



STUDENT HANDBOOK

COLLEGE OF ARTS & SCIENCES

2018–2019



BETHEL
UNIVERSITY

CAS Student Handbook 2018-2019

The Bethel University College of Arts & Sciences Student Handbook contains important information enrolled students need to know, including guidance on student conduct and disciplinary processes. Students are responsible to read and abide by the policies and university standards contained in the student handbook. Students are advised to review the handbook each year and as needed for important and new information they are expected to know. While the policies and standards outlined in the handbook provide students with an effective set of guidelines for personal conduct, the university retains the right to enact additional policies and regulations, correct errors, or modify existing policies as it determines. This handbook supersedes and replaces all previously published and/or online versions of the Bethel CAS Student Handbook. However, all policies and practices described in this handbook are subject to change without prior notice. Any amendments, revisions, additions, or deletions to this handbook may not be immediately reflected in this publication, but will be made available at cas.bethel.edu/handbook or through other means. New or modified policies are effective immediately unless otherwise noted.

Contents

- A Covenant for Life Together at Bethel 3
- Office of Student Life 6
- Student Life Policies and Procedures 8
- Student Life Resources19
- Campus Policies and Procedures 20
- Campus Resources 32
- Office of Residence Life 33
- Residence Life Housing Procedures 34
- Residence Life Policies and Procedures 37
- Residence Life Resources 43
- Index 45

Students will be referred to the College of Arts & Sciences Student Online Handbook located at cas.bethel.edu/handbook.

Covenant for Life Together

Bethel University is an educational community committed to integrating evangelical Christian faith with learning and life. As people created in the image of the covenant-making God, we covenant together to discover the mind of Christ and to become like Christ. We pursue this mission as people called by Jesus to live holy lives according to the values, expectations, and goals of the Kingdom of God. A crucial part of our mission is to develop whole and holy persons who will go into the world to serve others.

To be whole and holy means to be dedicated to God with purity of thought and action. It means that we are to serve God using the gifts and abilities we have been given. Our community has a special calling to discover, teach, learn, and live what is true. We strive to understand the world in light of the life, death, and resurrection of Christ. This gives us a distinctive worldview, educational mission, and calling.

Our calling includes a commitment to nurture one another. We strive to elevate Kingdom values over personal agendas. We attempt to measure every decision and priority in terms of our loving submission to the lordship of Christ and our commitment to one another. Christ's power within us and a clear sense of our calling give us a joyful freedom to do God's will.

Jesus taught us that right motives and loving relationships are at the core of whole and holy living. His two greatest commands are to love God with all of our heart, soul, and mind and to love our neighbors as ourselves [1]. These commands connect serving God with serving others. In grace, Scripture also gives us specific rules to guide us in living. Jesus taught that keeping these rules is an expression of love for God. [2] The Bible condemns legalistic rule-keeping. It emphasizes loving relationships and pure motives in living out these rules [3].

Living a Biblical Lifestyle

The Bible frequently speaks about a holy lifestyle. Such passages are found throughout the Old and New Testaments [4]. **The Bible describes character qualities and actions that should be present in the lives of believers.** These include prayer, kindness, humility, compassion, forgiveness, hospitality, personal integrity, generosity to the poor, care for the oppressed, study of God's Word, accountability to one another, sharing our faith with others, recognition of the rights of others, commitment to justice, regular gathering for worship, and living in harmony.

The Bible also identifies character qualities and actions that should not be present in the lives of believers. For example: destructive anger, malice, rage, sexual immorality, impurity, adultery, evil desires, greed, idolatry, slander, profanity, lying, homosexual behavior, drunkenness, thievery, and dishonesty [5].

Special Expectations for the Bethel Community

Because of Bethel's commitment to Christ, our unique calling as an educational community, and our understanding of what it means to live in today's world, we want to state clearly some of Bethel's rules and expectations. These are based on:

- our understanding of the Bible and its authority for our faith and life;
- our desire to promote wellness and health in all areas: social, emotional, mental, physical, and spiritual;
- our theological and cultural heritage;
- our understanding of our mission and calling.

