices.
8. Perform Health and Safety Inspections once per week.
9. To serve as a University representative to residents, other students, parents, and other personnel.

**Resident Assistant (R.A.)** - The R.A. is a member of the Bethel University Office of Student Life, whose responsibilities are to serve as a student assistant and advisor to the residents in the Residence Halls. As an R.A., the student must have a 2.5 G.P.A. and provide assistance to individuals with personal, interpersonal, and academic concerns and will be instrumental in assisting the halls to become cohesive living and learning units. R.A.’s are full-time students trained to assist other students while they reside on campus. Training includes interpersonal skills, University facilities and services, and hall management. Their primary responsibilities are:

1. To work closely as a team to promote wing and hall unity.
2. To provide supportive and informative counsel.
3. To maintain an appropriate atmosphere on the wing.

All of the Residence Life Staff (Resident Assistants and Resident Directors) share authority and supervision for all the residence halls. Their realm of responsibility is not only in the hall in which they live. The most important part of the R.A.’s job is to be available for the other students – to answer questions and to help students cope with the University as best they can. The goal of this program is to unify all residential housing into one community where
consistency, cooperation, teamwork, and improved facilities are most likely to be accomplished.

**STUDENT ON-CAMPUS HOUSING**

All full-time undergraduate students attending Bethel University must reside in campus housing. Exceptions to this rule are granted to students who are married, have dependents, are living with their parents, students living within a 50 mile radius or have achieved senior standing. Students with health problems which prohibit them from living in a communal environment may live off campus with appropriate medical documentation and upon the approval of the Director of Housing. During full occupancy, junior status students may also be given permission to live off campus as decided by the Board of Trustees, October 2001. Changing ones address on the FASFA does not justify one for off-campus.

**Consequences for Violating Bethel’s Housing Policy**

Any student who lives off campus during fall or spring semester and has not completed an Off-Campus Request form will be charged a housing fee of $2,795.00 each semester the student does not honor the University housing policy.

The *Residence Halls* are operated on the belief that University students are capable of making their own environment pleasant, educationally stimulating, and conducive to study. The University does not abdicate its responsibility, but the philosophy of the Residence Life Program is basically to develop a community of mutual respect. The goal is education in the broadest sense: an opportunity for continuing personal growth beyond what is found in the classroom.

Because students are living in close quarters, with a large number of people, they have the responsibility in matters such as noise, safety, cleanliness, and the upkeep of the facilities. They have the responsibility to show mutual consideration. At times there will be conflicting needs and attitudes and it may not always be easy to work maturely, openly, and rationally for the acceptable solution, but it is worth the effort. Any student having difficulties of any type in regards to their living environment is encouraged to speak with their R.A., their R.D. or the Director of Housing.

**SERVICES AND FACILITIES IN HOUSING**

**Campus Safety** - The University employs 24-hour, armed safety and security personnel for the protection of students and property. These individuals can be reached through any Resident Staff member or by calling the listed emergency number for Campus Security. During the daytime hours, please contact Security for any emergency situations.

**Internet** - Any problems and/or questions regarding the internet service in a resident room should be referred to the IT Help Desk, 352-4040 or trackit@bethelu.edu. Individual access points and switches are not permitted on the network. Unauthorized altercation of school property is not permitted and will result in disciplinary action.

**Laundry** - Washers and dryers are available to residents in each of the residence halls. Machine malfunctions are to be reported to the Resident Director.

**Repairs and Maintenance** – Students may complete the repair form on the Bethel University website under “Student Life” and “Residence Life”. Students are urged to report necessary repairs as quickly as possible. DO NOT CALL MAINTENANCE DIRECTLY.

**Storage** - Residence halls do not provide extra storage for students’ possessions outside of the individual resident's room. Non-motorized bicycles are permitted in student rooms; however, they are not to be ridden or stored in hallways, stairwells, or any other areas of the hall without the permission of the Resident Director for that residence hall. Bethel University does not provide renter's insurance for students living on campus. Renter's insurance may cover your personal belongings in case of fire, water or other damage and against theft. Some parents’ homeowner's insurance coverage has a rider clause that may cover possessions while at University. Local insurance agents can also provide this service.

**Telephone Service** - Bethel provides telephone connections to each residence hall lobby. Independent phone connections are not allowed. Local calls to off-campus numbers may be placed by dialing "9" to obtain an
outside line and then the number. On campus calls can be made by dialing the last four digits of the phone number.

**Television** - Each residence hall has a television located in the lobby for the use of residents and their guests. Students are asked to turn the television off when not in use. Additionally, extended basic cable television is supplied to each residence hall room. TV’s must be equipped with QAM converter to access cable content. Channels 3-59, with the exception of premium channels, are available for each student residing in campus housing. TV’s larger than 42” are not allowed.

**Vending** – Bethel University provides vending machines in each residence hall. These machines contain a variety of soft drinks, juices, candy, chips and pastries. Malfunctions of the machines and requests for refunds should be referred to the Business Office during normal business hours.

**STUDENT CODE OF RESPONSIBILITY**

**STATEMENT OF PURPOSE**

As a University of liberal arts committed to the Christian faith, Bethel University seeks to liberate her students for lives of leadership, service, and self-fulfillment. Recognizing that the educational process involves more than academic activities, Bethel University believes that its purpose is promoted or hindered by the quality of the total life of the University community. Therefore, Bethel University seeks to promote a University community environment that emphasizes honesty, academic integrity, social responsibility, and mutual respect.

Discipline is always exercised with the primary aim of promoting the welfare of the person disciplined and the welfare of the University. The primary aim is education, tutelage, progress in maturity, and capacity for intellectual and moral achievement. It is an indication of a willingness to assume and carry responsibility as a human being and a member of a civilized society and University community.

1. Every student is to have access to programs and services of the University without discrimination.
2. Every student may express freely his/her views in an orderly manner on campus. Every student should be free to express an idea or an opinion in the classroom, even though it may not agree with that of the instructor.
3. Every student may participate in all religious activities on campus, both formal and informal.
4. Every student is to be evaluated in the classroom without bias or favoritism according to the academic standard set forth in the course.
5. Every student may belong to any organization on or off campus, provided he/she has met the qualifications of the organization, and provided that the organization does not have objectives detrimental to the University and its mission.
6. Every student who resides in University-owned housing is to be free from unfair search and seizure. Where probable cause exists, searches of University owned housing may be done by the appropriate residence life staff or University officials and/or local authorities.
7. Every student accused of violating the Student Code of Responsibility is to be accorded fair treatment.
8. Every student is to have his or her records (academic, medical, disciplinary, and personal) kept confidential as required by law.
9. Every student is to receive fair and courteous treatment from the faculty and staff of Bethel University.

**Areas of Student Responsibility**
The University’s expectations commence when the University initially accepts a student. They apply to the student’s conduct wherever the student may be, on or off the campus, and when the student is engaged in University-related activities and when the student is not.

**I. Basic Honesty**
The University insists on basic honesty, and encourages the development of relationships characterized by integrity. Lying or misrepresentations concerning official University business threaten the welfare of the University community.
II. **Academic Honesty/Integrity**

Academic honesty/integrity is an essential condition for the health of Bethel University and is vital to the achievement of its intended objectives. Consequently, any effort on the part of a person to submit work that is not his or her own in fulfillment of course or examination requirements shall not be tolerated.

A. The unauthorized use, or attempted use, of any form of notes, tables, books, or other devices in the writing of an examination or test of any kind is prohibited.

B. The use of words from a source without quotation and documentation, or the idea of a source without documentation constitutes plagiarism and is prohibited. All sources used in the preparation of a paper or other assignments should be listed in the bibliography and specific quotations and references should be indicated by appropriate citation.

C. Any student giving or receiving unauthorized aid, by any means including notes, signs, words, or gestures, is guilty of cheating.

D. The submission of work that is not the actual accomplishment of the person submitting it is a violation of academic honesty.

E. Assistance in typing or proofreading a paper is not considered improper unless specifically forbidden by the instructor.

F. The removal, misappropriation, or destruction of academic material in an unauthorized manner from the person, the office, or the vehicle of an instructor, from the library, or from another person is prohibited.

G. **Violations of Academic Honesty under the Student Code of Responsibility**
   1. **Student Observed Violations**
      a. A student has an obligation to report observed violations to the academic honesty policy to the faculty member of the class observed. The student may be asked to discuss with the Academic Dean of the appropriate College the nature of the violation observed.
      b. The faculty member who determines that a violation has occurred shall bring the matter to the attention of the Academic Dean.
      c. If the violation has occurred in the Nursing Department, the faculty member will report the allegation to the Director of the Department of Nursing. The Director will notify the Academic Dean of the College of Health Sciences of the allegation.
   2. **Faculty Observed Violations**
      a. The faculty members observing a violation of academic honesty by a student must inform the student of the allegation.
      b. For all Departments other than nursing, provided the allegation is substantiated, the faculty member must bring the issue to the attention of the Academic Dean.
      c. If the violation has occurred in the Nursing Department, the faculty member will report the allegation to the Director of the Department of Nursing. The Director will notify the Academic Dean of the College of Health Sciences of the allegation.
   3. **Disposition of Alleged Violations**
      Students are expected to uphold the University’s values. Cheating of any kind, plagiarism, and other forms of academic dishonesty are prohibited. Punishment for an act of academic dishonesty involves imposing failing or zero grades by the following process: For a First offense, the student receives a zero on the assignment. A second offense results in an F in the course. Upon committing a third offense, the student will be expelled from the University. The faculty member presents notice of each offense to the Academic Dean, who keeps a record of students’ offenses from all courses. Students may appeal the decision of the faculty member to the Academic Dean.

III. **Social Responsibility**

Students are expected to develop social skills and relations that are mutually beneficial and which lead to personal maturity. Social conduct is therefore to be based upon respect and concern for others and must conform to high standards of courtesy and propriety. Students representing Bethel University on University-sponsored activities are expected to adhere to these standards of social responsibility. Resident hall units, fraternities, sororities and other social organizations have a special responsibility to promote these standards of conduct.

IV. **Misconduct Which Affects the Property, Person, and/or Rights of Others**

It is the responsibility of students to respect the property, person, and rights of others. Therefore, students shall not engage in any form of activity, or threaten such action, which results in or might:
A. cause damage to property, including unauthorized removal of University property,
B. cause mental or physical injury to person,
C. cause interference with the rights of members of the community or visitors through disorderly, disruptive, or abusive conduct,
D. cause interference with the normal activity of the University,
E. cause violation of rules governing University owned or supervised facilities, including the duplication of University keys, or
F. cause theft of personal or University property.

V. Alcoholic Beverages
The consumption, possession, manufacture or sale of alcoholic beverages on campus or at any University sponsored off-campus event is prohibited.

VI. Drugs
The possession, use, sale, distribution, barter, or manufacture of narcotics, dangerous drugs, hallucinogenic substances, or paraphernalia supporting such use, is prohibited on campus, at University-sponsored off-campus events, or in the local community. The use or possession of synthetic drugs are also prohibited.

Synthetic drugs are defined as:
1. any substance, however denominated, and no matter the common street, brand or trade name of such substance, which mimics the effects of any controlled substance (to include, but not limited to, any opiates, opium derivatives, hallucinogenic substances, methamphetamine, MDMA, cocaine, PCP, marijuana, cannabis, cannabinoids, cannabicyclohexanol, and tetrahydrocannabinoids), to include, but not limited to, “bath salts,” “incense,” “plant/fish food” or “insect repellant.”
2. any chemical substance designed to mimic the molecular structure of both legal and illegal drugs which when inhaled, or otherwise ingested, may produce intoxication, stupefaction, giddiness, paralysis, irrational behavior, or in any manner, changes, distorts, or disturbs the auditory, visual, or mental process. Brand names of prohibited substances include, but are not limited to; K2, Spice, Spice Gold, Spice Diamond, Yucatan Fire, Solar Flare, K2 Summit, Genie, PEP Spice, Fire n’ Ice, Vanilla Sky, Cloud Nine, Ivory Wave, Blue Silk and Mr. Smiley.

The University maintains the right to define and determine if any substance violates this policy on a case-by-case basis at the University’s sole discretion, and our definitions of a synthetic drug are not limited to the above definition.

VII. Firearms, Explosives, and Other Weapons
The possession of firearms, dangerous explosives (including fireworks), weapons, air rifles, or other objects used as weapons is prohibited on the Bethel University property. Please also be cautioned that athletic equipment such as; baseball bats, softball bats, golf clubs, bow and arrows, hockey clubs, etc. are not to be stored or kept in any residence halls. The use of objects in a threatening manner also constitutes a violation of this section. State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars ($3,000) for carrying weapons on school property.

VIII. Failure to Comply with University Officials and with the Directions of Duly Authorized University Officials and Staff that are acting in the performance of their duties is unacceptable behavior and one will be subject to disciplinary action. Representatives of the University who are carrying out their authorized duties are to be treated with courtesy and respect by all members of the community.

IX. Violation of Civil Law
Violations of local, state, or federal law may lead to disciplinary action by the University.

X. Financial Responsibility
Since financial integrity is a part of maturity, every student is expected to settle satisfactorily all outstanding financial obligations.

XI. Civil Disturbance
Any conduct involving disturbing the peace of the University community, such as disorderly conduct or failure to comply with University officials or law enforcement, is a violation and one will be subject to disciplinary
XII. Disruption / Obstruction
Interfering with University functions or activities, including failure to respond to requests of faculty/University officials, or disrupting any classroom activity once the class has begun, is unacceptable and one will be subject to disciplinary action.

XIII. Possession of Stolen Property
Possession of stolen property, known to be property of Bethel University, of any person, or of any organization is unacceptable and one may be subject to possible criminal action and disciplinary action from the University.

XIV. Unauthorized Entry
Unauthorized entry into any building, roof structure, or facility, or unauthorized use of University grounds or equipment is prohibited, and one will be subject to possible criminal action and disciplinary action.

XV. Misuse or Theft of University Safety Equipment
This is prohibited and violators are subject to disciplinary action, as well as the cost of replacing the device.

XVI. Social Misconduct
Any social misconduct that damages or has potential to damage the social climate and/or reputation of the Bethel community will not be tolerated. These include, but are not limited to students engaging in the following acts on campus or at any Bethel University events:
A. Being found in the room of someone of the opposite or same sex during a time when residence hall visitation hours are closed (visitation violation).
B. Excessive use of profanity/obscenity.
C. Fighting.

XVII. Residence Hall Life
Residence hall living imposes additional obligations of courtesy and respect for others. All persons living in residence halls are responsible for knowing and complying with the stated Residence Life Rules and Regulations.

POLICIES AND PROCEDURES IN RESIDENCE HOUSING

Advertising, Soliciting, and Selling are permitted in the residence halls - BUT ONLY in designated areas with the prior approval of the Director of Housing.

Agreement- All students desiring on-campus housing are required to sign an academic year Residence Hall Agreement which covers the Fall, Spring, and Summer Semesters. This Agreement contains the terms and conditions of living in the residence halls. Once signed, students are required to fulfill their residence hall obligation unless they cease to be enrolled at Bethel University. Further information on this is available and any exceptions are available from the Director of Housing.

Applications and Vacancies in the residence halls are coordinated through the Director of Housing. To be placed on the list for on-campus housing one must fill out a housing request and have on file a housing deposit of $175.00--this deposit will carry over from semester to semester. All vacancies are on a first-come, first-served basis.

Assignments - Returning residents are offered an opportunity to reserve residence hall space for the next academic year by filling out the "Returning Student Housing Request Form" available near the end of the spring semester, on the Bethel website. New students must submit a "Housing Card" during their admittance or pre-registration procedure. Rooms are assigned on a first-come, first-served basis. Although residents may request roommates, requests for suite mates or building preferences are not taken. No housing assignments are given without the completion of either of the required forms.
Changing Rooms - Residents may not change rooms or roommates without the direct approval of the Director of Housing. A fine will be issued to both residents if found in violation of changing rooms. When and if room changes are made, the student is responsible for properly checking out of the original room and cleaning it to pass final checkout inspection. (See Check-out Procedures.)

Cleanliness - Resident students have the responsibility to maintain clean and sanitary rooms and bathrooms. Custodial staff does not assume the task of cleaning student rooms nor do they provide cleaning materials or supplies. Resident Life Staff are required to make weekly Health and Safety inspections to insure compliance. (See Health and Safety Inspections under Policies and Procedures.)

Cohabitation - The overnight visitation of members of the opposite sex is strictly forbidden in the residence halls.

Collusion - Any student found aiding in soliciting or in an act of misconduct assumes responsibility for such action.

Damages - At the start of residents’ first semester, they are to complete a Room Condition Form. The purpose of this form is to provide the Resident Director and the Housing Office with a specific list of damages to and/or repairs needed by the room. The form provides protection for the residents against unjust billing of room damages at checkout time.

Failure to pay the charges may result in students not being allowed to receive transcripts or to register for the following semester.

Disciplinary Sanctions and Penalties -- For violations of University and residence hall rules and regulations and for acts of student misconduct or student violations, disciplinary action ranging from a verbal warning to expulsion may be applied. (See section titled Student Conduct and Disciplinary Actions.)

Electrical Appliances - Residence Halls have definite limits on the capabilities of their electrical systems. Overloading these systems can cause fire and safety hazards.

1. All electrical appliances must bear the Underwriters Laboratory (UL) or equivalent trademark.
2. Those items which are prohibited are: lava lamps, electric skillets, hot plates, air conditioners, deep fat fryers, lanterns, any open coil electrical or heating device, toasters, toaster ovens and halogen lamps or bulbs of any type.
3. Small refrigerators (4.0 cu. ft. or less) and microwaves are permitted in rooms. However, they must be safe, continuously clean, and in good working order. Only one per room in allowed and one per common room in all Residence Halls.
4. Students should turn off television sets, stereos, computers, and lighting fixtures when out of the room or not in use.
5. Students living in the dorms will be required to submit the following information to the Resident Director for any electrical appliances that are brought on campus:
   a. serial number of item
   b. make and model number of item
   c. approximate value of the item

If excess drain on the electrical system results in tripped fuses, residents will be required to cease operation of the items that are causing the problem.

Explosives, Fire Arms, and Other Deadly Weapons - Students are prohibited from the possession of explosives (to include fireworks of any type), fire arms, hunting bows and/or knives, and other deadly weapons while on campus or any other University sponsored activity.