We recognize that not all devout Christians share these rules and expectations. However, certain issues are important for our educational mission and our life together at Bethel. They are designed to facilitate our growth, development, and learning as a community.

We view learning and the pursuit of truth as a special calling.

- We commit ourselves to integrity, excellence, consideration of different points of view, and collegiality in all of our academic work.
- We will not tolerate plagiarism and other forms of academic dishonesty [6].
- We believe that life is sacred and people have worth because they are created in God's image [7].

We will value human life in all its diversity and fullness, recognizing that women and men of all races, ages, and ability levels reflect the creative genius of our Maker.

- We view racism and sexism as sinful and reflective of some of the most harmful aspects of our culture. We will abstain from discrimination based on race, ethnicity, gender, age, and disability. We will also abstain from gossip, deliberate divisiveness, and malicious humor.

We believe that our relationships should reflect our connection in the body of Christ [8].

- We affirm mutual respect and promise keeping in relationships between students, colleagues, teachers and learners, spouses, and friends.
- We grieve the hurt and destructiveness of broken relationships, especially those involving divorce and abuse. We will strive to be a community where healing occurs.

We believe our minds and bodies should be used in God-honoring ways [9].

- We will promote the health of our bodies, minds, and emotions.
- We will abstain from illicit or nonmedical use of drugs, narcotics, and other substances. We will also abstain from use or possession of tobacco in any form.

We view sexuality as one of God's good gifts [10].

- We believe that sexual intercourse and other forms of intensely interpersonal sexual activity are reserved for monogamous, heterosexual marriage. We recognize that sexual purity involves right motives as well as right behaviors.
- We prohibit the possession and use of pornographic material. In addition we condemn sexually exploitive or abusive behavior and sexual harassment in any form.

We value the wise stewardship of resources [11].

- We believe all human and natural resources are a trust from God. We value work, creative expression, and wise use of time, ability, and money. We believe in wise use of natural resources. We will use them to do God's work and to benefit God's creation.
- We prohibit gambling and vandalism. In addition we reject materialism and harmful exploitation of natural resources.

We believe that maturity calls for us to exercise discretion in our behaviors.

- We believe that God is honored by careful thinking and joyful use of our creativity and imagination. While the media and the arts can be valuable forms of recreation, our commitment to learning calls us to think critically about them and to see them as empowering and liberating ways to understand truth and beauty.
- We believe that certain forms of leisure, entertainment, and recreation are not congruent with holy living. We will make choices that are consistent with our pursuit of holiness in activities such as theater, dance, and music, or in the use of media and technology such as film, television, radio, and computers.
- At times we will need to follow the biblical mandate to sacrifice our individual liberty for the good of the community [12]. When differences arise, we will choose the course that demands greater personal restraint and self-discipline. We will strive to resolve those differences in a gracious and just manner.

Conclusions About Community Life

Community life at Bethel should be marked by mutual encouragement, sensitivity, and consideration for others. This is particularly important when dealing with our differences. One of the special values of this community is the opportunity to learn from one another including those within other Christian faith traditions. We celebrate our diversity as well as what we hold in common.

Within committed Christian communities there are diverse views regarding the use of alcohol. Some choose a testimony of abstinence for a variety of legitimate and honorable reasons while others believe they can use alcohol occasionally and

moderately without harm to body, spirit, or relationships with others. As a community that honors Holy Spirit-led diversity among Christians, Bethel University employees and students in the Seminary, Graduate School, and College of Adult & Professional Studies are not prohibited from using alcohol in moderation when away from campus and not engaged in official Bethel University activities. Further, employees are expected not to drink alcohol in the presence of Bethel students. Because of the special community nature of the College of Arts & Sciences and the ages of the majority of its students, students in the College of Arts & Sciences will abstain from the use or possession of alcoholic beverages during the school year or while participating in any Bethel-sponsored activity [13].

Living out the call to whole and holy living is challenging. No one does it perfectly. Community members who struggle to follow Bethel's lifestyle expectations and who would like help in living within them are encouraged to talk with appropriate Bethel personnel to seek help in changing [14].

As a community we recognize that worship, fellowship, spiritual nurture, and Christian service are all essential to our growth in holiness. As members of the Bethel community we are expected to participate in these types of activities regularly. Chapel stands out among these opportunities because it is a unifying spiritual experience for our Christian community. All students, faculty members, and administrative leaders are expected to attend chapel regularly. Chapel is a learning experience that is enriched by the diversity of background and worship styles within the community.

As we join the Bethel community we accept these responsibilities and conditions of membership. We agree to live according to this document and other stated expectations as they are applied to us in the student and employee handbooks. If we find ourselves unable to honor these commitments, withdrawal may be in order. We recognize that we have an obligation to hold each other accountable to biblical standards and to the commitments we have made. Appropriate action will be taken to teach, influence, discipline, or even dismiss those who disregard these community expectations. We will strive to have all disciplinary procedures characterized by Christian love and a redemptive spirit.

As we celebrate this covenant calling to whole and holy living, we encourage and challenge each other with these three verses [15].

“Let the peace of Christ rule in your hearts, to which indeed you were called in the one body. And be thankful. Let the word of Christ dwell in you richly; teach and admonish one another in all wisdom; and with gratitude in your hearts sing psalms, hymns, and spiritual songs to God. And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.”

Because of its crucial role in influencing the ethos of the school, this statement of expectations is subject to change only by action of the Board of Trustees. The board holds these standards to be binding for all who voluntarily choose to become a part of the Bethel community.

[1] Matthew 22:37-40

[2] John 14:15, 21

[3] Micah 6:8; Matthew 23:23-24

[4] Examples of such passages are: Exodus 20; Proverbs 6:16-19; Matthew 5-7; Galatians 5:13-25; Ephesians 4:22-5:21; Colossians 3:1-17

[5] Colossians 3:5-8; 1 Corinthians 6:9-10. Employees will not practice, advocate, or affirm these and other biblically proscribed behaviors.

[6] Exodus 20:15; Romans 13:9; 1 Corinthians 13:5-6; 1 Peter 1:22

[7] Genesis 1:27; Ephesians 4:1-7, 15-16; James 2:1-13

[8] Romans 12:3-21; 1 Corinthians 12:12-31; Ephesians 4

[9] Romans 12:1-2; 1 Corinthians 6:14-15; 1 Timothy 4:8

[10] Genesis 1:27-28, 2:24-25; Exodus 20:14; Song of Songs; Matthew 5:27-30; 1 Corinthians 6:15-20, 7:3-5

[11] Genesis 1:28-31

[12] Romans 14:1-23; 1 Corinthians 6:12, 10:23-24

[13] Ephesians 5:18

[14] See the College Student Handbook for information on Bethel's Non-Disciplinary Policy. College students may find the staff in the Office of Student Life, the Office of Campus Ministries, and the Counseling Center to be particularly helpful. Seminary students may find help in the Office of Student Life. In addition, many faculty are willing and able to assist. Employees may find help from peers, the Office of Human Resources, and administrative staff.

[15] Colossians 3:15-17

Office of Student Life

| | |
|-----------------|--|
| HOURS | August–May: 8:30 a.m.–4:30 p.m. June–July: 9 a.m.–4 p.m. |
| LOCATION | BC252 |
| PHONE | 651.638.6300 |
| WEBSITE | cas.bethel.edu/student-life |

WELCOME TO STUDENT LIFE

Student Life is committed to serving you through our relationship in Jesus Christ. We believe that the Holy Spirit provides us with the capacity to serve you with excellence, humility and love.

You will find us interacting with you in the residence halls, on the athletic fields, at the dining center, attending student activities events, and almost anywhere on or off campus where we can be in relationship with you.

It is our hope and prayer to help you develop into the person that God has called you to be. We will encourage you to participate in healthy relationships and to seek God's calling on your life. We are here for you; please seek us out. May the Lord bless and keep you.