Fire and Tornado Drills - In accordance with University regulations, a fire drill is conducted at least once each month and a tornado drill once each semester for each residence hall. All personnel in the building MUST take part in the drill and follow all instructions given for each individual residence hall. The purpose of these drills is to acquaint occupants with a fast and orderly means of exit or cover during such an emergency. If a student does not comply with this regulation, he/she will be subject to disciplinary actions.

Unlocked Doors - All residents are to keep their doors locked at all times when not in their room including adjoining bathroom doors. Failure to do so will result in a fine.
**Fire Equipment** - The purpose of the fire equipment is to provide safety and security to the residents in the halls. It is against State Law and University regulations for anyone to tamper with, steal or relocate the firefighting equipment. Such actions are subject to both criminal prosecution and discipline by the University.

Firefighting equipment is defined as: extinguishers, exit signs, evacuation floor plans, fire alarm boxes, and emergency lights.

**Flammables** - The possession or use of chemicals that are flammable in nature are not permitted in the residence halls. This includes candles, incense, lighter fluid, gasoline, or the lighting of cigarettes.

**Furniture** - Each residence hall room is furnished with one single bed and a bunk bed set and mattresses. A few rooms may have extra pieces of Bethel owned furniture, which will be recorded on the room condition form at time of check-in. A bed cannot be removed from the room without first notifying the Director of Housing. Students are held responsible for the upkeep of all furnishings. Furniture in the lobbies of each residence hall may not be moved to an individual's room. This furniture in the commons area is for the benefit of all living in the residence halls. Closets and drawer space are built in features in every residence hall room.

**Gambling** - Gambling on University property is illegal and prohibited.

**Assignment of Space** - The Director of Residence Life reserves the right to assign students to another space, room, or hall, when to do so appears to be in the best interest of individuals or groups of students or when it is determined that a student is not actually residing in their assigned space.

**Halogen Lamps or Bulbs** - Halogen lamps or bulbs have been proven to be a fire hazard and have been banned from campus residence halls across the country. Bethel University, in an effort to keep their students safe, has banned these lamps and bulbs from their residence halls as well. This includes lava lamps and any other halogen bulb accessory.

**Health and Safety Inspections** - A regular health and safety inspection will be conducted in each room weekly on a day announced by the Resident Director. Residents need not be present when the check is conducted. Refrigerators, microwaves, and closet spaces are subject to inspection. Guidelines for the health and safety inspections are as follows: improper use/storage of electrical appliances; improper storage of food and utensils.

1. Improper disposal of garbage.
2. General cleanliness and order of room and bathroom.
3. Open windows defeating the functioning of the building heating and cooling system.
4. Violations of any student code or regulation.
5. Maintenance needs to be addressed.

Any residence hall room that does not meet the standards outlined in the health and safety regulations shall receive written or verbal notification. The residents of the room shall have 24 hours to correct the violations.

**Holidays**

1. At the time of the student's departure for holidays, their residence hall room must be completely empty of personal belongings.
2. Students are not allowed to remain in the residence halls during the Christmas break.
3. The resident must turn in their room key to the Resident Director before their departure. Failure to do so will result in a $50.00 fine.
4. Housing Deposits - Housing deposits are due prior to the beginning of each semester. No one will be admitted to a residence hall room without the housing deposit of $175.00 on file with the Business Office.

**Key Policy** - Residents will be issued a key to their room upon check-in, verification of a housing deposit on file, completion of the Residence Hall Agreement, and the completion of the needed information in the Student Life files. If a key is lost or misplaced, the student will be responsible for a lock change and charge of $50.00. Payment must be made in the Business Office. For liability reasons, no duplicate keys can be made. During the evening hours, residents may request the Resident Director/RA on duty to unlock their doors. However, positive and proper identification may be required. If the Resident Director cannot identify the person, the Resident Director is not obligated to comply with the request. This procedure is maintained for individual safety and personal property protection. Misuse of this request will result in a fine. If a resident has excessive requests for unlocking of a door a
Moving Out - After the semester starts, students moving out of the dorms on their own, without permission, will not receive a refund on room and board. All students are required to adhere to the University policy on Residential Housing. If a student moves off campus without written approval, he/she will be charged for full room and board charges and will not receive transcripts or grades until these financial obligations are met. Check out is not complete until the resident hall staff has inspected the room and all keys turned into the Resident Director. Failure to follow procedure will result in a forfeiture of the housing deposit.

Noise - Any disturbance, including excessive noise, which interferes with the rights of other students as to their living space, privacy and proper study conditions, is prohibited. (See Quiet Hours.)

Occupancy - The residence halls are opened the day of Fall Orientation only to new student freshman, transfer and other students participating in the Fall Orientation Program. All residents may begin checking into the halls on the day assigned. For Spring Semester, the halls will open the day preceding the first day of classes unless otherwise posted.

The residence halls are closed the day following graduation ceremonies of either semester. During the fall semester the residence halls will stay closed until the day preceding the first day of classes of the spring semester.

Pets - The keeping of pets, other than fish (in a tank no larger than 5 gallon), is prohibited. There is a fine of $50.00 for violation of this policy.

Private Rooms -- Private rooms are available only on a space available basis and in some years none are available. Private rooms are assigned based on 1) handicap need, 2) availability, and 3) seniority. Private room assignments are not guaranteed and Bethel University reserves the right to change a room status (double or private) based on the needs of the University community. If space is available after the first week of school, private rooms will be offered to residents based upon a total credit hours earned seniority system.

Quiet Hours - All residential housing has quiet hours 11:00 p.m. to 10:00 a.m. Monday – Thursday and 1:00 a.m. - 12:00 p.m. Friday -Sunday. Noise should always be held at a reasonable level so as not to infringe upon others’ right to sleep, study, etc. Residential Directors reserve the right to enforce 24-hour quiet hours and no visitation based on their discretion.

Resident Requirements - In order to be eligible to live in Bethel University residence halls, students are required to be enrolled for and maintain full-time status. During the summer months, six (6) hours of class are needed per semester; exceptions may be made and should be discussed with the Director of Housing each summer. Summer housing rates do apply on a per month stay.

Roommates - Every effort will be made to honor preferences as indicated on the Housing Card. The Director of Housing reserves the right to separate roommates should problems arise or a special-need situation occur.

Room Changes - Only the Director of Residence Life grants room changes, however all roommate change request must start with the students Resident Director (RD).

Room Check Out Procedures - Students are to leave their rooms in a clean condition. Any student who leaves their room or bathroom, dirty will be charged $50.00. Students are not to leave behind furniture, trash, appliances, posters, etc. The bathrooms are to be free of mold in the shower stalls and the toilets are to be thoroughly cleaned and flushed. All floors are to be swept and all drawers and closets free of personal belongings or litter. Any walls marked with graffiti, drawings, or unauthorized painting will be fined $100.00.

Students MUST properly check out with a Resident Assistant or Resident Director. Failure to do so will result in a fine of $100.00 in addition to any other room charges, lost key charges, and cleaning fines.

It is the responsibility of the student to locate their R.A. or R.D., not the responsibility of the R.A. or R.D. to locate the student. The R.A.’s and R.D.’s will always be available during checkout days with reasonable limitations.
**Room Consolidations** - The Director of Housing reserves the right to assess a private room charge on any student who may not have requested a private room but who does not comply with a roommate assignment or who may make it difficult for anyone to roommate with them. This policy is necessary to achieve fairness, equity, and efficiency in the residence halls.

All students are to lock their rooms and automobiles when the student is not present in either of them. Students should record the serial numbers of items of value that have them and mark those that do not.

**Screens** – Residence Hall windows are equipped with window screens. The removal, cutting, tampering with, or otherwise destroying these screens will result in a fine of $50.00.

**Smoking** - There is no smoking allowed in any building, including residence hall rooms, bathrooms, hallways or lobbies. Residents will be fined a $50.00 fine for smoking in rooms. Residents may not smoke within 50 feet of building. **THIS INCLUDES SMOKING OF ELECTRICAL AND VAPORIZED DEVICES.**

**Summer Housing** - Housing is available during the summer school to residents attending the summer term. Housing may also be offered to students who are working at the University and taking 6 hours of class. Summer rates per month will apply to all summer students.

Summer school students may stay only for the period in which summer school is in session. Rooms may not be available for occupancy at other times during the summer, without special permission. (See Resident Requirements.)

**Termination of enrollment** - Residents whose enrollment at Bethel University has ended, for any reason, must have their possessions removed within 24 hours of the termination of their enrollment unless arrangements have been made with the Dean of Student Development. Failure to comply may result in a fine of $25.00 per occurrence.

**Visitation**

Open House Visitation Rules:

1. Open House allows for the visitation in a residence hall room by a member or members of the opposite sex. Students of the opposite sex may visit only during the designated hours of visitation.
2. Each visitor must sign in with the hall monitor on duty, leaving an I.D. (not a Bethel ID) or driver's license, and sign out before leaving the residence hall. Pass ports will not be accepted as a form of I.D.
3. Doors must be left open and an overhead light on in the room while a visitor of the opposite sex is present in the room. In Prosser Hall, University Hall and Heritage Hall a light must be on in the community living area during visitation as well as the room the visitor is signed in to. The community living area door and the individual’s room door must remain completely open while a visitor of the opposite sex is present in the room.
4. All visitors must enter and exit through the main lobby of the residence hall only.

**Open House Visitation Hours in All Resident Halls:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondays - Thursdays</td>
<td>6:00 p.m. – 11:00 p.m.</td>
</tr>
<tr>
<td>Fridays</td>
<td>6:00 p.m. – 1:00 a.m.</td>
</tr>
<tr>
<td>Saturdays</td>
<td>12:00 p.m. – 1:00 a.m.</td>
</tr>
<tr>
<td>Sundays</td>
<td>6:00 p.m. -11:00 p.m.</td>
</tr>
</tbody>
</table>

For reasons of safety and security, the resident hall staff may ask for residents and/or visitors for proper identification at any time.

**Resident Halls-Overnight Visitation Rules:**

Students may have overnight guests of the same sex in their rooms in accordance with the following guidelines, with permission of the Director of Housing:

1. Family and guests must enter and exit through the main lobby doors only.
2. Each guest must have a host who is responsible for the actions of the visitor. **The student host must remain in the residence hall the night of the visit.**
3. The resident host is responsible for obtaining a guest permission form from the Director of Housing prior to the visit.
4. Permission may not be given for infants or children (under the age of 12) to stay overnight.
5. Permission for stays of more than two consecutive nights on campus must be secured from the Director of Housing. Overnight guests must pay $10.00 per night.

6. No one may visit in the residence hall for more than seven nights during a semester.

**Windows** - The covering of windows in dormitory rooms with black plastic or other materials will not be permitted. Blinds are provided for each room. However, student may hang curtains that they provide. Entering or leaving a residence hall through a window or the unauthorized opening of a residence hall window is prohibited and will result in either a write up or fine.

**WILDCAT COVE FIRE PIT PROCEDURES/GUIDELINES**

The Wildcat Cove Fire Pit is available on a first come, first served basis. Residents will have to reserve the fire pit within a 24-hour written notice. It is the responsibility of any user to ensure that all parties in attendance comply with the rules and guidelines for operation of the fire pit. Each user is expected to provide all equipment needed to safety conduct the activity. **Please see the RD for all reservations.**

**Rules for Using the Fire Pit:**

- **The fire pit must be constantly attended until the fire is complete.**
  - Fires must be in a designated metal fire ring.
  - Fires must be doused by 12:00 a.m.
  - ALL recreational fires shall be constantly attended until the fire is completely extinguished.
  - The User must supply all firewood which has been purchased or produced from a location not further than 10 miles from the Cove.
  - Untreated wood is the only acceptable fuel. The use of charcoal or other material as fuel is NOT allowed.
  - **The use of lighter fluid, gasoline, alcohol or kerosene to light, relight or accelerate the fire is strictly prohibited.** Fires should be started only with newspaper and kindling.
  - Burning when weather conditions or local circumstances make fires hazardous is prohibited.
  - The use of sound amplifying equipment is not allowed. Music may be played at a reasonable volume so as not to disturb others. The general noise level at the fire pit should be controlled.
  - Consumption of alcohol is prohibited. Food may be consumed so long as all trash is removed from the fire pit area at the conclusion of the fire.
  - **At the conclusion of the fire, all embers should be doused with water (not a fire extinguisher).** At all times the user must have a working fire extinguisher available. This device is for USE IN EMERGENCIES ONLY and should not be used to douse the fire at the end of the night. The fire extinguisher should be within 10 feet of the fire pit at all times during the fire. **Removal of fire extinguishers from campus property for any purpose is strictly prohibited.**
  - The user must have a water bucket, not less than 5 gallons in size (which must be filled prior to starting the fire) and used at the conclusion of the use to douse the embers. It is the responsibility of the user to fill the bucket and keep it within 10 feet of the fire pit at all times during the fire. (RD will also have a bucket of water if you cannot get one in a timely manner).

**Failure to abide by any of these rules will result in an immediate termination of the activity and potential sanctions against the offending party.**

**General Safety:**

- Exercise the same precautions you would with an open fire.
- **Do not allow children to use the fire pit.** Keep children supervised at all times during the fire.
- Do not wear flammable or loose-fitting clothing such as nylon.
- Keep the fire to a manageable size, do not overload the pit.
• Before you light the fire, check the wind direction. Make sure you remain attentive to the wind speed and direction to ensure that sparks do not injure attendees or cause property damage.

CAMPUS WIDE STUDENT LIFE POLICIES AND REGULATIONS

Attire
Bethel University encourages the practice of "dressing for success" in every aspect of the student's life. Students should be properly dressed at all times for the specific occasion. Any sexually suggestive clothing, including t-shirts with various wording, slogans or cartoons, will not be tolerated anywhere on the Bethel University campus. Shirts and shoes must be worn in the cafeteria at all times by both men and women. Ladies must wear covering over sports bras. Gentlemen are asked not to allow their undergarments to show as well. Individual classroom attire regulations shall be at the discretion of instructors and/or administration. Neither men nor women are allowed to wear tops that expose underarm hair in the dining halls.

Annual Security Information Report
The Annual Security Information Report containing campus crime reporting procedures, policies, sexual harassment and sexual offense policies, crime statistics, and a list of victim advocates is available in the Office of Campus Safety and Security or the Bethel website. Daily crime logs are accessible on the Bethel website and available in the Security office.

CHAPEL
The word BETHEL comes from the Scriptures. One of the first times the word is mentioned is in Genesis 28. A young man, Jacob, leaves home for the first time. He stops for the night and has an encounter with the Living God of his grandfather Abraham and his father Isaac. When he awakes in the morning he says, "Surely the Lord is in this place, and I was not aware of it." He was afraid and said, "How awesome is this place! This is no other than the house of God; this is the gate of heaven." Early the next morning Jacob took the stone he had placed under his head and set it up as a pillar and poured oil on top of it. He called that place Bethel. Genesis 28:10-19.

So the word BETHEL actually means House of God!

Weekly Worship Services:
Chapel - Tuesday mornings at 11:00 a.m. chapel services are a place where we gather together to lift the name of Christ on high in the Bouldin Auditorium of the Dickey Fine Arts Building in a contemporary worship format. The music is provided by the talented Renaissance Praise Team. All worship services will revolve around the basic, orthodox teachings of the church found in the Apostles' Creed. The Creed summarizes the basic beliefs of the Christian faith.

I believe in God, the Father Almighty, creator of heaven and earth.
   I believe in Jesus Christ, His only Son, our Lord, who was conceived by the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. The third day He arose from the dead. He ascended into heaven and is seated at the right hand of God the Father Almighty. From there He will come to judge the living and the dead.
I believe in the Holy Spirit, the holy universal church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen

Communion - Like a more traditional service? Join us for a liturgical Holy Communion service every Thursday morning at 11:00 a.m. on the third floor of Campbell Hall. Everyone is welcome to participate, but no one is required to partake in the elements. If you are not a Christian and/or you have questions about the faith, we ask you to come, observe and please be respectful as we worship. The Chaplain is available after services or during office hours to answer your questions.

EVERYONE IS WELCOME TO ATTEND THE SERVICES!

CHAPEL REQUIREMENTS

A full-time traditional undergraduate freshman, sophomores, and juniors (including transfers and commuters) are
required to attend the weekly worship services. This requirement can be fulfilled by attending Chapel service on Tuesdays and/or the Communion service on Thursdays. The Chapel requirements for each class are as follows:

**Freshman:** 12 services per semester
*First semester freshman will attend the Chapel service on Tuesdays as part of the College Orientation Experience (COE) course requirement. All other freshman can attend any of the weekly worship services to meet the requirement.

**Sophomores:** 6 services per semester

**Juniors:** 3 services per semester

If, in extenuating circumstances, students cannot attend the weekly services, they can put the love of Christ into action by giving an hour of community service for each required worship service. Contact Darnell Neder, the Mission and Outreach Coordinator at 731-352-6380 or missions@bethelu.edu to identify local community service projects. To receive credit for community service, students must complete the *Community Service Log* found on the Christian Life page of the Bethel website and return it to the Mission and Outreach Coordinator no later than the Monday of final exam week. Community service projects must be completed during the semester for which Chapel credit is to be earned.

If students choose not to attend the weekly services or participate in community service, the final option is to donate $10.00 for each required worship service to Bethel community service projects. If students do not meet the semester requirement, a $10.00 non-compliance fee for each required worship service will be the default option. All money collected will go towards Bethel community service projects.

Every student is given the opportunity to worship God through song, the Lord’s Table, the use of hands and feet in the community, or by giving. The way you worship the triune God is up to you.

In extreme hardship cases the Dean of Students, James T. Stewart, will grant exemptions from attending the weekly services on a case by case basis. Dean Stewart can be reached at stewartj@bethelu.edu or 731-352-4093. His office is located at L112 in the Vera Low Center for Student Enrichment.

If you still have questions contact a member of the ministry team listed below:

**Dr. Anne Hames, Senior Chaplain**
Phone: 731-352-4066
Email: chaplain@bethelu.edu
Office Location: 113, Vera Low Center for Student Enrichment

**Darnell Neder, Mission and Outreach Coordinator**
Phone: 731-352-6380
Email: missions@bethelu.edu
Office Location: Vera Low Center for Student Enrichment, 101 Wildcat Lane, Room 110

**Gangs and Related Activities**
Gang activity, including behavior and such practices as the wearing of “colors” is prohibited on the Bethel University campus or at any University sponsored events.

**Hazing**
Hazing is both illegal and a violation of University expectations. The law defines hazing to mean “any intentional or reckless act in Tennessee, on or off the property of the University, by one student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety.” Under the law, “Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.” The University prohibits illegal hazing.

Further, the University’s prohibition of hazing is broader than the law’s prohibition. The University’s policy grows out of the University’s belief in the dignity and worth of every individual. Thus, at Bethel University, students are prohibited, in any context and anywhere, from engaging in any act, whether the act be physical, mental, emotional,
or psychological, which subjects another, voluntarily or involuntarily, to anything which may abuse, mistreat, degrade, humiliate, harm, or intimidate.

Individual students and student organizations guilty of hazing will be disciplined individually and as an organization. Recognition or registration by the University of an organization that engages in, allows, or condones hazing may be withdrawn or denied.

Hoverboards
**US and National Concern:** Effective Spring Semester 2016, Hoverboards may no longer be used on the Bethel Campus or charged on campus due to National Fire Warnings by the National Association of Fire Marshalls.

**Insurance Liability**
Although precautions are taken to maintain adequate security, Bethel University does not assume any legal obligation to pay for injury to persons (including death) or loss or damage to items of personal property which occurs in its buildings or on its grounds, prior to, during, or subsequent to terms of the Resident Hall Agreement period. Students, their parents, guardians, or guarantor are thereby strongly encouraged to purchase and maintain appropriate insurance to cover health, life, and property.

**Student Health Insurance**
Due to the vast array of classroom and extra-curricular activities associated with the McKenzie campuses, it is Bethel University's policy that **ALL** full-time undergraduate students attending the College of Arts and Sciences and/or College of Health Sciences must have valid health insurance. Insurance coverage must be documented by providing a valid copy of the current insurance card to the Student Insurance Coordinator **AND COMPLETING THE ELECTRONIC OPT OUT PROCESS.** Students will not be allowed to register, attend classes, or participate in activities without valid insurance. Insurance can be purchased through Bethel University for $1,753 for the 2017-2018 academic year. The last day to opt out of the insurance is August 31, 2017. An online waiver to opt out of the insurance can be found at [http://www.4studenthealth.com/bethel](http://www.4studenthealth.com/bethel). International Students must purchase health insurance from Bethel University. The charge for international insurance for the 2017-2018 academic school year is $1,753. The student must pay this charge prior to arriving on campus. Students are automatically enrolled when they arrive on campus. No international student will be allowed to participate in any intercollegiate athletic program until the insurance charge is added to their account.

**Student Records**
**Disciplinary Records** - Students will be notified of disciplinary action taken against them both orally and in writing. All disciplinary records are kept confidential. Other University officials are notified, however, when it is appropriate. Only in rare instances will the student's parent be notified. Application to another institution is considered to be permission to send disciplinary records to the institution, since most Universities require this information before admitting a transfer student. Disciplinary records are maintained separately from academic records by the Office of Student Life for an indefinite period of time.

**Voter Registration**
The University encourages students to vote and otherwise participate in the election process. Students who are residents of Tennessee may secure voter registration forms from the Office of Student Activities in the Vera Low Center for Student Enrichment. Students register and vote in the county of their residence. Students may mail the completed registration form to the county election commission in the Tennessee County of their residence. Persons 18 or older are eligible to vote.

**Weather Conditions**
Students may call the University emergency number, (731) 352-6450, where announcements such as class closings will be made by the Chief of Campus Security & Safety. Unless conditions are extreme, classes will be held. However, students are advised to use caution and common sense in deciding whether or not to attend. Such absences will be excused in accordance with the attendance policy.

**ALCOHOL AND DRUGS**
The University expects its students to obey the law. Therefore, a violation of alcohol or drug laws while
admitted to the University, wherever that violation occurs, is a violation of the University's expectations.

Further, it is a violation of the University's expectations for a student to drink, possess, or be impaired by drinking, alcoholic beverages, or to possess, use, or be under the influence of, illegal drugs, on campus or at any event sponsored by the University or by a University-approved student organization. Without limiting the foregoing, this prohibition specifically includes any University sponsored trip. The University encourages students to notify their parents or guardians if the student is found to have acted in violation of this policy. If the University, through its disciplinary procedures, determines that a student has violated this policy, the University will disclose the violation to a student's parent or legal guardian if the student is under 21 years of age at the time of the notification as required by TN Law #TCA 49-7-146.

Violation of this policy may result in any sanction deemed appropriate by the University, including, but not limited to, required participation in a drug or alcohol treatment or rehabilitation program, suspension or expulsion.

**Bethel University Sanction Policy**

### Alcohol & Drug Sanction Policy

#### Alcohol:

<table>
<thead>
<tr>
<th>Violation</th>
<th>1&lt;sup&gt;st&lt;/sup&gt;</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt;</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; violation</td>
<td>$100 fee Intervention/Prevention Program (if appropriate) Parental Notification (if under 21 yo) Conduct Probation Other</td>
<td>$200 Fee Parental Notification (if under 21 yo) Alcohol Assessment (minimum of 3-10 sessions) Conduct Probation Other</td>
<td>Housing Cancelled Parental Notification (if under 21 yo) Conduct Probation Other</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; violation</td>
<td>$200 Fee Parental Notification Drug Assessment (minimum of 3-10 sessions) Conduct Probation Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; violation</td>
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The sanction fee would be placed on the student's account as an "Assessment Fee" and credited to a...
restricted account to provide revenue for prevention programming/funding. Failure to complete the sanction process will result in a “Conduct Hold” on the student’s account. The hold can be removed by completing the sanction process. Failure to comply with the Intervention/Prevention Program may result in being moved to the next sanction level, with the additional fine assessed. Alcohol/Drug Assessments will be completed through the Office of the Clinical Counselor at Bethel University.

**SELF-HARM Protocol**

Bethel University is committed to supporting a positive, healthy, and safe experience. The Self-Harm Protocol’s primary intent is to assist in providing at-risk students with options to address their problems. The protocol is designed to address suicide attempts, suicide threats, and other self-harm ideation, as well as information for contacting family during an emergency.

When a student indicates self-harm behaviors, the Dean of Student Development will refer them to CLINICAL SERVICES where they will be offered professional counseling to address the behaviors. In response to self-harm events the University will notify the person(s) identified in the emergency contact information provided by the student.

Bethel University may require a student to sign a behavior contract as a condition of remaining in school  as long as it is clear, it’s not punishment, but a strategy for altering the disruption their ‘behavior’ is having on dorm/classmates and others involved in the University community.

If the student is non-compliant with either a behavior contract or campus mental health services, Bethel may ask the student to voluntarily withdraw when their disruptive behavior persists, such that the student is not punished for their self-harm or suicidal gestures.

“Further behaviors that disrupt the institution or interfere with the mission of the institution may result in additional disciplinary action up to and including suspension or expulsion.”

Complaints shall be reserved for conduct hearings, and still, we shall give the student advanced notice. A member of Student Development should speak to said student regarding the concern Bethel has for their success. Our policies and procedures state clearly the process for readmission and conditions are the same for all students.

Procedures for involuntary or emergency suspension can still be applied when a student is a direct threat to others --but with caution when related to a disability.

Students who are self-harming, suicidal and disrupt the University community in the course of their actions, may still be held accountable for their disruptive behavior under the code of conduct.

A student may still be subjected to an assessment by a mental health professional, based on serious, legitimate concerns of harm to self or harm to others, and enforce it with the University’s code of conduct. Following a medical withdrawal related to self-harm a student must meet with the Dean of Student Development to determine how the student can best be supported making a transition back to classes and campus. The Dean of Student Development may determine, in some cases, that students cannot be adequately supported while living on campus. In such cases students may continue to be enrolled at the university but may not reside in campus housing.

**MEDICAL CARE AMNESTY POLICY FOR ALCOHOL TREATMENT**

I. **Philosophy**

Bethel University advocates that students not use alcohol, but for those who choose to consume alcohol, to do so safely and responsibly and within the limits set by Tennessee Law and Bethel policies. Excessive alcohol consumption can place a student at risk, and Bethel encourages students to seek immediate medical treatment where such risk is present.
The most important point to make here is that students who are in distress from alcohol consumption should seek medical attention, and students who see others in distress should call for help. Bethel also urges students to obtain help when there is doubt about whether help is needed; it is better to make an unnecessary call for help than to “wait and see” when someone is in real stress. Student health and safety are always important concerns. "While this policy relates to alcohol consumption only, we hope it is obvious that appropriate medical attention should be sought whenever any member of the community or person present on campus needs such attention”.

II. **Purpose**

In recognition of these concerns, students who require and receive medical attention for excessive consumption of alcohol, as well as students who obtain help for students in distress, will not be referred through the Student Code of Responsibility process with respect to violations concerning their possession or consumption of alcohol related to that incident, provided they comply with this policy.

Please note that nothing in this policy precludes referral for other violations that may have occurred while under the influence of alcohol. Nor does the policy prevent an individual who is obligated by federal, state, or local law, or Bethel rules, from reporting or taking action related to and conduct otherwise subject to the policy.

III. **Student Regulation and Policy**

a. If any member(s) of the community and/or their guests is/are concerned with an individual’s health or safety as a consequence of alcohol consumption, he or she should call the proper authorities to obtain medical attention. Appropriate first responses would typically include calling 911 and Campus Security and Student Life Staff.

b. A student who (i) needs and receives medical treatment for alcohol consumption; or (ii) obtains assistance or treatment for any person in need of such treatment will not face charges for violation of the Student Code of Responsibility related solely to that student’s possession or consumption of alcohol in connection with that incident, provided the student in question (a) agrees to meet with the Dean of Student Development to discuss the situation; and (b) agrees with the Dean of Student Development on, and then carries out, an appropriate program of education or counseling designed to help the student avoid excessive use of alcohol in the future.

Examples of educational activities that might be assigned include: attending or participating in an alcohol education course; directions, meeting with the University’s Clinical Counselor, researching and writing a reflective essay, parental notification, or other activities that should help the student make better decisions in the future.

c. If a student complies with this policy, the incident will not be recorded as a reported or confirmed violation of the Student Code of Responsibility. Instead, the information will be maintained by the Student Development Staff for reference purposes only. Bad faith or repeated violations of this policy may lead to a determination that amnesty is not available.

NOTE: The idea and much of this policy is borrowed from Presbyterian College.

**Criminal Sanctions**

**State Law**

The University provides the following as a good faith effort to give students information, but the University does not guarantee its accuracy:

1. It is unlawful for any person under the age of twenty-one to buy, possess, transport, or consume alcoholic beverages or for anyone to buy or furnish alcoholic beverages to them. These violations are punishable by imprisonment for not more than eleven months and twenty-nine days, or a fine of not more than $2,500, or both.

2. It is illegal to be intoxicated in public and conviction can result in up to 30 days in jail and/or a $50.00 fine.
3. Consuming alcohol on the premises of an elementary or secondary school is punishable by up to 30 days in jail and/or a $50.00 fine.

4. Driving while under the influence of alcohol or drugs, including prescription medicine, is punishable by a jail term of not less than 48 hours and up to 11 months and 29 days, and up to a $1,500 fine, and loss of driving privileges for one year for the first offense. Depending on the offender’s blood alcohol content, punishment may be greater for the first and subsequent convictions. Punishment increases for subsequent convictions and includes mandatory jail time and loss of driving privileges for up to five years. It is illegal for a driver of an automobile to consume or possess an open container of any alcoholic beverage, including beer, while operating a motor vehicle.

5. Killing a person while driving a vehicle under the influence of alcohol or drugs may result in a sentence of up to fifteen years, a fine of up to $10,000, and the loss of one’s license to drive for up to ten years.

6. It is illegal to possess or manufacture an illicit drug or controlled substance with the intent to sell or deliver it to another. Such an act is punishable by up to life in prison and a $500,000 fine.

7. The simple possession or casual exchange of an illicit drug or controlled substance is subject to a jail term of 11 months and 29 days and a $2,500 fine; with two or more prior convictions, the sentence increases to six years in prison and a $3,000 fine.

8. The casual exchange of an illicit drug or controlled substance with a minor may result in a penalty of up to life in prison and a $500,000 fine.

9. Inhaling, selling, giving or possessing glue, paint, gas aerosol or gas for an unlawful purpose is punishable by a sentence of 11 months and 29 days to six years and a fine of up to $3,000.

10. It is illegal to sell or buy any item represented to be an illicit drug or controlled substance, and such is punishable by up to six years in prison and a $3,000 fine.

11. It is illegal to sell, deliver or possess the seed of jimsonweed on the premises of any elementary or secondary school. The penalty for violation is 11 months and 29 days and/or a fine of up to $2,500.

**Federal Law**

1. For illegal possession of a controlled substance, the penalty for the first conviction is up to one year imprisonment and fine of at least $1,000, but not more than $100,000 or both. For subsequent convictions, the penalty increases to at least ninety days in prison, not to exceed three years, and a fine of at least $5,000 but not more than $250,000, or both.

2. There are special sentencing provisions for possession of crack cocaine, depending upon the amount of cocaine and whether the violator has prior drug convictions, ranging from five years in prison to twenty years, a fine of up to $250,000, or both.

3. The violator may forfeit ownership of personal and real property used to possess or to facilitate the possession of a controlled substance. For example, an automobile may be impounded in cases involving any controlled substance in any amount.

4. Violators may be denied federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, including pilot licenses, and may be denied eligibility to receive or purchase a firearm.

5. The maximum penalty for trafficking in heroin, cocaine, PCP, LSD and other illegal drugs is punishable by 20 years to life (marijuana by 30 years to life) in prison, and a fine of not more than $8 million.

**Health Risks Associated with Drug or Alcohol Use**

Narcotics such as opium, morphine, and heroin can cause euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. The symptoms of an overdose of narcotics are slow and shallow breathing, clammy
skin, convulsions, coma, and possible death. Persons experiencing withdrawal from addiction to narcotics can experience watery eyes, runny nose, yawning, and loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating.

Depressants such as barbiturates and Quaaludes can cause slurred speech, disorientation and drunken behavior. An overdose of a depressant results in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death. Withdrawal symptoms include anxiety, insomnia, tremors, delirium, convulsions, and possible death.

Stimulants such as cocaine, meth, and crack can cause increased alertness or euphoria, an increased pulse rate and blood pressure, insomnia, and loss of appetite. An overdose of stimulants results in agitation, an increase in body temperature, hallucinations, convulsions, and possible death. Withdrawal symptoms include apathy, long periods of sleep, irritability, depression, and disorientation.

Hallucinogens such as LSD and amphetamines cause illusions and hallucinations, and poor perception of time and distance. The effects of an overdose include psychosis and possible death.

Marijuana and hashish can cause euphoria, increased appetite, relaxed inhibitions, and disoriented behavior. The effects of an overdose include fatigue, paranoia, and possible psychosis. Withdrawal symptoms include insomnia, hyperactivity, and decreased appetite.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Reports to Law Enforcement Officials
The University is required by state law to report to law enforcement officials when the University has probable cause to believe that a student is committing or has committed a felony or Class A misdemeanor under Tennessee law, upon the University's grounds or within any building under its supervision.

VEHICLE REGISTRATION AND PARKING REGULATIONS

I. VEHICLE REGISTRATION, PERMITS, AND TEMPORARY PERMITS

- All vehicles operated by a student, staff, or faculty on the campus of Bethel University must be registered with Campus Security, have proof of valid minimum liability insurance (as required by State Law), and have a properly displayed parking permit.
- **Students** – Affix the parking permit to your rear driver’s side windshield, bottom corner. **Staff/Faculty** – Hang your parking permit placard from the interior rear-view mirror.
- Remove all old Bethel parking permits and display only the most current permit.
- Dormitory residents who change dorms or move off-campus at any point during the semester must notify Security and receive a proper parking permit. Failure to do so could result in a citation for having an improper parking permit.
- With proper documentation, staff/faculty and students with temporary disabilities or other
special circumstances, may apply for a BU temporary parking permit. These permits are valid only on the
campus and are to be hung from the interior rear-view mirror facing outward.

II. GENERAL RESTRICTIONS

• Dormitory residents are required to keep their vehicle, while it is on campus, parked at their place of
residence between the hours of 8:00 AM and 3:00 PM, Monday through Friday. After 3:00 PM, and
on the weekends, parking lots are unrestricted (except for Chick-Fil-A). All vehicles must be
returned to their designated parking lot or an Open/Overflow lot by 8:00 AM the following business
day.
• Chick-Fil-A parking is reserved for its patrons only. Only members of the community, commuter students,
and staff/faculty may utilize these parking spaces, and only when dining at Chick-Fil-A. Dorm residents are
prohibited from parking in Chick-Fil-A spaces at all times, no exceptions.
• When parking in a lined lot, you must park in a valid space. Parking over the line or occupying more than
one space is prohibited. If your vehicle will not fit completely in a space, you must park in a gravel/un-lined
lot.
• Double parking, or blocking another vehicle, is prohibited.
• There is no parking on the shoulder of Bethel Court by the gold posts (across from Odom Hall).
• Parking in no parking zones, bus lanes, fire lanes, in front of fire hydrants, blocking a crosswalk, or blocking
a dumpster is prohibited.
• Parking on the grass, on sidewalks, in the roadway, or blocking an entrance or exit is prohibited.
• Handicap parking without a valid handicap permit or BU temporary parking permit is prohibited.
• Parking in a visitor space or reserved space is prohibited.
  o A visitor is defined as a guest/visitor to the campus, not just going to a building.
• Campus speed limit is 20 MPH, unless posted otherwise.

III. FINES AND APPEALS

• Fines for parking violations are $15.00, per offense. Fines are paid at the Business office in Vera Low.
• Students and Staff/Faculty may appeal parking citations through the Office of Safety and Security.

IV. PARKING LOT DESIGNATIONS

• Heritage – Gravel lot (behind Heritage)
• McDonald – Bethel Court / north DFAB lot
• West – Bethel Court (in front of Dorm) / front Baker lot
• Commuters – North, south, east and west (gravel) Dickey Fine Arts Building lot / rear
  Library lot / Prosser gravel lot / front Baker lot / Vera Low Center lot / any
  Open/Overflow lot.
• Staff/Faculty – Any and all available lots, so long as it does not interfere with dorm
  resident parking.
• Prosser – Prosser lot / rear Library lot / east Morris lot
• Wildcat Cove – Wildcat Cove lot
• University – Front Vera Low Center lot / rear Baker lot
• Open/Overflow Parking Lots – West Vera Low Center
  lot (corner of Bethel Court/Como St.) / rear Baker lot
  (behind Gym) / Football Stadium gravel lot / front Marrs-
  Stockton lot / north Morris Hall lot / Softball field gravel
  lot.