In His Service,



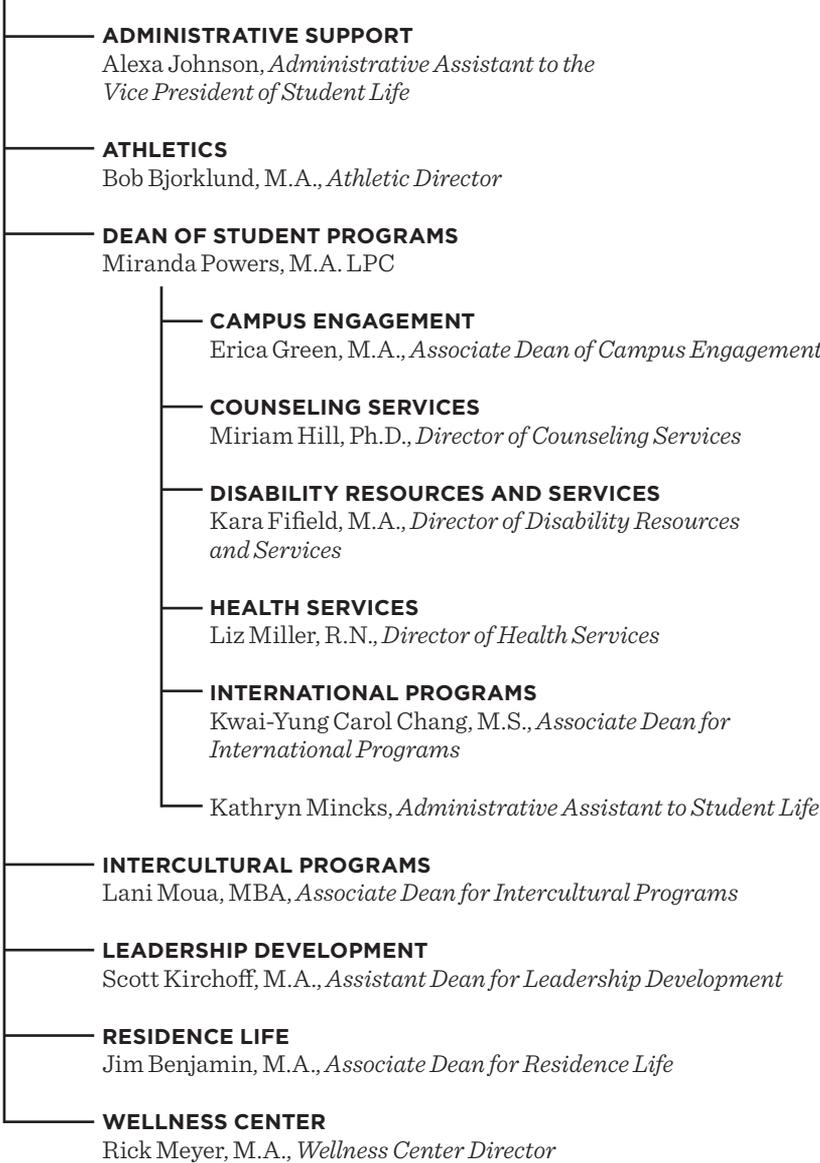
William O. Washington, PhD.
Vice President for Student Life

Student Life Departments and Staff

VICE PRESIDENT FOR STUDENT LIFE

William Washington, Ph.D.,

Leads the Office of Student Life, oversees a team of professionals, and partners with diverse campus constituencies to provide services and programs that enhance the overall student experience and more fully integrate the learning experience in and out of the classroom.



Student Life Policies and Procedures

Non-Disciplinary Policy and Procedures

Any student struggling with difficult personal issues is encouraged to come to the Office of Student Life for help at any time.

If the issues result in violation of Bethel's Covenant expectations or policies (for example, alcohol or drug dependency, premarital sexual activity, dishonesty), no disciplinary action will be taken when a student comes with a spirit of repentance and a desire for help. Student Life staff members will make themselves and their resources available as needed, providing appropriate guidance, support, and accountability rather than discipline. If the issues relate to criminal behaviors, there may be certain legal responsibilities placed upon the institution. Therefore, we cannot promise there will be no consequences. We will work with students to help them seek appropriate resolution, whatever that takes, on or off campus. If a student becomes incapacitated due to alcohol or drug overuse, is in need of medical attention due to alcohol or drug use, or becomes the victim of sexual misconduct while under the influence of alcohol or drugs, student witnesses are asked to contact emergency personnel at 911, the Office of Security and Safety at 651-638-6400, and a residence life staff member immediately in order to protect the health and well-being of the affected student. The individual needing medical attention and those with him or her will not be subject to disciplinary sanctions, but instead will be referred for help with issues related to their alcohol use/abuse as needed. In addition, Student Life staff will work with the student to provide further support and accountability to strengthen their commitment to Bethel's community Covenant and conduct expectations.

Philosophy of Discipline

The purpose of discipline within the Bethel community is to help students become people who are whole, holy, and wise, grow in relationship to God and other community members, and live in harmony with community expectations.

We seek to be redemptive and restorative in ways that are helpful to the individual and beneficial to the community. Discipline within our community provides an opportunity for a student to examine his or her choices within the context of grace as we work to facilitate restoration of the individual to God and to the community. At the same time, we desire that discipline would increase the student's commitment to live in alignment with Bethel's Covenant for Life Together and increase students' knowledge of their value to the Bethel community and their responsibility to it.

We are a community in which all persons are respected as being created in the image of God. We also recognize that each of us has sin in our lives and that none of us are in a place to judge another (Matthew 7:1; James 4:12). Our spiritual tradition and our mutual respect for one another compel us to encourage and support one another with a spirit of grace and forgiveness (Galatians 6:1) as we strive to uphold the standards of our community. It is assumed that members will choose to be self-disciplined and hold themselves personally accountable for the community standards. If that fails, the biblical principles of Matthew 18:15-17 guide our interactions and confrontation with each other.

Community members, especially friends, should assume responsibility to confront those whose behavioral choices fall outside of community expectations. If, after expressing concern and offering help, the problem seems to be of a serious and/or continuing nature, referral should be made to a Student Life staff member. Our desire is that students, faculty, and other members of the Bethel community would approach the Student Life staff with confidence that they will be received gracefully, listened and attended to, and encouraged toward growth and restoration (Hebrews 12:14-15). Student Life professionals are committed to responding in a timely, respectful, and confidential manner.

As the office within the College of Arts & Sciences charged with the responsibility of discipline and care of undergraduate students, the Office of Student Life seeks

to implement a disciplinary process that meets the student as an individual, examines motivations, repentance, teachability, and the student's needs, and then determines an appropriate outcome for any offense based on the preponderance of evidence. Careful attention is given not only to the act in question but to the student in terms of predicament, response, intent, as well as influence upon the rest of the student body. A plan for accountability may be implemented with the goal of restoring the student into harmony with community expectations. While we need to address the student's behavior, our desire is to speak to the condition of the "heart" in ways that foster real change (Hebrews 12:11).

Student Life also has a responsibility and commitment to the health and safety of the community in addition to maintaining a commitment to the particular student. Because an individual's behavior affects others, disciplinary consequences will be decided based on what is best for the community as well as the individual.

At Bethel, it is not acceptable for community members to participate in events at which others from the Bethel community are violating the Covenant for Life Together or Bethel's behavioral expectations. It is expected that students who know of or find themselves in these situations will speak to the offending student(s) about their behavior and remove themselves from the situation. They should encourage any student(s) in violation of Bethel's Covenant to seek accountability, counsel, and help under our non-disciplinary policy (see above). Student Life staff are available to discuss any situation of concern with students and other members of the community and may be contacted at any time. If concern for a fellow student continues, the principles of Matthew 18:15-17 (discussed above) should be followed.

Student Standards and Basis of Conduct

Student Standards of Conduct

Because of our concern for the overall health, wellbeing, and spiritual growth of our students, violations of community standards are seen as an opportunity for dialogue and to support changes

in behavior. It is our hope that your relationships at Bethel will be healthy and contribute to the strengthening of our community. The choices individuals make will have consequences. Students are encouraged to make choices that contribute to their own holiness and wholeness as growing Christian persons.

Compliance with all campus policies:

Students are expected to be familiar and comply with all campus policies as stated in the CAS Student Handbook, including Residence Life, and Security and Safety policies and expectations. In addition, the following illustrations are provided to highlight some specific aspects of our community standards:

Social dancing: Social dancing is permitted on the Bethel campus and at off-campus Bethel events when sponsored by the Bethel Student Government 11 (BSG). Dances in residence halls are not permitted unless sponsored by BSG. Pursuant to educational and developmental programs, certain aspects of folk and ethnic dance, aerobic exercise and movement, and the use of choreography in the theatre and musical productions may be considered appropriate. Students are encouraged to use discretion in their participation in non-Bethel off-campus dances.