V. ADDITIONAL INFORMATION

• Parking is on a first come-first serve basis. Inability to find satisfactory parking does not excuse illegal
parking or parking in an area you’re not designated for. Failure to adhere to all parking and vehicle
registration regulations will result in a citation.

• Security and Maintenance personnel are exempt from these parking regulations while in the
performance of University business, emergencies, or maintenance services.

- Bethel University reserves the right to tow and/or place a wheel lock on any vehicle at any time at the owners’ expense for illegal parking, excessive parking violations, and/or unpaid fines.
- Vehicles are subject to being towed in the State of TN if liability insurance is not valid during a traffic stop or vehicle accident.
- McKenzie Police Department will tow a vehicle after the second occurrence of not having valid vehicle insurance.
- All staff/faculty and student vehicles parked on Bethel University controlled property are subject to search if probable cause exists. A vehicle search of this type is a campus matter, and does not require a search warrant. At least two security officers will conduct the search, and illegal items may be impounded. Campus vehicles are not exempt from search and seizure from authorized civil authorities with proper search warrants. The operator of the vehicle will be present while the search is conducted.

Parking Permit Color Codes:
- Staff/Faculty – Dark Red
- Commuter – Red
- West Hall – Brown
- McDonald Hall – Black
- Heritage Hall – Royal Blue
- Prosser Hall – Light Blue
- University Hall – Purple
- Wildcat Cove – Green
PARENTAL NOTIFICATION

Federal law protects the confidentiality of student records and specifies those limited situations in which information from educational records may be given out without a student’s prior consent. The law permits Bethel University, at its discretion, to disclose information without a student’s consent to parents or guardians of a dependent student. Bethel regards its students as responsible adults, however, capable of managing their own lives and seeking guidance when necessary. Thus Bethel’s policy is that disclosure of information to parents except in “extraordinary circumstances” is limited to information concerning a student’s official status respecting the University. Parents are therefore notified in the following situations: 1) when a student withdraws from Bethel for any reason; 2) when a student has been placed on Academic Warning or when the student’s academic standing or promotion is at issue; and 3) when a student has been placed on disciplinary probation.

Bethel University believes that a serious injury to a student, or a violent crime committed upon a student are sufficiently grave occurrences to constitute “extraordinary circumstances.” Bethel University, therefore, as a matter of general policy, notifies parents of such events. In addition, the University may judge that parents should be notified concerning the existence of serious threats to a student’s health, either physical or emotional. Although in most such instances the students will be encouraged themselves to inform their parents, the University reserves the right to notify parents directly and/or to ensure that parents have been satisfactorily informed. Bethel University recognizes, however, that special circumstances might cause a student to believe that notification of parents would be undesirable or inappropriate. In such a case, the Dean of Student Development will discuss the matter carefully with the student, and as appropriate will consult the Vice President for the College of Arts and Science or the Vice President of the College of Health Sciences on the matter. In certain individual instances, Bethel University may then conclude that it is not in the student’s best interest that parental notification take place, and in that event an exception to the general policy will be made.

Notification of Rights under FERPA
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in
which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures of the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, S.W.
   Washington, D.C.  20202-4605

   **STUDENT COMPLAINT POLICY**

   1. Definition: A complaint is a student allegation that a University action or decision has an undue negative effect on the student at the University. *This procedure does not apply to course grades or other University policies that reference student appeal procedures.*

   2. Regulation: A student may request a review of a University decision or action alleged to have an undue or negative effect on the student at Bethel University.

   3. Procedure: The student shall first informally discuss the matter in question with the University employee most directly involved unless the issue is a claim of discrimination or sexual harassment. In that case, the student may appeal directly to the Title IX Coordinator. If the student is unable to resolve the matter in question through discussion with the University employee directly involved, the student may file an appeal with the employee’s immediate supervisor. All such appeals shall be in writing and state the basic facts in the case using the Student Grievance Form which is in a separate file on this disk. If the matter is not resolved, the appeal may be processed through the employee’s supervising administrators in succession until a satisfactory resolution is obtained or until the appeal reaches the Vice President for the College of Arts and Science or the College of Health Sciences. The decision by the Vice President for the College of Arts and Science or the College of Health Sciences will be the final decision. A student may at any stage of the process consult with the Dean of Student Development to obtain advice regarding the grievance procedure.

   Suggestions, comments, and inquiries concerning the University’s compliance with Section 504 of the Rehabilitation Act of 1973 which forbids discrimination on the basis of a student’s or an employee’s disability in University programs and activities should be directed to Dr. Jacqueline DeBerry, who coordinates the University’s compliance with Section 504.

   Questions and concerns about the University’s compliance with the Americans with Disabilities Act should be directed to Dr. Jacqueline DeBerry. The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

   Any student, faculty or staff member, or applicant who is concerned about age discrimination is encouraged to seek the assistance of Dr. Jacqueline DeBerry.

   **BULLYING AND HARASSMENT POLICY**

   Bethel University is committed to ensuring an environment that is harmonious and safe for students, faculty, staff, and administrators. Such an environment is necessary in order for students to be able to reach their educational goals.

   **Definition:** Bullying
   To intimidate with superior size or strength or verbal word to cause other people pain or unhappiness. May be an isolated incident or repeated over time to gain control.
Bullying or harassment can take many forms, and without limiting its forms may include:

**Physical bullying** – any intentional and unwelcome physical contact or deliberate property damages.

**Verbal bullying** – use of language to threaten or hurt.

**Exclusion bullying** – leaving someone out on purpose to cause feelings of non-acceptance.

**Extortion bullying** – use of power to obtain favor or goods.

**Racial/Religious bullying** – antagonism or prejudice toward someone based on their race or religion.

**Sexual bullying** – unwanted or uninvited comments of a sexual nature that are offensive, humiliating or intimidating/refer to sexual harassment policy in *The Log*.

**Gesture bullying** – use of nonverbal signals to cause intimidation or fear.

**Electronic bullying** – use of language or images by electronic means to cause fear/hurt (text/e-mails, facebook, etc).

**Psychological bullying** – spreading rumors, stalking, excluding, dirty books and/or hiding or damaging possessions of another.

**Bethel University Standards**
Each Bethel student has the right to feel safe, happy, and wanted.

1. Respect for the rights of other people
2. Honesty and trust
3. Respect for ethnic, religious, and gender differences.
4. Common sense, good manners and courtesy.

**What to Do**
If bullying is a problem for you, there are things you can do:

1. Don't give the bully opportunities. If possible, have others around.
2. Remain calm (no reaction means no power for the bully).
3. Ignoring the bully or walking away can work in some situations. Try it!
4. Try to respond to the bully with confidence. Look at him in the eye and hold your stare for a few seconds.
   Gather up all the strength and power you have! It’s in there!
5. Use strong body language. That means stand tall and straight. Try to look confident even if you are scared.
6. Assertive “I” statements will work in many situations. Use your loud voice and say something like, “I am tired of this teasing and I want you to stop!” Keep the eye contact for a few more seconds.
7. If the bully is not backing off, you could use another response before you walk away. “Don’t you have anything else to do?”
8. If these do not work - call Campus Security – 731-415-7599 or:
   - Resident Assistant
   - Resident Director
   - Counselor
   - Dean of Students
   - AD or Coach

**Consequences**
Any Bethel student found to be bullying will face disciplinary action by the University. These may range from counseling to suspension. Bethel will deal very seriously with anyone who retaliates against someone for reporting incidents of bullying.
The specific types of discipline include:

- Counseling
- Probation
- Suspension
- Expulsion
- Prosecution if warranted

What Bethel does to prevent bullying:

Staff will:

- Be role models in word and action at all times
- Be observant of signs of distress or suspected instances of bullying
- Supervise all interior and exterior areas to reduce the opportunities for bullying
- Report suspected incidents to the appropriate staff who will follow procedures as outlined in The Log, The Student Handbook
- Take steps to help the victim and address the situation with the bully without putting the victim at further risk.

Students will:

- Refuse to be involved in any bullying situation
- Report any incident or suspected incident and help break down the code of secrecy – report any incident of bullying
- Respect the rights of all students and recognize their differences
- Speak out and report incidents of bullying as it could ease the pain and prevent other students from being bullied; be helpful bystanders. When you see bullying going on, ask yourself: “What can I do to help stop it?”

BETHEL UNIVERSITY’S SEXUAL ASSAULT AND MISCONDUCT POLICY

Introduction
Bethel University is committed to the principles of equal opportunity and seeks to establish and maintain a safe and healthy environment for all members of the University community, guests, and visitors. The University provides programs, activities, and a campus environment that foster courtesy and respect. The University seeks to eliminate and, by this policy, prohibits all forms of sexual misconduct, including sexual harassment and sexual assault, and other forms of relationship violence, which includes dating violence, domestic violence, and stalking. Under federal law, including Title IX of the Education Amendments of 1972 ("Title IX"), Bethel has a duty to prevent and redress sexual misconduct and relationship violence. Such conduct is contrary to Bethel’s mission and values and will not be tolerated. This policy addresses Bethel’s obligations under Title IX, the Violence Against Women Act, and the Violence Against Women Reauthorization Act of 2013.

This policy outlines the procedures that the University will follow for promptly, thoroughly, and equitably investigating and resolving reports of sexual discrimination, sexual misconduct, sexual harassment, and relationship violence involving students. It is applicable to all members of the Bethel community with respect to conduct that (1) occurs on campus; (2) occurs in connection with University programs and activities; or (3) otherwise interferes with or limits the ability of a member of the community to participate in or to receive benefits, services, or opportunities from the University’s programs or activities. The policy sets forth the specific types of conduct that are prohibited, explains options for reporting such conduct, and details the resources and support services available to those in the Bethel community who have been impacted by sexual harassment, sexual misconduct and relationship violence. Bethel encourages reporting of violations of this policy. The University will take prompt and effective action to address complaints of sexual misconduct and relationship violence, and will resolve complaints in a timely and fair manner.
Questions about the policy may be directed to Bethel University’s Title IX Coordinator, who oversees compliance with applicable non-discrimination policies, including this policy:

Reverend Dr. Jacqueline (Missy) DeBerry  
Title IX Coordinator  
325 Cherry Avenue  
McKenzie, TN 38201  
901-734-5720 (cell); 731-352-4298 (office)  
deberryja@bethelu.edu

Relationship Between this Policy and other University Policies and Procedures.

This policy supplements existing University standards of conduct for students and employees. Students and employees who violate this policy will be subject to disciplinary action, up to, and including termination and/or expulsion. In the event of a conflict between this policy and another University policy or procedure, this policy shall control. If this policy does not supply a substantive or procedural rule or provision then another policy or procedure, if applicable, may supply the rule. A non-exclusive list of other policies and procedures that in some cases may apply to the investigation and/or resolution of a report of sexual misconduct or relationship violence involving a University student or employee includes, but is not limited to, the following:

- Anti-Harassment Policies
- Sexual Harassment Policies
- Termination of Tenure or Employment
- Student Code of Responsibility
- Student Conduct and Discipline
- Student Bullying and Harassment Policy
- Student Complaint Policy
- Campus Wide Student Life Policies and Regulations

Prohibited Conduct & Definitions

Offenses
The conduct prohibited under this policy, includes, but is not limited to:

- Non-Consensual Sexual Intercourse
- Non-Consensual Sexual Contact
- Sexual Harassment
- Sexual Harassment – Hostile Environment
- Sexual Exploitation
- Sexual misconduct
- Stalking
- Dating Violence
- Domestic Violence
- Retaliation

Definitions of Specific Offenses

- **Sexual Assault** means engaging or attempting to engage in Non-Consensual Sexual Contact or Non-Consensual Sexual Intercourse (rape).
- **Non-Consensual Sexual Intercourse (rape)** is any vaginal and/or anal penetration however slight – by a penis, object, tongue, or finger, and/or oral copulation (mouth to genital contact), by any person upon another without effective consent.
- **Non-Consensual Sexual Contact** is any contact of a sexual nature – however
slight – with the breasts, buttocks, groin, genitals, mouth, or body part of another, by any person upon another without effective consent. Sexual touching also includes an individual causing someone else to touch him or her with, or on, any of these body parts.

- **Sexual Harassment** is unwelcome conduct of a sexual nature, and may include unwelcome sexual advances, requests for sexual favors, and other verbal or nonverbal conduct of a sexual nature. It may be based on or result from power differentials, the creation of a hostile environment (defined below), or retaliation.

- **Sexual Harassment – Hostile Environment** is harassing conduct of a sexual nature that is sufficiently severe, pervasive, or persistent that it interferes with or limits the ability of a member of the community to participate in or to receive benefits, services, or opportunities from the University’s programs or activities. One instance that is sufficiently severe, such as a sexual assault or rape, can create a hostile environment.

- **Sexual Exploitation.** Non-consensual abuse or exploitation of another person’s sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other improper purpose. Examples of Sexual Exploitation include, without limitation: observing or audio or videotaping of persons who are undressing or undressed or engaging in Sexual Contact or Sexual Intercourse, without the consent of all persons involved; prostituting another person.

- **Sexual Misconduct** is a term that encompasses (1) sexual harassment, (2) sexual exploitation, (3) sexual violence including sexual assault and other non-consensual sexual contact (forcible or not), (4) relationship violence (including domestic and dating violence); (5) stalking and all other words and/or conduct that constitute a sexual violence crime under this Policy. Forms of sexual misconduct include, but are not limited to, the following: attempts to commit sexual misconduct and facilitating, aiding, encouraging, and/or assisting a violation of this policy.

- **Sexual Violence** is engaging in any physical sexual act perpetrated against a person without that person’s effective consent.

- **Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates with or about a person, or interferes with a person’s property.

- **Relationship Violence** is a term that encompasses Dating Violence, Domestic Violence, and Stalking.

- **Dating Violence** is sexual or physical abuse or the threat of such abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person against whom the violence is perpetrated. The existence of a social relationship of a romantic or intimate nature may be determined by the length of the relationship, the type of relationship, the frequency of the interactions between the persons involved in the relationship, and other relevant contextual factors. Dating violence does not include acts covered under the definition of domestic violence.

- **Domestic Violence** is sexual or physical abuse or the threat of such abuse committed by:
  - a person who is the current or former spouse or domestic partner of the person against whom the violence is perpetrated;
  - a person who shares a child in common with the person against whom the violence is perpetrated;
  - a person who is cohabitating or has cohabitated as a spouse or in the context of a social relationship of a romantic or intimate nature with the person against whom the violence is perpetrated; or
  - a person who has another type of intimate relationship, including as a parent, guardian, or other status defined by Tennessee law or University policy, with the person against whom the violence is perpetrated.

- **Retaliation** means an act or attempted act to retaliate, intimidate, threaten, coerce, or seek retribution against any person because that person makes a good faith report under this policy or participates in any manner in an investigation, proceeding, hearing, or interim measure under this policy.
Additional Definitions

- **Force** includes physical force (such as pushing, hitting, pinning down), threats (direct or indirect expressions of intent to inflict harm to self or others), intimidation (implied or indirect threats), and/or other forms of coercion.
- **To coerce** is to attempt to cause another person to act or think in a certain way by use of force, pressure, threats, or intimidation; to compel is to coerce.
- **Blacking out** is an amnesia-like state that may be brought on by drugs, heavy drinking, or intoxication; blacking out is not necessarily incompatible with the ability to engage in simple or even complex behavior. Afterwards the person has no recollection of all or part of the events that occurred during the blackout. There is a distinction between passing out (falling asleep or becoming unconscious) due to drug or alcohol use and blacking out in that a person in a blackout remains conscious and operative.
- **Incapacitation** includes the inability to make a rational, reasonable decision. Incapacitation can result from the taking of GHB, Rohypnol, Burundanga (Scopalamine), Ketamine, or other sedatives or “date-rape” drugs, or excessive use of alcohol or other drugs. Evidence of incapacitation may include, but is not limited to, one or more of the following:
  - slurred speech
  - bloodshot eyes
  - the smell of alcohol on the breath
  - shaky equilibrium
  - vomiting
  - outrageous or unusual behavior
  - unconsciousness
  - elevated blood alcohol level
  - blacking out
- **Intoxication** refers to a state of stupefaction, exhilaration or euphoria resulting from the ingestion of alcohol or other chemical substances.

Effective Consent

Bethel prohibits all forms of sexual violence. Any sexual acts without effective consent may be considered sexual assault. Failure to obtain effective consent greatly increases the risk of sexual assault. Engaging in any sexual activity with a person whom one knows or reasonably should know is incapacitated or otherwise unable to give consent is prohibited. Effective consent requires mutually understandable words or actions indicating a willingness to engage in mutually agreed-upon sexual activity. A person wishing to engage in sexual activity with another must specifically determine the capacity of that potential sexual partner to provide “effective consent.”

Essential elements of Effective Consent:

- Informed: both parties demonstrate a clear and mutual understanding of exactly what they are consenting to.
- Freely and actively given: there is no coercion, force, threats, intimidation, or pressuring.
- Mutually understandable: expressed in words or actions that indicate a clear willingness to do the same thing, at the same time, in the same way, with each other. Silence does not equal consent.
- Consent is not indefinite; furthermore, consent may be withdrawn at any time, and at that time all sexual activity must cease unless and until additional effective consent is given.

What is NOT Effective Consent:

- **Silence does not equal consent.** A lack of verbal resistance does not, by itself, constitute consent.
- **Resistance is not required.** A lack of physical resistance does not, by itself, constitute consent.
• **Underage or Incapacitated persons cannot give consent.** Under Tennessee law, persons who are (a) under the age of eighteen (18); (b) mentally defective; (c) mentally incapacitated; and/or (d) physically helpless, are incapable of giving consent. A person is considered “mentally incapacitated” if they are rendered temporarily incapable of appraising or controlling their conduct due to the influence of a narcotic, anesthetic, or other substance administered to that person without their consent, or due to any other act committed upon that person without their consent. A person is considered “physically helpless” if they are unconscious, asleep, or for any other reason physically or verbally unable to communicate unwillingness to do an act. **Anyone who engages in sexual activity with another whom one knows or should reasonably know incapable of giving consent, according to these standards, may be charged with a criminal offense relating to sexual activity under Tennessee law.**

• **Alcohol and Other Drugs.** Because the use of alcohol and other drugs over time can have a cumulative effect, a person who may not have been incapacitated at the beginning of a sexual activity may become incapacitated and therefore unable to give effective consent as the sexual activity continues. **It is the responsibility of the person who wants to engage in a specific sexual activity to ensure that effective consent is obtained for each sexual act and over the entire course of the sexual activity.** Bethel strongly encourages careful communication between individuals considering sexual activity of any kind, and in particular when considering sexual activity between persons who are under the influence of alcohol and other drugs—especially between persons who do not have a well-established, current sexually intimate relationship. Such sexual activity is inherently complicated and potentially fraught with misunderstanding.

• **No “Implied Consent” for Sexual Encounters.** Silence, previous sexual relationships, and/or a current sexual relationship may not, in and of themselves, constitute effective consent. One should not infer effective consent as a function of attire, flirtation, the buying of dinner or the spending of money on a date, etc. Intentional use of alcohol/drugs may not, in and of itself, be taken to imply consent. Consent to sexual activity may be withdrawn at any time, and at that time all sexual activity must cease unless and until additional effective consent is obtained. Consent is not an open-ended condition and once obtained, does not carry past the current sexual activity.

**BLACKING OUT, INCAPACITATION, AND INTOXICATION DO NOT PROVIDE A VALID EXPLANATION OR EXCUSE FOR VIOLATING THIS POLICY.**

*Depending on the facts and circumstances, proof of intent may or may not be required to find a violation of this policy. For example, engaging in intercourse without obtaining effective consent constitutes a violation of the policy regardless of intent. On the other hand, intent may be an appropriate consideration in some complaints (such as when one person brushes up against another person in a crowded room).*

**Reporting an Incident of Misconduct**
Bethel takes reports of sexual misconduct and relationship violence seriously. How the University responds to such complaints depends upon a variety of factors, including the wishes of the victim, the facts and circumstances of the specific incident, to whom it was reported, and the University’s obligations under applicable federal and state laws. Complainants are not required to report sexual misconduct or relationship violence to the University if they do not want the University to respond to the incident or assist with interim measures. However, reporting a violation of this policy to the University enables the University to respond appropriately, including conducting a prompt, thorough, and equitable investigation and, if warranted, taking disciplinary action against a Respondent.

**A. How to Report to the University.**

The University recommends that complaints of sexual misconduct or relationship violence be made to the Title IX Coordinator, but if a person chooses to make an initial complaint to any other responsible employee of the
University, that person will refer the matter to the Title IX Coordinator. Retaliation against any person who files a complaint, participates in an investigation, encourages the filing of a complaint, or opposes sexual misconduct and relationship violence is prohibited. Complaints may be filed at any time, but the University encourages community members to report violations as soon as possible after the incident. If the Title IX Coordinator determines that the complaint should be filed with another department, the Title IX Coordinator will direct the complainant to the appropriate department. The Title IX Coordinator also investigates incidents that have been reported to other University officials and referred to the Title IX Coordinator.

To file a complaint pertaining to this policy, please contact Reverend Dr. Jacqueline (Missy) DeBerry, the University's Title IX Coordinator at: 901-734-5720 (cell); 731-352-4298 (office), via email at: deberryja@bethelu.edu, or visit the office, or write to:

Reverend Dr. Jacqueline (Missy) DeBerry  
Title IX Coordinator  
Bethel University  
325 Cherry Avenue  
McKenzie, TN 38201

Complainants who write to the Title IX Coordinator should provide as much of the following information as possible: what happened, where, and when; names of all parties involved, including witnesses (if any); supporting documentation (if any); and contact information. Everyone is encouraged to report sexual misconduct or relationship violence even if some or all information is unavailable or cannot be provided.

If a complainant calls or visits the Title IX Coordinator's office, a staff person will explain the role of the Title IX Coordinator, the options for reporting an incident, and the available resources for assistance. In addition the office of the Title IX Coordinator will explain how any request for confidentiality will be evaluated and how confidentiality may limit the University’s ability to investigate the incident.

**Responsible Employees for Title IX Reporting**

*In order for a complainant to provide notice to the University of an incident of sexual misconduct or relationship violence, the complainant must report the incident to a Responsible Employee.* A Responsible Employee is any Bethel employee who has the authority to address sexual misconduct, who has the duty to report incidents of sexual misconduct, or who a member of the University community could reasonably believe has such authority or duty. Most employees to whom community members might reasonably report an incident of misconduct will be responsible employees.

Responsible employees are required to report possible violations of this policy to the Title IX Coordinator, including all relevant details about the alleged sexual misconduct, so that the University can take steps to investigate the matter promptly and resolve it fairly. Conversations with responsible employees are otherwise kept private to the extent possible and are only disclosed to those with a need or right to know. **Responsible Employees who are not members of Campus Security will not share information with Campus Security or with any law enforcement agency without a complainant’s written consent, in accordance with FERPA.**

The University’s responsible employees include, but are not limited to, the following employees or categories of employees:

- President, Vice President, and Deans, including Associates and Assistants.
- Title IX Coordinator and Staff in the Office of Disability Services (ODS)
- Professional Staff and Graduate Assistants in the Office of the Dean of the Students
• Professional Staff and Resident Advisers in the Office of Housing and Residential Education
• Professional Staff and coaches in the Department of Athletics
• Designated Employees in Office of Human Resources
• Faculty members and teaching assistants (except for guest lecturers and visiting professors).

Employees in the University’s Office of Safety and Security are also considered responsible employees. However, Bethel’s security officers are also required to report incidents of sexual assault and other criminal acts of a serious nature to McKenzie Police Department.

Before a responsible employee receives any information from a victim, the employee will seek to confirm that the victim understands the employee’s reporting obligations and, if the victim wants to maintain confidentiality, will direct the victim to one of the confidential resources outlined below.

If the victim wants to tell a responsible employee what happened but does not want the complaint investigated or the victim’s name disclosed, the employee will tell the victim that the University will consider the request, but cannot guarantee that the University will be able to honor it. In reporting the details of an incident to the Title IX Coordinator, the responsible employee will also inform the Title IX Coordinator of the victim’s request for confidentiality.

A Responsible Employee who receives notice of an incident of sexual misconduct or relationship violence shall not:

1. Pressure a victim to request confidentiality or make a full report;
2. Guarantee to a complainant that the responsible employee will keep information confidential;
3. Share information about the incident with a person who does not have a University-related need to know;
4. Share information about the incident with law enforcement or campus security without the complainant’s consent; or
5. Investigate or otherwise attempt to resolve the report without the approval of the Title IX Coordinator.

NOTE: All allegations involving the abuse of minors (as explained below) must be reported to law enforcement and the University.

Requests for Confidentiality

All requests for confidentiality will be evaluated by the Title IX Coordinator. In doing so, the Title IX Coordinator will consider the interests of the complainant and the University’s commitment to a safe and non-discriminatory environment for all members of the University community. Although the University affirms the right of the complainant to decide whether they wish to be involved in any process to address sexual misconduct, individuals should understand that if the conduct at issue poses a threat to campus safety the University must take action regardless of whether the complainant wishes to proceed with their individual complaint. Circumstances which may pose a threat to campus safety include, but are not limited to, the use of weapons, previous allegations involving the respondent, the likelihood of repeated offenses.

If a complainant’s request for confidentiality is granted, the University’s ability to investigate the incident may be limited. In such situations, the University may, to the extent possible, take steps to mitigate the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged offender or revealing the identity of the complainant. Such actions include, but are not limited to, increased monitoring, supervision, or security at locations or activities where the alleged misconduct occurred; providing training and education for students and employees; revising and publicizing the University’s policies on sexual
misconduct, and conducting climate surveys regarding sexual misconduct.

If the University determines that it must proceed with a formal investigation, notwithstanding the complainant’s request for confidentiality, it will inform the complainant prior to notifying the respondent of the investigation; the University will also implement interim measures, as necessary, to protect the complainant and ensure the safety of the University community. Under no circumstances will the University require a complainant to participate in any investigation or disciplinary proceeding.

A complainant who initially requests confidentiality is not precluded from later requesting that a full investigation be conducted.

Third-Party Reporting.

Bethel encourages third parties to report incidents of sexual misconduct or relationship violence to Campus Security and/or the Title IX Coordinator. Third parties may also report incidents to any responsible employee or through the anonymous reporting resources. The University may not be able to move forward with third-party reports if the victim does not wish to cooperate with an investigation. After providing a report, third parties are not entitled to information about the University's investigation and response due to privacy concerns and applicable federal and state laws.

Bethel encourages anyone who witnesses, experiences, or has information about possible sexual harassment and/or sexual misconduct to take reasonable actions to prevent or stop such actions. This may include reporting the behavior (in accordance with the reporting options outlined above), directly intervening when it is safe and reasonable to do so, contacting law enforcement, or other means. A person who has been subjected to sexual harassment and/or sexual misconduct need not confront the other party; the appropriate process to address the conduct is through this policy.

Amnesty for Students who Report Sexual Misconduct or Relationship Violence to the University

Bethel recognizes that a student who is under the influence of alcohol and/or drugs at the time of an incident may be hesitant to report such incident to the University because of fear of disciplinary sanctions for the student’s own violation of Bethel’s policies and procedures including, Bethel’s Student Code of Responsibility. However, a student who reports sexual misconduct or relationship violence to the University, either as a complainant, witness, or third-party generally will not face disciplinary charges solely for possessing or being under the influence of alcohol and/or drugs.

False Reporting

An accusation of sexual misconduct or relationship violence may have severe consequence for a respondent. Any individual who makes a report that is later found to have been intentionally false or made maliciously without regard for its truth may be subject to disciplinary action, up to and including, termination of employment or dismissal from the University. This provision does not apply to reports made in good faith, even if the facts alleged in the report are not later substantiated by an investigation.

Public Awareness Events

Public awareness events such as “Take Back the Night,” candlelight vigils, protests, “survivor speak outs,” or other forums in which students disclose incidents of sexual violence, are not considered notice to the University of sexual misconduct for purposes of triggering its obligation to investigate any particular incident. Such events may, however, inform the need for campus-wide education and prevention efforts, and the University may provide information about students' Title IX rights at these events.
Protection of Minors on Campus

Bethel University is dedicated to the welfare and safety of minors who visit Bethel’s campuses, who participate in Bethel’s programs, or who are entrusted to Bethel’s care. Every member of the University community (not limited to individuals who interact with minors) is required by law to report known or suspected instances of the abuse of, neglect of, or inappropriate interactions with minors. Members making a report in good faith are protected from criminal and civil liability for making the report. Everyone is required by Tennessee law to report any type of suspected abuse, neglect, or inadequate care, in addition to suspected child sexual abuse.

Two reports, one external and one internal, must be made:

- **External Report**—Tennessee law requires every person who suspects sexual or physical abuse or neglect of a minor to report it. Failure to report is a Class A misdemeanor. The required report may be made to the State of Tennessee Child Abuse Hotline at 877-237-0004, online at https://reportabuse.state.tn.us/ or to a Tennessee sheriff’s office or police department. If the situation is a life-threatening emergency, contact 911.

- **Internal Report**—Every member of the University community has a further obligation to immediately report to Bethel University known or suspected abuse or neglect of a minor on campus or in a Bethel program. The preferred method is to contact the Reverend Dr. Jacqueline (Missy) DeBerry, the Title IX coordinator at: 901-734-5720.

B. How to Report to Law Enforcement.

Sexual misconduct or relationship violence may constitute a violation of both this policy and criminal law. **Civil or criminal proceedings are separate and distinct from internal University proceedings.** As such, the University encourages persons to report incidents of sexual misconduct or relationship violence to law enforcement. Prompt reporting of an incident to law enforcement is especially critical as the collection and preservation of evidence relating to sexual assault and relationship violence is often essential for law enforcement investigations and criminal prosecutions.

**NOTE:** When Campus Safety and Security Officers are contacted about sexual assault and other criminal acts of a serious nature, they are required to contact the McKenzie Police Department. Campus Safety and Security officers and officers with the McKenzie Police Department will work together to assist victims. For all offenses, the McKenzie Police Department will typically conduct the investigation.

**Contact Information for Local Law Enforcement**

<table>
<thead>
<tr>
<th>Incident Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regardless of where incident occurs</td>
<td>Call 911 in an emergency</td>
</tr>
<tr>
<td>In the City of McKenzie</td>
<td>McKenzie Police Department</td>
</tr>
<tr>
<td></td>
<td>2470 Cedar Street, McKenzie, TN 38201 (731) 352-2265</td>
</tr>
</tbody>
</table>
Relationship Between University Policies/Procedures and Criminal Procedures

The University will cooperate with law enforcement agencies if a Complainant decides to pursue the criminal process, to the extent permitted by law. However, this policy may differ in significant respects from criminal law. A complainant may seek resolution through the University’s procedures outlined in this policy, may pursue criminal action, may choose one but not the other, or may choose both. Neither law enforcement’s determination whether to prosecute a respondent nor the outcome of any criminal prosecution is determinative of whether sexual misconduct or relationship violence occurred in violation of this policy. Procedures under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. The University normally does not wait until a criminal investigation or proceeding is concluded before conducting its own investigation, implementing interim measures and/or taking other appropriate action. Although the University may need to delay temporarily the fact-finding portion of its investigation while law enforcement is gathering evidence, the University will take interim measures as needed to support the complainant during such delay. Decisions made or sanctions imposed by the University are not based on a result of criminal or civil charges against a respondent arising from the same incident being dismissed, reduced, rejected, sustained or not prosecute; however, a respondent’s pleas or a finding against a respondent in a criminal or civil proceeding may, at the University’s discretion be used by the University in a disciplinary proceeding.

Right to Decline to Report to Law Enforcement.

A complainant has the right to decline to report the incident to law enforcement. Even if a complainant does not report the incident to law enforcement, the Complainant may still request Interim Measures from the University by reporting the incident to the Title IX Coordinator or another Responsible Employee. By contrast, if the complainant reports the incident to a local law enforcement, the complainant will also need to report the incident to a Responsible Employee if the Complainant wants the University to take any action.

Care and Support for Complainants

The following resources are available to any member of the Bethel community who has experienced sexual misconduct or relationship violence, regardless of whether the victim chooses to make an official report or participate in an investigation or criminal process. As discussed in the “Reporting an Incident” section above, some of these resources are subject to mandatory reporting requirements.

Confidential Resources:
Some resources are completely confidential and will not communicate any information to the University, law enforcement, or any other third party, unless required by law in limited circumstances. Confidential resources include licensed professional counselors/mental health providers, such as those at the Clinical Services Center; the University Chaplain or any of the University’s pastoral counselors acting in that capacity; and licensed medical professionals, such as those at the Student Health Center, or other clinics or hospitals. These resources do not

<table>
<thead>
<tr>
<th>In Carroll County, but outside the City of McKenzie</th>
<th>Carroll County Sheriff’s Office 126 West Paris Street, Huntington, TN 38344 731) 986-8947</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside Carroll County</td>
<td>Contact the law enforcement agency that has jurisdiction over the location where the incident occurred.</td>
</tr>
</tbody>
</table>
report any information about an incident to the Title IX Coordinator without a victim’s permission. Off-campus counselors and health care providers will also generally maintain confidentiality and not share information with the University unless the victim requests the disclosure and signs a consent or waiver form. However, these resources may have reporting obligations under state or federal law. For example, healthcare providers and certain other individuals are required to notify law enforcement when a victim seeks treatment for injuries related to a violent crime, including sexual assault. Similarly, all persons are required to notify law enforcement when they receive a report of sexual abuse of a minor. Information communicated to a person identified as a confidential resource in this section does not constitute notice or a report to the University of an incident of sexual misconduct or relationship violence.

- **Confidential Resources and Support** (not required to notify Title IX Coordinator or law enforcement in most cases):
  - **On Campus**
    - A licensed psychologist, psychiatrist or counselor in the Clinical Services Center: (731) 352-6786 *(Students only)*
    - Office of the University Chaplain: (731) 352-4066
    - A licensed physician, nurse, or other healthcare provider in the Student Health Center: (731) 352-4291 *(Not required to notify law enforcement unless violent crime victims present for treatment of injuries)*
  - **Non-University**
    - Carey Counseling Center Crisis Line: 1-800-353-9918
    - Tennessee Coalition to End Domestic & Sexual Violence Hotline: 1-800-356-6767
    - Sexual Assault Center Hotline: 1-800-879-1999
    - Love is Respect– National Dating Abuse Hotline 1-866-331-9474
    - A personal attorney; clergy member; physician or Qualified Mental Health Professional.
    - Women’s Rape and Resource Assistance Program, 512 Roland Avenue, Jackson, TN 38301. 731-668-0411

**Immediate Assistance:**
Any member of the Bethel community who has experienced sexual misconduct or relationship violence may seek immediate assistance from one or more of the following resources. As discussed in the “Reporting an Incident” section above, some of these resources are subject to mandatory reporting requirements. This policy indicates the level of confidentiality offered by each of the listed on-campus resources.

The McKenzie Police Department is available for emergency response, facilitating medical transport, investigating incidents of a criminal nature, referrals, and preserving evidence. As discussed above, members of Bethel’s Office of Safety and Security are required to report potential violations of this policy to the Title IX Coordinator and to report incidents of sexual assault and other criminal acts of a serious nature to McKenzie Police Department.

**Law Enforcement**
- McKenzie Police Department (MPD): (731) 352-2265; Emergency: 911

**Campus Security**
- Office of Safety and Security: (731) 352-4200; (731) 415-7598; or (731) 415-7599 (24/7); Emergency: 911 *(Not confidential—required to notify Title IX Coordinator and local law enforcement in most circumstances)*
Medical Service Providers

- On Campus
  - Student Health Center: (731) 352-4291 (Confidential—not required to notify law enforcement unless violent crime victims present for treatment of injuries)
  - Clinical Services Center: (731) 352-6786 (Confidential—not required to notify Title IX Coordinator or law enforcement in most cases)

- Community
  - McKenzie Regional Hospital: (731) 352-5344; Emergency: 911
  - Baptist Memorial Hospital: (731) 986-4461; Emergency: 911
  - Jackson General Hospital: (731) 541-5000; Emergency: 911
  (Only location where a SANE [Sexual Assault Nurse Examiner] is available)

Medical Care:
A complainant may seek medical care at any time following an incident of sexual misconduct or relationship. The medical service providers listed above are available for treatment of injuries, preventative treatment for sexually transmitted diseases, other health services, and consultations. In cases of sexual assault and relationship violence, it is critical for a victim to seek immediate medical attention to determine the presence of physical injury, address pregnancy concerns, determine the possibility of exposure to sexually transmitted diseases, and, if the complainant later decides to pursue legal options, to obtain evidence to assist in criminal prosecution, a civil action and/or in obtaining a civil protection order. Prior to seeking medical care, complainants should not change their clothing or bedding, bathe, shower, douche, brush their teeth, or drink liquids.

The collection of evidence for use in a criminal prosecution or an order of protection hearing relating to sexual assault can only be performed by trained personnel at a hospital emergency room; physical examination by other healthcare providers are likely to impede future legal remedies.

Tennessee law requires all medical personnel to report to law enforcement when a victim seeks treatment for injuries related to a violent crime, including sexual assault. Medical personnel are also required to report to law enforcement and/or Child Protective Services when a minor presents for treatment for any injury or condition that reasonably indicates it was caused by violence or abuse, including physical or sexual abuse. Medical personnel are also required to report to law enforcement and/or Adult Protective Services when certain vulnerable adults present and there is reasonable belief that they are victims of adult abuse, neglect, or exploitation.

Preserving Evidence.
Complainants should not clean up until police have had a chance to gather evidence. If a victim has already changed clothes or cleaned up/showered, evidence may still be collected. Leave any clothes or bedding unfolded and undisturbed, if possible. If clothing or bedding must be moved, try to keep each item separate to prevent transfer of body fluids or other trace evidence. Do not delete or destroy any text messages, emails, voicemails, written notes, or any other documents that may be relevant.

Interim Measures, Accommodations, and Sanctions

After a Responsible Employee receives a report of sexual misconduct or relationship violence, Bethel will implement interim measures, as appropriate, designed to eliminate the reported sexual misconduct or relationship violence and protect persons involved in the matter, including potential witnesses. Interim measures may be implemented on Bethel's own initiative or in response to a request from a complainant (the alleged victim of sexual misconduct or relationship violence) or respondent (the alleged perpetrator of sexual misconduct or relationship violence).
Interim measures for students may include, but are not limited to:

- access to on-campus counseling services and assistance in setting up an initial appointment;
- “no-contact directives” (also known as stay away orders or directives to desist) issued by the Dean of Students of the College of Arts & Sciences, acting for the entire University;
- rescheduling of exams and assignments;
- providing alternative course completion options;
- changing class schedules, including the ability to transfer course sections or withdraw from a course without penalty;
- changing work schedules, job assignments, or job locations for University employment;
- changing residence hall assignments;
- providing an escort to ensure safe movement between classes and activities;
- providing academic support services, such as tutoring;
- limiting or barring an individual’s or organization’s access to certain Bethel-owned facilities or activities;
- interim residential expulsion of the respondent;
- interim suspension of the respondent;
- student-requested leaves of absence.

Interim measures for faculty and staff may include, but are not limited to:

- access to on-campus counseling services and assistance in setting up an initial appointment;
- changing work schedules, job assignments, or job locations;
- limiting or barring an individual’s or organization’s access to certain Bethel-owned facilities or activities;
- providing an escort to ensure safe movement on campus;
- administrative leave;
- Bethel-imposed leave or physical separation from individuals or locations.

University Procedures for Investigating and Resolving Reports of Sexual Misconduct and Relationship Violence.

A. Standards Applicable to all Reports:

   1. Intake.

Upon receiving a complaint, The Title IX Coordinator will assess the nature of the complaint through an intake process. If the allegations do not involve a violation of this policy or other anti-discrimination/retaliation policies, the Title IX Coordinator will refer the complainant to the appropriate department.

If the complaint falls within the Title IX Coordinator’s purview, the Title IX Coordinator will initiate immediate and appropriate steps by the University to: inform the Complainant about this policy, including the Complainant’s rights, and give the Complainant an opportunity to ask questions; implement Interim Measures; and, subject to a Complainant’s request for confidentiality, investigate and resolve the matter promptly, thoroughly, and equitably in accordance with the procedures outlined in this section.

Subject to the University’s legal disclosure obligations, information about the report will be shared only as reasonably necessary with investigators, witnesses and the Respondent.

   2. Determining the Appropriate Procedure.

The appropriate University procedure for investigating and resolving reports of Sexual Misconduct or Relationship Violence will vary depending on the nature of the allegation and whether the Respondent is a student, employee, or a person who is neither a student nor an employee. In all of the procedures described below, the University is
committed to providing a prompt, thorough, and equitable investigation and resolution. A University investigation may occur alongside, rather than in lieu of, a law enforcement investigation. In no circumstances will mediation be used to resolve cases of sexual misconduct or relationship violence. The Title IX Coordinator will resolve issues regarding the appropriate investigatory and resolution procedure.

3. Selecting an Investigator.

The Title IX Coordinator is responsible for selecting an investigator(s) of his/her choosing to investigate the complaint, provided that the investigator(s) has received training on an annual basis on issues related to sexual harassment, sexual misconduct, and other relationship violence, and in conducting investigations in a manner that protects the well-being and safety of the complainant and the University community. Any investigator(s) chosen to conduct the investigation must be impartial and free from any conflict of interest. The investigator(s) may be a University employee, a team of University employees, an external investigator(s) engaged to assist the University in its fact-gathering, or a team of investigators that pairs an external investigator(s) with a University employee.

4. Investigation and Resolution

The investigator selected by the University will conduct the investigation in a manner appropriate in light of the circumstances of the case, which will typically include interviews with the complainant, the respondent, and any witnesses. As part of the investigation, the University will provide an opportunity for the complainant and the respondent to identify witnesses and other evidence. The interviews will be supplemented by the gathering of any physical, documentary, or other evidence, as appropriate and available. The investigation is designed to provide a fair and reliable gathering of the facts. The investigation will be thorough and equitable, and all persons will be treated with appropriate sensitivity and respect. The investigation will be conducted in a manner that is respectful of individual privacy concerns. Upon the conclusion of the investigation, the investigator will prepare a written report containing their findings and recommendations as to whether or not a violation of the University's policy occurred.

5. Preponderance of the Evidence Standard.

Alleged violations of this policy will be investigated and decided by the preponderance of the evidence standard (that is whether it is more likely than not that University policy has been violated by the conduct alleged).

6. Advisors and Support persons.

Both the complainant and the respondent will be permitted to ask an adviser of their choosing to be present during all relevant meetings related to alleged violations of this policy. The adviser may accompany the complainant or respondent and may confer privately with them, but the adviser may not speak on behalf of the complainant or respondent or otherwise participate in any meeting. An adviser’s failure to comply with these guidelines may result in the termination of the meeting or the adviser no longer being permitted to be present. University personnel employed in the offices responsible for the disciplinary proceedings described in this policy, along with those in the chain of command above them, and others whose participation could create a conflict of interest with their University duties are not eligible to serve as advisers. If there is a question or concern about a possible adviser, please consult with the Title IX Coordinator.

7. Complainants’ Rights.

In addition to rights for Complainants described in other sections of this policy, Complainants have the following rights in cases involving sexual misconduct or relationship violence:

- Notice concerning the procedure by which the University will handle the Complainant’s report and an opportunity to ask questions about University policies and procedures;
- a prompt, thorough, and equitable investigation of the Complainant’s report;
- the same opportunity as the Respondent to present an explanation of the facts during the University's investigation;
• written notice of the outcome of the University's investigation;
• to have others present during any disciplinary proceedings and any related meeting, including the right
to be accompanied by an advisor of their choice.
• to be provided with the same or equivalent rights as the Respondent to challenge or appeal the
decision of a University's investigation or disciplinary proceeding.

8. Notice to Complainants and Respondents.

With respect to any University disciplinary proceeding that arises from an allegation of sexual misconduct or
relationship violence, the University will provide simultaneous written notification to the Complainant and the
Respondent of:

• the outcome of any disciplinary proceeding;
• the University's procedures for the Complainant and the Respondent to appeal the results of the
University disciplinary proceeding,
• any change to the results of the disciplinary proceedings before the results are final; and
• when the results of the disciplinary proceeding become final.

9. Time Frames

In each case, the University will balance the need to complete a prompt investigation and resolution with the need
to conduct a thorough investigation and a resolution that complies with due process. Thus, while the complexity of
the allegations; the complexity of the investigation and resolution; the severity and extent of the alleged misconduct;
the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability
of the parties, witnesses, and evidence (e.g., forensic evidence); a request by a complainant to conduct an
investigation or resolution at a slower pace; the effect of a concurrent criminal investigation; any intervening
University holidays, breaks, or other closures; and/or other unforeseen circumstances. In the event that the need
arises to significantly adjust the time frames in this policy or those previously communicated to the Complainant and
the Respondent for good cause, the University will notify the Complainant and the Respondent in writing of the
reason for the delay and the expected adjustment in time frames.

10. Recordings and Evidence

The recording of any meeting conducted as part of an investigation under this policy is prohibited. In addition, given
the nature of the University's process, the testimony of, and information derived from, experts, such as reports of
handwriting experts, will not be considered, except in rare circumstances. In those rare cases, determinations as to
the appropriateness of testimony of or information derived from an expert will be made in the sole discretion of the
Title IX Coordinator. Under no circumstances, however, will the use of polygraph examinations be permitted.

11. Past Relationships and Conduct

Previous sexual relationships of the complainant and respondent with others are irrelevant. A past sexual
relationship between the parties may or may not be deemed relevant by the investigator. For example, past sexual
encounters between the parties may provide insight on communication patterns for purposes of determining if
effective consent was granted. However, other allegations of sexual misconduct may be considered only if
determined relevant by the investigator.

B. Procedures for Resolving Reports Involving a Respondent Who Is a University Faculty Member,
Employee or Other Non-Student.

At the conclusion of the investigation, the University's investigator will make findings and recommendations
(including a statement outlining the basis for them) and transmit the findings and recommendations to the Chief
Academic Officer. The findings and recommendations will also be made available simultaneously to the
complainant and the respondent. The Chief Academic Officer will review the investigator's findings and
recommendations, make a determination whether this policy was violated and, if so, decide what disciplinary and/or other sanction should be imposed.

If, upon reviewing the materials, the Chief Academic Officer requires clarification or additional information from the investigator before rendering a decision as to sanction, he/she may request such clarification or additional information from the investigator. The Chief Academic Officer will notify the complainant and the respondent simultaneously and in writing of the sanction imposed.

1. **Disciplinary or Other Corrective Actions.**

Disciplinary actions with respect to a faculty member or employee found to have violated this policy can include, without limitation: termination, demotion, suspension without pay, and/or oral or written corrective action. When the person found to have committed a violation of this policy is neither a student nor an employee, the University's corrective action(s) will vary based on the University's ability to implement corrective action(s).

C. **Procedures for Resolving Reports Involving Students who are University Students.**

At the conclusion of the investigation, the University's investigator will make findings and recommendations (including a statement outlining the basis for them) and transmit the findings and recommendations to the Dean of Student Services. The findings and recommendations will also be made available simultaneously to the complainant and the respondent. The Dean of Student Services will review the investigator's findings and recommendations, make a determination whether this policy was violated and, if so, decide what disciplinary and/or other sanction should be imposed.

If, upon reviewing the materials, the Dean of Student Services requires clarification or additional information from the investigator before rendering a decision as to sanction, the Dean may request such clarification or additional information from the investigator. The Dean of Student Services will notify the complainant and the respondent simultaneously and in writing of the sanction imposed.

1. **Disciplinary or Other Corrective Actions.**

The guidelines for sanctions in sexual misconduct and relationship violence cases are set forth below. The Dean of Student Services may deviate from the range of recommended sanctions when appropriate based on all the facts and circumstances.

- The minimum sanction for any student found responsible for **Non-Consensual Sexual Intercourse** is suspension; a student found responsible for this offense may be expelled, depending on all of the relevant facts and circumstances, including any previous conduct infractions.
- Any student found responsible for **Non-Consensual Sexual Contact, Sexual Harassment, Sexual Harassment – Hostile Environment, Sexual Exploitation, Stalking, Dating Violence, Domestic Violence, Retaliation, or other forms of sexual misconduct**, may face a sanction ranging from disciplinary probation to expulsion, depending on all relevant facts and circumstances.
- Inappropriate behavior that does not create a hostile environment may be addressed through other corrective action, or remediation, consistent with the Student Handbook, depending on all relevant facts and circumstances.
- In some cases of misconduct, participation in an evaluation and/or treatment program by an approved counseling service may be required as a part of a corrective action plan or sanction. Such treatment may also be a condition of the Title IX Coordinator to the University or a condition for remaining in the University. In addition to this condition, in cases of suspension, the Dean of Student Services may set other conditions for the Title IX Coordinator to Bethel University.

D. **Appeals Process for Complaints against Students, Faculty Members or University Employees.**

In cases where a student, faculty member or employee is found to have violated this policy, the complainant and respondent have the right to appeal the investigator’s determination and the sanction (if any) rendered by the Dean of Student Services (for students) or Chief Academic Officer (for employees). The complainant and respondent will
be notified of this right and the procedures for appeal simultaneously in writing. Such appeals will be decided by an Appellate Officer for Sexual Misconduct and Relationship Violence (Appellate Officer). Appellate Officers will be full-time employees selected and appointed by the President (or the President's designee) for two-or-three year terms, who will receive annual training on issues involved in sexual misconduct and other forms of power-based personal violence. Assignment to cases will be on a rotating basis.

A petition for appeal, signed by the petitioning party, must be submitted in writing, either by hand delivery to: 325 Cherry Avenue, McKenzie, TN 38201, or by email attachment to the President, by no later than 4:30 pm on the tenth (10th) calendar day following the date the complainant is notified of the determination by the Title IX Coordinator (when the respondent is found not to have violated the policy), or following the date the complainant and respondent are notified of the sanction.

The petition must include the following: a statement of the grounds for appeal, supporting explanation, and copies of, or reference to, all evidence the petitioner wishes the Appellate Officer to consider. Except where explicitly provided below, no documents or other evidence may be included with an appeal unless previously submitted to the Title IX Coordinator.

1. **Grounds for Appeal**

The grounds for appeal are as follows:

- **Procedural irregularities sufficient to affect the determination and/or sanction imposed by the Chief Academic Officer or Dean of Student Services.**
  - The Chief Academic Officer and the Dean of Student Services are expected to conduct themselves in accordance with their policies and procedures. Deviation from those policies and procedures which render their actions fundamentally unfair constitutes a sufficient basis for an appeal to the Appellate Officer. Procedural irregularities that are considered by the Appellate Officer to be harmless and that did not, in the judgment of the Appellate Officer, adversely affect the process are not a basis for upsetting the determination and/or sanction imposed by the Chief Academic Officer or Dean of Student Services.

- **Insufficient information to support the findings by the Investigator.**
  - It is not the role of Appellate Officers to substitute their judgment for the judgment of the Investigator if there is a reasonable basis for the Investigator’s findings. Deference must be given to the Investigator’s findings since the Investigator had the opportunity to hear the witnesses and to assess their credibility and demeanor. The Appellate Officer may not alter the Investigator’s findings unless they are clearly erroneous and cannot be reasonably supported by the information considered.

- **New information that was not reasonably available for presentation to the Investigator, the introduction of which could reasonably be expected to affect the Investigator’s Findings.**
  - All available information, including testimony of witnesses, is expected to be presented to Investigator. Only on that basis can the Investigator render fair and reasonable findings. An appealing party who seeks to introduce new information has the burden of demonstrating that the information was not reasonably available for presentation to the Investigator, and that the introduction of such new information can be reasonably expected to affect the Investigator’s findings. If the Appellate Officer determines that the appealing party has satisfied this burden, the Appellate Officer remands the case to the Title IX Coordinator with instructions to reconsider the case in light of the new information.

- **Harshness of the sanction imposed sufficient to show an abuse of discretion.**
  - Deference should be given by the Appellate Officer to the sanctions imposed by the Dean of Student Services or Chief Academic Officer. At the same time, the Appellate Officer should recognize that the individuals issuing the sanctions can make errors in judgment sufficient to show an abuse of discretion. Abuse of discretion does not necessarily imply an intentional wrong or bad
faith, but simply the failure to exercise reasonable judgment under the circumstances.

2. Consideration of Petition and Determination of Appeal

Upon receipt of a petition, the University will notify all persons who received formal notification of the determination that a petition for appeal has been filed and that the sanction (if any) should not be implemented pending the result of the appeal. This does not preclude the University from taking interim measures to ensure the safety and security of the complainant, respondent, or campus community.

- Upon receipt of the petition, the Appellate Officer will also request from the Title IX Coordinator the entire record of the case.
- The Appellate Officer will then proceed to review the petition and the record with all deliberate speed to determine whether the petition, when considered in the light most favorable to the petitioner, presents sufficient grounds for an appeal.
- If the Appellate Officer determines that the petition does not set forth sufficient grounds for the appeal, the petition will be dismissed and the Appellate Officer's decision will be final.
- If the Appellate Officer determines that sufficient grounds for appeal are presented in the petition, the Appellate Officer forwards a copy of the petition to the Chief Academic Officer and/or the Dean of Student Services as well as the non-petitioning party with instructions to respond to it (or such parts of the petition that the Appellate Officer has determined present sufficient grounds for appeal) within ten (10) calendar days of receiving the Appellate Officer’s notification.
- Upon receiving any responses from the Chief Academic Officer and/or the Dean of Student Services as well as the non-petitioning party, the Appellate Officer will send the responses to the petitioner and offer the petitioner an opportunity to reply. Replies must be submitted within five (5) calendar days.
- The Appellate Officer then proceeds to consideration of the appeal. The Appellate Officer’s consideration of the appeal must be based only on the original record and the petition, any new information the Appellate Officer determines should be considered, and all responses/replies submitted.
- After reviewing the record, the Appellate Officer decides whether to affirm, modify, or reverse the determination and/or sanction imposed by the Chief Academic Officer or Dean of Student Services or to remand the case to the Chief Academic Officer or Dean of Student Services with instructions.
- In cases where there has been a procedural error, or that new evidence should be considered, the Appellate Officer will remand the case to the Chief Academic Officer or Dean of Student Services with instructions.
- The Appellate Officer will notify the complainant, the respondent, Title IX Coordinator or the Dean of Student Services (which, in turn, will notify all persons who received notice of the determination or sanction) of the Appellate Officer’s decision and the reasons for their decision.
- While a case is pending, policy changes that might affect the case cannot be considered in the appeal.
- If the Appellate Officer has a question about the meaning or application of a University policy or procedure, the Appellate Officer may consult with the Bethel University’s private counsel to determine how best to proceed. At no time may Appellate Officers substitute their opinions or values for University policy.
- An Appellate Officer may not consider an appeal if the Appellate Officer has a conflict of interest. Each Appellate Officer is responsible for determining whether or not a conflict of interest exists and may consult with the University’s private counsel, if necessary. If a conflict does exist, the case is assigned to the next panelist in the rotation.
- Once a final determination has been made, all records of Title IX Coordinator will be returned to that authority.

3. Additional Petition for Penalty of Expulsion or Dismissal

Students who have been expelled from Bethel University and/or employees who have been dismissed as a result of a violation of this policy may, upon completion of the appeals process, submit a written petition within ten (10) calendar days to the President or the President’s designee, requesting reconsideration. The decision of the President or the President's designee is final.

D. Disciplinary Sanctions and Other Remedial and Protective Measures

Following a final determination under University procedures that a student or employee has committed a violation of
the University’s Sexual Misconduct and Relationship Violence Policy (e.g., after appeals have been exhausted), the University will take prompt and effective steps reasonably calculated to end the misconduct, prevent the misconduct from recurring, and address its effects. Such steps likely will include imposing one or more disciplinary sanctions: permanent dismissal, indefinite suspension, suspension for a specific period of time, disciplinary probation, disciplinary reprimand, restitution, education, loss of privilege, and/or transportation, dining, and working arrangements for the complainant and the respondent; providing an escort to ensure that the complainant can move safely between classes and activities (for a student complainant); exploring changes in class and extracurricular schedules, including adjustments so that the complainant and the respondent do not share the same classes (for a student complainant); assisting the complainant in communicating with faculty (for a student complainant); providing academic support for the complainant, including tutoring (for a student complainant); and exploring options for re-taking a course, dropping a course, or withdrawing for a semester without financial or academic penalty (for a student complainant). The University will take prompt and effective steps reasonably calculated to end the misconduct, prevent the misconduct from recurring, and address its effects.

Prevention, Education, and Training
Bethel provides numerous programs that address sexual misconduct and relationship violence, including the related issue of drug and alcohol abuse. Bethel’s programs include various public awareness events such as “Take Back the Night,” seminars, protests, “survivor speak outs” and other campus-wide education and prevention efforts. A number of individual departments and offices, and student organizations also provide regular and ongoing programming on these important issues.

Bethel also provides regular and ongoing training to faculty and staff, beginning at the start of their association with the University. This training includes:

- New staff and faculty orientation includes a discussion of non-discrimination laws and policies.
- Reference guide for faculty and staff.
- Training to faculty, staff, and students on sexual misconduct and relationship violence and the University’s policies pertaining to these issues.

The Title IX Coordinator, Dean of Student Services, Appellate Officers, Employees in the Office of Safety and Security, Responsible Employees, and others involved in responding to, investigating or adjudicating sexual misconduct and relationship violence cases receive additional training in these areas.

ACADEMIC POLICIES AND PROCEDURES

Attendance
Bethel University considers regular class attendance to be essential to the teaching/learning process. Any unnecessary absence decreases the contribution by and to the students and faculty. Class attendance is required except for true emergencies or University-related business.

The class attendance policy will be specified in the syllabus of each class. For further detailed clarification on guidelines, please see the Catalog, Page 18 Attendance Policy.

Good Standing
A student is in good standing when he/she is not on Academic or Disciplinary Probation or Academic Suspension. Other definitions of student status may be found in the University Catalog under “Retention Policy” and in the Student Code of Responsibility.

How to calculate G.P.A.
The Grade Point Average or “GPA” is the figure used to indicate the average for all course work attempted each semester. The GPA is computed by multiplying by the number of credit hours for each class by the quality points (QP) earned for that grade to obtain a product, summing the products and dividing by the sum of all credit hours attempted.
A grade of: “A” is worth 4 quality points per hour; “B” is worth 3 quality points per hour; “C” is worth 2 quality points per hour; “D” is worth 1 quality point per hour; “F”, “WF”, are worth 0 quality points. An example is shown below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Hours</th>
<th>x</th>
<th>QP</th>
<th>Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>C</td>
<td>3</td>
<td>x</td>
<td>2</td>
<td>= 6</td>
</tr>
<tr>
<td>Bio Lab</td>
<td>D</td>
<td>1</td>
<td>x</td>
<td>1</td>
<td>= 1</td>
</tr>
<tr>
<td>Religion</td>
<td>A</td>
<td>3</td>
<td>x</td>
<td>4</td>
<td>= 12</td>
</tr>
<tr>
<td>English</td>
<td>C</td>
<td>3</td>
<td>x</td>
<td>2</td>
<td>= 6</td>
</tr>
<tr>
<td>Math</td>
<td>B</td>
<td>5</td>
<td>x</td>
<td>3</td>
<td>= 15</td>
</tr>
<tr>
<td>Sum</td>
<td>15</td>
<td></td>
<td></td>
<td>40</td>
<td>GPA = 40/15 = 2.67</td>
</tr>
</tbody>
</table>

**Pass/Fail Classes**
Pass/Fail grades are given for all internship and PAR courses. Juniors and seniors may take one elective course per semester on a Pass/Fail basis with advisor approval. The decision to take the elective on the Pass/Fail basis must be made at the time of registration. All course requirements must be completed in order to qualify for the “P” grade. No grade points are given with the “P” grade; the hours attempted are computed for the grade of “F”.

**Withdrawal Policy**
Students who transfer, withdraw, or do not return after a semester or during a semester, must complete the following formal withdrawal process:
1. Obtain a Request for Withdrawal form from the Office of the Registrar.
2. Obtain the signatures of the faculty advisor, Academic Dean, COE Director, Business Manager, Computer Services Help Desk, Student Life/Housing Office, Security, and Financial Aid Director.
3. Return the form with all signatures to the Office of Records and Registration.
4. MAKE SURE TO FOLLOW THE CHECKOUT PROCEDURES FOR HOUSING.

**Academic Probation**
Students are placed on academic probation at the end of the semester in which the GPA falls below the required minimum for their class standing. The period of academic probation will continue while the GPA fails to meet the minimum requirement. Students on academic probation must limit their academic load to 15 semester hours. Any student who fails to make a “C” average (2.0) while on probation is automatically suspended for one semester. All students placed on Academic Probation must enroll in DEP 050. Any exemption to these rules must be formally requested by written appeal to the Academic Dean. To remain in academic good standing, students must maintain the minimum cumulative grade point averages for their classification as follows:

<table>
<thead>
<tr>
<th>Class</th>
<th>Semester Hours Complete</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0 – 27</td>
<td>1.5</td>
</tr>
<tr>
<td>Sophomore</td>
<td>28 – 59</td>
<td>1.8</td>
</tr>
<tr>
<td>Junior</td>
<td>60 – 95</td>
<td>2.0</td>
</tr>
<tr>
<td>Senior</td>
<td>96 – 128</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Academic Suspension**
A one-semester academic suspension is given to any student who obtains a grade point average of 0.0 in any semester, or who fails to obtain a semester GPA of 2.0 while on academic probation. After the second one-semester academic suspension, any student subject to suspension will be given one-year academic suspension. The summer term may be used by students on probation or suspension to raise the grade point average to the level required for good standing.

Readmission to the University after a term of suspension is not automatic. All suspended students are required to apply for readmission to the University. This letter of appeal must be sent to Academic Dean and should state the reasons the University should believe the student will perform satisfactorily, if readmitted. Readmission after academic suspension is not automatic and any appeal for readmission will be denied or accepted after the evaluation of all records at Bethel University.

**Academic Appeal Procedures**

**Grade and Academic Honesty Appeals** – If a student feels that he/she is a victim of unfair grading practices, classroom procedures, or accusation of academic dishonesty; the following procedures should be followed:
1. The student should first discuss the complaint with the faculty member.
2. If the situation remains unsettled, the student should discuss the complaint with the appropriate division chairperson.
3. If the situation remains unsettled, the student may appeal to the Academic Dean.
4. If the situation remains unsettled, the student may appeal to the Curriculum and Academic Affairs Committee.

Rules of Appeal
1. All appeals must be in writing and given to the Academic Dean of the appropriate College no later than five (5) days after the decision being appealed is made.
2. The appeal must state on what grounds the appeal is being made and why the student believes an appeal is warranted.
3. Between the time the decision being appealed is made and the time of the appeal hearing, the decision being appealed stands and must be obeyed by the student.

Fair and Equitable Treatment
Bethel University assures fair and equitable treatment of all students. In cases of violation of the Student Code of Responsibility, or other hearings, students will receive advance notice of the charges against them, the privilege of speaking on their own behalf and the assurance that any disciplinary action will be based on a preponderance of the evidence.

Disclosure of Directory Information
The University has designated certain information contained in the education records of its students as directory information for purposes of this Act. The following information regarding a student is considered directory information: name, address, telephone number, campus email address, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, enrollment status, and other similar information.

Directory information may be disclosed by the University for any purpose in its discretion, without the consent of the student. Students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the student's consent or as otherwise allowed by the Act.

Any student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the University at the Office of Student Development in the Vera Low Center for Student Enrichment on or before the fifth day following the last day of registration each semester. Forms for this purpose are available at the Office of Student Development. In the event a refusal is not filed, the University assumes that a student does not object to the release of the directory information as designated.

STUDENT INTELLECTUAL PROPERTY POLICY AND PROCEDURES

Policy
Bethel University is dedicated to teaching, research, and the extension of knowledge. Inherent in these objectives is the need to encourage the development of new and useful devices and processes, the publication of scholarly works, and the development of computer software. Such activities 1) contribute to the professional development of the faculty, staff, and students involved, 2) enhance the reputation of the University, 3) provide additional educational opportunities for participating students, and 4) promote the general welfare of the public at large. Therefore, it is the policy of Bethel University to promote the dissemination of knowledge, protect the University's rights in intellectual property, and to prohibit the unauthorized or illegal use of all intellectual property.

Definition of Intellectual Property
Bethel University defines intellectual property as products of the mind, whether written, oral, electronic, or through other methods. Such products encompass distance education courses, software, lecture notes, and other materials generated by faculty, staff, students, or others at the University.
Reproduction of Copyrighted Materials
Compliance with federal copyright law is expected of all students. The principals of copyright law promote the creation, publication, and use of original works of the intellect, including written material, works of art, audio-visual works, and computer software. These principals include both the exclusive rights of copyright owners to determine and control the uses of works (in not-for-profit as well as commercial contexts) and certain expectations to those exclusive rights, including the doctrine of fair use. “Copyright” is legal protection for intellectual works, which is broadly interpreted to cover just about any expression of art. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. Under the copyright laws, reproductions without permission for educational purposes is allowed in only very limited circumstances.

Students may “use” all or part of a copyrighted work only if (a) you have the copyrighted owner’s permission, or (b) you qualify for a legal exception (the most common exception is called “fair use.” “Use” of a work is defined for copyright purposes as copying, making derivative works, publicly displaying, or publicly performing the work.

Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur on or over the University’s networks or other computer resources may create liability for the University as well as the computer user. Accordingly, repeat infringers may have their computer account and other access privileges terminated by the University pursuant to the Computer Lease agreement.

Creation of Intellectual Property
The student, with the following exceptions, holds copyright to works the student creates as a part of academic endeavor at the University.

a. Sponsored or Externally Contracted Works: Sponsored or Externally Contracted Works are any works developed using funds supplied under a contract or grant, or other arrangement between the University and the student. Sponsored or Externally Contracted Works created by students in the scope of employment or contract with the University constitute works for hire, and are therefore owned by the University unless there is a written agreement providing otherwise.

b. Class or Laboratory Notes: Student class and lab notes may be “derivative works” within the meaning of copyright law, in which case they may by used only for personal educational purposes. Commercial use of derivative works without permission of the University constitutes unlawful copyright infringement. Exceptions may be granted by the University in the case of notes that are derived from University owned works.

Questions regarding copyright should be directed to the Academic Dean.

STUDENT DISCIPLINE

The University expects its students to enjoy and nurture this academic community whose purpose is to be a Christian institution of learning. They are expected to help sustain the University’s values. It is the University’s goal that all members of the community adhere to a set of ethical and behavioral standards that are reflected by the rules that apply to students. Students are thus expected to be honest, respectful of others, helpful to the University’s pursuit of its purpose, and law abiding.

The purpose of publishing this Code of Conduct is to give students general notice of expected and prohibited conduct. The code is not written with the specificity of a criminal statute. Among the offenses that are subject to disciplinary action are the following:

1. Violation of the University’s published policies, rules, and regulations, including but not limited to:
   a. The alcohol and drug policy
   b. Computer use policy
   c. Residence hall guidelines
   d. Discrimination and discriminatory harassment policies
   e. Smoking policy

2. Violation of law

3. Acts of dishonesty, including but not limited to:
   a. Cheating, plagiarism, or other forms of academic dishonesty
   b. Furnishing false information to any University official, faculty, or staff member
c. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
d. Tampering with the election of any University recognized student organization
4. Attempted or actual theft of or damage to property of another, including the property of the University and public property; the unauthorized use of the property of the University or of another.
5. Obstruction or disruption of teaching, research, or other activities or functions of the University.
6. Damaging, defacing, destroying, disabling, removing or tampering with a fire alarm or other fire or security equipment, and failing to vacate a building upon the sounding of a fire alarm, and failure to obey directions of University, fire, and police officials in fire and other security emergencies.
7. Sexual assault.
8. Act of harassment, threat, intimidation, coercion, assault, or any other act of violence, physical abuse, verbal abuse, or any other conduct which threatens or endangers the health or safety of any person, or which falsely causes one to reasonably believe they are endangered; reporting an offense or incident knowing the offense or incident did not occur or knowing the information relating to the matter is false; or intentionally initiating or circulating a report of a bombing, fire or other emergency knowing that the report is false; or acting to prevent or interrupt the use of any building or other facility or the activities of the University.
10. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace
11. Use or possession on the campus or at an off-campus activity of the University or of any student organization recognized by the University, of any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, switchblade knife, blackjack, slingshot, knuckles or any other weapon, not used solely for instructional or school-sanctioned purposes.
12. Theft or other abuse of computer time, including but not limited to:
   a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Unauthorized use of another individual's identification and password.
   d. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
   e. Use of computing facilities to send or receive obscene or abusive messages.
   f. Use of computing facilities to interfere with normal operation of the University's computing system.
   g. Use of computers to violate federal or state law including, but not limited to, copyright violations, gambling, and illegal content.
13. Disrespectful behavior which is disruptive, contemptuous of other members of the University community, including but not limited to interfering with, or failing to cooperate with, the reasonable request of any administrator, faculty, or staff member.
14. Failure to comply with directions of University officials, security officers, law enforcement officers acting in performance of their duties, and failure to identify oneself to these persons when requested to do so.
15. Unauthorized possession, duplication, or use of keys to any University premises or unauthorized entry to or use of University premises.
16. Engaging in telephone fraud, making false charges, or using the credit or telephone of another without permission.

Bethel University reserves the right to discipline any student who violates University policies and regulations and such discipline may include but is not limited to:

1. **Impounding of Property** – Property involved in committing a violation of the *Student Code of Responsibility* such as weapons, explosives of any type, alcoholic beverages, and other prohibited items may be impounded by an official of the University.
2. **Fine** – The Dean of Students may impose a fine of not more than $100 per violation, unless otherwise specifically stated elsewhere in *The Log*.
3. **Restitution** - Reimbursement for defacement, damage to, or misappropriation of property, whether that of the University, or of any member of the University community, or any guest of the campus.
4. **Community Service** – A number of hours of community service is rendered to the University community.
5. **Disciplinary Probation** – Indicates to a student or a student organization that their behavior has resulted in a sanction close to suspension. It is imposed for a definite period of time and further misconduct while on probation may result in suspension from Bethel University. Probation may place specific restrictions or extra requirements on the student or student organization. These conditions will vary with each case and a student may be required to meet periodically with the person designated by the Dean of Students.

6. **Imposition of Failing or Zero Grade** – Punishment for an act of Academic Dishonesty in the academic course in which the violation occurred. First offense = Zero on the specific assignment; second offense = “F” for the entire course; Third offense = expulsion from the University.

7. **Disciplinary Suspension** – Termination of student status for a stated period of time (with forfeiture of academic credit), as well as from being present on the property of the main campus without permission from the Dean of Student Development for the duration of the sanction. The student or student organization will be informed in writing by the Dean of Student Development explaining the reason for suspension, as well as the time frame for the suspension. The decision of suspension may be appealed to Vice President for the College of Arts and Science. Student Organizations suspended may be prohibited from certain activities or enrollment or new members for a period of time. Also, a formal application for readmission is required before permission to re-enter the University can be granted, as well as any other requirements stated by the Dean of Student Development, such as counseling.

8. **Expulsion** – Permanent termination of student status and permanent exclusion from the campus as well as from being present on campus without the permission from the Dean of Student Development.

9. **Note** - If a student is suspended or expelled for disciplinary reasons, the Dean of Student Development will notify the Registrar in writing if the student can or cannot withdraw from all classes. If the student is allowed to withdraw from all classes, grades of “W”, will be recorded if withdrawal is before the last date to drop a class.

10. **Other Sanctions** – University authorities may impose appropriate sanctions with or without probation including counseling, restrictions of access to campus facilities or privileges, or disciplinary room changes or charges. A student may also be required to see a licensed mental health professional for evaluation prior to returning for the next semester.

11. **Social Warning** – An official notification to the student or student organization that certain behavior is unacceptable and further misconduct may result in further disciplinary action.

**Regulations Regarding the Search of and Emergency Entry into Student Areas**

The University respects student privacy. However, Bethel University and its staff reserve the right to enter and inspect rooms and/or properties at any time. The student who resides on campus commits to a Christian living/learning environment and relationship rather than a tenant/landlord relationship. Therefore, all action is taken with educational goals in mind rather than civil/legal actions and outcomes.

A search of this type is an on-campus matter and does not require a search warrant. However, if possible, at least two staff persons should conduct the search. Illegal items found in the search may be impounded. Campus facilities are not exempt from search and seizure from authorized civil authorities with proper search warrants.

Usually searches and entries are for maintenance, fire hazard, and safety purposes. On occasions when violation of student conduct is suspected, such searches and entries will usually be done with the student present and with the student's cooperation. A student's choice of non-cooperation is noted. Any time a student's room is entered for suspected Log violations, the student will be notified in writing within three (3) days as to purpose of the search/entry, if he/she was not present, and what, if any, action was taken.

Bethel University promotes freedom with responsibility and attempts to promote safety. The Residence Life staff members may enter a room when they suspect rules are being violated. The procedure will be as follows:

1. The RA/RD will knock, state their name and position and request room entry
2. If no response is made within approximately 30 seconds, the RA/RD will utilize the master key for entry,
3. The room and its entire contents, appliances, fixtures, closets, bathrooms, and adjoining suites are subject to inspection and search.
4. The RA/RD who conducts the search must file a report to the Director of Housing by the next working day.
5. Then, the student will be notified within three (3) days as to the purpose of the room entry/search and what, if any, action resulted.
Violations of Residence Hall Regulations or other on-campus (non-academic) under the Student Code of Responsibility

1. All appeals must be in writing and given to the appropriate person no later than 5 working days after the decision being appealed is made. (A working day is when school is in full session.)

2. The Residence Hall Director shall receive and investigate reported violations and administer sanctions/penalties already determined for specific violations. Violations on campus not pertaining to the residence halls can be sent directly to the Dean of Student Development, who will investigate reported violations before determining and administering any sanctions.

3. The accused is to be informed in writing of the specific code violation from The Log, The Student Handbook, and all must receive an explanation of the sanctions administered as well as the appeal process within five working days of the violation.

4. If the described sanction(s) for an alleged offense includes suspension/expulsion, the student may:
   a. Request a formal hearing before the Vice President for the College of Arts and Sciences (see Rules for Appeal).
   b. Plead “no contest” and accept judgment for the infraction, which is neither an admission/denial of guilt, yet means the student will accept responsibility for any sanction given and waive the right to appeal.
   c. The Vice President for the College of Arts and Science shall review all penalties of Suspension/Expulsion.

Multiple Penalties for a Single Violation
The University reserves the right to assess multiple penalties for single violations. All penalties and disciplinary records will be kept in the Office of Safety and Security. Bethel University reserves the right to take appropriate sanctions for actions not specifically stated in The Log.

Procedures for Handling Violations of the Student Code of Responsibility
Depending on the nature of the offense, violations will be under the jurisdiction of the appropriate Residence Hall Director or the Dean of Student Development. All matters involving alcohol or drugs will be immediately directed to the Dean of Student Development for appropriate action.

Rules of Appeal of Residence Life Disciplinary Decisions
1. All appeals of Residence Life Disciplinary Decisions must be in writing and given to the Dean of Student Development no later than five (5) working days after the decision being appealed is made. (A working day is when school is in full session.)

2. The appeal must state on what grounds the appeal is being made and why the student believes an appeal is warranted.

3. Between the times the decision being appealed is made and the time of the appeal hearing, if granted, the decision being appealed stands and must be obeyed by the student. However, if the student is suspended or expelled, the student may continue to attend class, but not live on campus, until a final decision is reached. Any residence hall student suspended or expelled is required to vacate the residence hall within 24 hours of the notification of the suspension or expulsion.

4. If a violator wishes to appeal a decision by the Dean of Student Development, his/her appeal will go directly to the Vice President for the College of Arts and Science. Appeals by the RD or Director of Residence Life shall go to the Dean of Student Development.

5. Resident Assistants and/or Resident Directors involved in write-ups for the accused must attend said hearing.

6. Any decision by the Dean of Student Development may be appealed by the accused. If so, it must be done within 24 hours of the decision. The accused must declare his/her intention to appeal or not to appeal the rendered decision.

Rules of Appeal of Nonacademic and Non Residence Hall Offenses
The Dean of Student Development will hear appeals of violations that would not result in suspension, expulsion, or disciplinary probation. Cases of illegal narcotics, abuse, and violence will be handled through the Dean of Student Development with appeals being made to the Vice President for the College of Arts and Science.

1. If the accused decides to contest the violation, an appeal must be made in writing and given to the Dean of Student Development within five working days after the decision is made. (A working day is when school is in full session.)

2. In case of an appeal, the Dean of Student Development shall serve as the hearing officer and shall meet
with the students testifying to the allegations (if appropriate), and the accused, and make a decision appropriately.

3. If the student decides to contest the decision of the Dean of Student Development, the Dean of Student Development shall forward the case to the Vice President for the College of Arts and Science. The Vice President for the College of Arts and Science shall hear the case, determine guilt or innocence, and assess an appropriate penalty in the case of a guilty verdict.

### STUDENT ACTIVITIES, CLUBS, ORGANIZATIONS AND COMMITTEES

**Intramural Sports**
Intramural sports offer a variety of athletic competitions for the enjoyment of Bethel University students, faculty, and staff. The philosophy of the program holds that athletic competition is of physical, social and recreational value to the participants. The program seeks to promote enthusiasm, leadership, and good sportsmanship. The use of student directors, captains, coaches, and game officials provide for a very student orientated program. Facilities on campus include basketball/volleyball courts/indoor swimming pool/soccer/baseball/softball fields/tennis courts and work out facilities.

**Intramural Regulations**
Specific rules in each sport will be given to participants at the beginning of each competition. Each team or individual is required to have a representative at the meeting in order to participate in that sport. Team rosters are also due at this meeting.

Below are listed some of the general rules and responsibilities that are to be followed by all participants in the Intramural Programs. Abuse of these rules will be grounds for possible suspension from intramural competition. Any severe abuses will be handled under the guidelines stated in the *Student Code of Responsibility*, and will be forwarded to the Director of Intramurals or the Dean of Students for discipline.

1. Any team participating in intramurals is responsible for equipment assigned to them. The equipment must be checked out through the intramural staff and be promptly returned at the conclusion of the game or practice. If the equipment is not returned, or not returned in the proper condition, the cost of replacement will be shared by all persons listed on the official team roster. All payments must be made to the Business Office by the end of the semester that the equipment was lost. Failure to do so will result in suspension from further intramural participation and the debt will be added to each member's student account.

2. Jurisdiction for an intramural contest by game officials or directors begins thirty (30) minutes before game time and continues fifteen (15) minutes after the conclusion of the game.

3. In order to participate in intramurals or coach an intramural team, an individual must be either a student enrolled at Bethel University for that particular semester of competition, or a member of the Bethel University faculty or staff.

4. Each team is responsible for its spectators and a team may be penalized for improper conduct of its spectators after the coach or captain of the team has been given a verbal warning.

5. For a more complete list of intramural rules and guidelines, contact the Director of Intramurals for a copy of the Intramural Handbook.

**Offences subject to a period of probation or suspension:**

1. Using profane speech or gestures during the period of game.
2. Threatening or taunting a participant, student director or game official.
3. Fighting during the period of game participation.
4. Making a physical movement to grab or hit a participant, student director or game official.
5. Being in possession of unassigned intramural equipment.
6. Attempting to cause bodily injury through unnecessary and illegal conduct.
Any individual who is a member of any of the intercollegiate teams cannot participate in those sports offered through the intramural department which are related to the sport in which they participate. Individual must be OFF any Active University Roster for one full year.

Student Government Association (SGA)
The Student Government Association at Bethel University has traditionally played an important role in student life. Participation in student government is open to all enrolled students. Class, organization, club, and committee affiliation elect representatives to the SGA. Each spring, campus-wide elections are held to select the president and other executive committee members. Class presidents are elected in the beginning of each fall semester. The SGA, through its various committees and projects, provides an excellent leadership opportunity for interested students. Participation in the Student Government Association provides an opportunity for students to influence student life of Bethel in many ways:

1. SGA represents the student body on important matters through its elected representatives.
2. Students' needs and opinions are expressed to the administration and faculty by the officers.
3. SGA is involved in campus projects that help promote the University.
4. SGA is involved in the sponsorship and promotion of major campus events and student elections.
5. Students are appointed to serve on Faculty and SGA standing committees.

One student is selected to serve on the Faculty Curriculum and Academic Policy Committee.

SGA Standing Committee Appointments include: Constitutional Board of Review, Elections, Food, and Homecoming and Social Activities.

Academic Organizations
Academic organizations offer each student the opportunity to develop professional growth in academic areas. Students are encouraged to join the organizations that are of greatest interest to them.

The writing club, Scrivener, offers programs and meetings on writing for classes as well as a multitude of writing workshops.
The Psychology Club offers programs that encourage awareness and appreciation for psychology.
The Reading Club offers meetings that discuss reading and other book-related topics.
The Student Tennessee Education Association (STEA) offers programs of a varied nature designed to enrich the professional background of students entering the teaching profession.
Alpha Phi Sigma is the National Criminal Justice society that offers meetings and programming that promote and inform students on the field of Criminal Justice.

Honor Society
 Gamma Beta Phi, a national honor society, recognizes superior scholastic achievement, composed of membership by invitation only to the top 20% of each class. The honor society has regular meetings, activities, and service projects and attends national conventions each year.

Religious Activities/Organizations
Religious organizations and activities are a vital aspect of Bethel University's commitment to spiritual development. The development of sound Christian philosophy and character is an integral part of Bethel's educational objectives. To facilitate this development, students are encouraged to attend religious activities.

Chapel Services are every Tuesday at 11:00 a.m. in either the Bouldin Auditorium of the DFAB or the Cole Chapel on the third floor of Campbell Hall. Guest ministers, lay ministers, and student ministers participate in the services each week, with different Christian affiliations each week.

Communion Services are every Thursday at 11:00 a.m. in Cole Chapel on the third floor of Campbell Hall.

Courses in religion and Biblical studies are offered each semester and a large number of churches in the McKenzie area provide an opportunity to attend worship services at the church of one's choice.

Fellowship of Christian Athletes offers coaches, athletes, and whomever they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord and serving Him in their relationship.
Cumberland Presbyterian Ministry welcomes students of every denomination but follows the guidelines and beliefs of the Cumberland Presbyterian Church. The students meet once a week.

Baptist Collegiate Ministry is affiliated with the Southern Baptist Denomination. The students meet every Monday for a meal and fellowship and one other night a week for Bible Study and Worship.

Other Organizations
Bethel University is home to several other organizations as well.

Rotaract is a campus extension of the Rotary Club and is aimed at service in the community and on campus.

Bethel University Fitness Society (BUFS) is an organization aimed to bring awareness of the fitness lifestyle and its benefits to Bethel University and the entire Bethel community.

Bethel University International Students (BUIS) is an organization aimed at helping the International Students cope with the culture change, as well as offer them a place to get involved on campus.

If you are interested in creating a club or organization on campus and do not see it listed here, contact Director of Student Activities, Caleb Butler, by email at butlerc@bethelu.edu or visit his office in the Vera Low Student Enrichment Center.

Greek Organizations
Much of the social life at Bethel surrounds the various activities and projects of the fraternities and sororities. The fraternities and sororities promote academics, leadership, brotherhood and/or sisterhood, worthy character and high ideals, and encourage worthwhile service projects. Many students enjoy the personal growth opportunities and long lasting friendships provided through the following local Greek organizations:

Fraternities: Phi Delta Sigma, Zeta Delta Tau, Kappa Phi Rho, Phi Beta Sigma, Inc., Phi Mu Alpha, Omega Psi Phi, Inc., Alpha Phi Alpha, Inc., Kappa Sigma.
Sororities: Lambda Sigma, Beta Sigma Rho, Delta Phi Nu, Zeta Nu Theta, Zeta Phi Beta, Inc.

Greek Council will meet the first and third Thursday of every month at 11:00 am (location TBA). The president and a representative from each fraternity and sorority make up the Greek Council.

POLICIES FOR STUDENT ORGANIZATIONS

Student organizations are under the supervision of the Director of Student Activities, Director of Greek Life, and the Dean of Student Development. In an effort to assist in the efficient functioning of all campus organizations and clubs, and to facilitate planning, coordination, and promotion of each organization's activities and events, the following guidelines have been established:

1. The University prohibits illegal discrimination by student organizations. For example, the University requires that student organizations be organized, admit to membership and participation, and in all respects function without regard to a student’s race or national origin. Only when the law permits discrimination by student organizations on the basis of gender, for example in the membership of sororities and fraternities will the University allow gender discrimination in student organizations.

2. Each organization or club is required to present all current "Organization Information," an organizational file containing their constitution, a list of officers, and all current members to the Director of Student Activities/Director of Greek Life. This file should include the name, cell phone number, BU email address, and classification of each active member, as well as all inactive members still enrolled at BU.

3. Each organization or club is to have an advisor approved by the Director of Student Activities/Director of Greek Life. The advisor must be a full-time staff or full-time faculty person. The organization or club should elect this advisor by May 1 for the following academic year. The organization or club should gain the consent of the elected advisor and notify the Director concerning the advisor selected. The duties of the advisor are:
a. Advise the organization or club concerning projects and activities;
b. Attend organization or club activities and meetings;
c. Insure the polices of the organization or club and University are followed; and
d. Serve in developing in the organization or club the ideals of quality, service, leadership, and creative thinking.

4. Student participation in organizations, clubs, and/or activities is restricted by the following:
   a. A student with a cumulative Grade Point Average below 2.25 may not participate in any campus organization or club;
   b. A student on Disciplinary Probation may not be elected to or hold an office in any campus organization or club;
   c. A student on Disciplinary Probation may not represent the University through the activities of an organization or club.
   d. In order to pledge a sorority/fraternity, a student must establish a cumulative grade point average of 2.5 and have a minimum of 12 credit hours, excluding dual enrollment.
   e. Students desiring to pledge a sorority/fraternity are required to attend every night of Rush Week (4th week of each semester).

5. In order to schedule activities and events, an organization or club should contact the Director of Student Activities/Director of Greek Life/Intramurals and complete an “Activity Registration Form.” All forms must be turned in no later than one week prior to the event is to be held and must be approved by the Director of Student Activities/Director of Greek Life. Sponsored activities and events should be placed on the University calendar maintained by the Office of Development. Activities and events should be well planned in advance to insure dates and to avoid conflicts. Academic courses will have absolute priority in use of facilities. The Office of Student Activities/Greek Life must approve fundraising activities.

6. Bulletin boards are provided around campus to publicize activities or events. Advertising placed in any building on campus must have an approval signature from the Director of Student Activities/Director of Greek Life before posting. Please refrain from taping notices on windows and doors.

7. The Director of Student Activities/Director of Greek Life will check qualifications of each member in an organization. A student is not allowed to participate in any Bethel recognized organization if he/she is on academic, disciplinary or social probation.

8. Written event cancellation must be made 48 hours prior to the event and turned into the Director of Student Activities/Director of Greek Life and Security.

**EMERGENCY INFORMATION**

It is important to notify the Resident Life Staff and the Campus Security officer whenever emergencies arise. Quick Response Books are posted in all buildings. For your safety, please become familiar with the emergency plans in these books.

**Bomb Threat** - If a bomb threat is received, residents will be asked to vacate the building. Students are required to follow the instructions of the civil authorities and campus administration.

**Earthquake** - Posted throughout all of the campus buildings are schematic floor plans for each building showing the safest place to be during an earthquake or tornado. Students, faculty, and staff are required to follow these instructions and will be advised by the proper personnel when it is safe to emerge.

**Evacuation Procedures** - Posted throughout the building are instructions for the proper and orderly evacuation of the residence hall in case an emergency should arise. Posted are directions and schematic floor plans. It is important that each student attend his/her "dorm meetings" to be advised to the particular instructions for the residence hall in which he/she is living. Each student will be given specific instructions regarding fire safety and what to do in case of fire or other emergency situations. Each student is required to become familiar with these policies.

**Fire** - When you see smoke or flames, pull the nearest fire alarm box and then evacuate the building. When time permits, report the fire to the Residence Life Staff and the McKenzie Fire Department, giving exact location of the fire. --- *It is a University policy that whenever the alarm is sounded, each person in the building is required to evacuate the building immediately.*
FIRE EVACUATION AND REPORTING POLICY

1. Upon discovering a fire, sound the alarm, both verbally and mechanically by pulling the fire alarm on the wall. Evacuate the premises.
2. If there is smoke in the room or hall, keep low to the floor.
3. Before passing through a door, feel it. If it is hot, do not open it.
4. If you cannot leave the room, open the window. If you are trapped in your room, call 911 to alert them that you are trapped and give your exact location or try to get the attention of the fire department outside the building by waving an object in the window.
5. If you are able to leave the room, go to the nearest exit or stairwell. If it is blocked, go to an alternate exit.
6. In reporting the fire, dial 911. Tell the dispatcher the location and situation clearly and calmly. Stay on the line until released by the dispatcher. It is University policy to report all fires, whether small and under control or large and serious. After notifying 911, notify Campus Security and/or the Residence Life Staff.
7. Students who initiate a false fire alarm (i.e., flat irons, curling irons, popcorn, vaping, etc.), and the Fire Department responds to the alarm, will be charged the cost of $150.00 the Fire Department charges to respond to all fire alarms.

Fire extinguishers are located on each hall for the use of fire safety. Tampering with, damaging, removing or stealing fire safety equipment will result in extreme disciplinary action being taken, to include any civil law penalties.

Severe Storms - Occasionally, severe weather frequents the area in the form of severe storms or tornados. In the case of storms, please be sure that your room windows have been closed to protect personal belongings from water and wind.

Tornado - In the event of the alarm sounding a tornado warning, residents of Morris, Heritage, University, Wildcat Cove, and Prosser Halls are required to close and lock their room doors and evacuate to lower level inner suites. Residents of McDonald Hall are instructed to go to the basement. West Hall residents are required to close and lock their room doors and evacuate to lower level hallways. Residence Life Staff and Campus Security will circulate and provide updated information and instructions.

A "tornado watch" means that weather conditions are favorable for the occurrence of a tornado. When a tornado watch is in effect, you should stay alert for further information.

A "tornado warning" is issued when a tornado has been sighted in the area. When a tornado warning is in effect, you should proceed to designated tornado shelter, posted in each building.