Cohabitation: Students of the opposite sex are not to spend the night together in private spaces or live together. This applies on and off campus. It is not possible to provide an example of every possible scenario that could be defined as cohabitation. However, here are some guidelines: • Couples or groups should not be in compromising situations—in bed together even in mid-afternoon, overnight camping, staying overnight in hotel rooms, or in coed living arrangements. • Excessive violations of visitation hours may be considered cohabitation in some circumstances.

Sexual activity: Sexual relationships outside of marriage are a violation of biblical standards, the Bethel Covenant, and student standards of conduct. Students involved in these behaviors are subject to being placed on behavioral probation and may be assigned additional sanctions.

Gambling: Gambling is not permitted

on or off campus. Examples of gambling include, but are not limited to, gambling money in a casino and playing games or cards for money (e.g., poker).

Tobacco: The use of tobacco in any form is not permitted on or off campus. Examples of tobacco include, but are not limited to, cigarettes, cigars, clove or herbal cigarettes, chewing tobacco, and pipe tobacco. In addition, electronic cigarettes (vape) and hookah pipes are not permitted on campus. Students using tobacco are subject to being placed on behavioral probation and may be assigned additional sanctions.

Possession and/or use of alcohol: The possession or use of alcohol on or off campus is not permitted during the academic year. Students using or possessing alcohol are subject to being placed on behavioral probation and may be assigned additional sanctions.

Possession and/or use of illegal substances: The possession or use of illegal substances is prohibited on and off campus. Students using or possessing illegal substances are subject to being placed on behavioral probation and may be assigned additional sanctions, up to and including dismissal from the university, in addition to any legal consequences. Chemical dependency assessment and/or treatment may be required to continue as a student at Bethel. Sale of illegal drugs will result in dismissal from Bethel and will be reported to local law enforcement authorities.

NOTE: Hosting a party where alcohol and/or drugs are available is a serious offense and is regulated by city ordinance in some municipalities in the Twin Cities. Serving alcohol to minors is unlawful in the state of Minnesota. Hosting a party where alcohol and/or drugs are available will result in serious consequences, up to and including dismissal from the university.

Repeat violations of any Bethel policy will merit increasingly serious consequences.

Basis for Student Standards of Conduct

Three primary sources of authority have contributed to the formation of expectations within our community:

1. Scripture: What does the Bible say to us about behavioral expectations? Scripture specifically forbids drunkenness, adultery, and fornication (defined as cohabitation and/or premarital sexual relations of both a heterosexual and/or a homosexual nature). Bethel offers help in clarifying issues of sexual identity and moral behavior for students having concerns in this area.

There are also issues of integrity such as cheating, stealing, dishonesty, and plagiarism (misrepresenting ourselves to others) as well as issues of relationship, some of which might include sensitivity to the need for a quiet environment, concern for the welfare of others, and empathy for weaknesses and faults.

2. Legal Authority: Local, State and Federal Laws

Some of these laws would include such things as theft, possession or use of an illegal substance, underage use or possession of alcoholic beverages, physical abuse against persons or property (rape, assault, vandalism), possession of firearms on campus, violations of copyright laws and illegal entry, to name a few. As members of the Bethel community, we are not exempt from the responsibility for upholding these legal expectations.

3. Evangelical Christian Heritage and Mission of the College

Our roots and values were incubated in and are tied to the Converge Worldwide and other Evangelical Christian traditions. Evangelical churches are those who find their authority in God's word and have stressed the need for a personal redemptive faith in Jesus Christ. Although Bethel is not a church, we are an extension of the church and, as such, we subscribe to some of the traditions that have been passed down to us. Certain expectations have been set up to promote a more positive living and learning environment for students where a relationship with God can flourish.

Disciplinary Policy and Procedures

When a student's behavior is not aligned with the Student Standards of Conduct and/or the Covenant for Life Together, the procedures outlined below will be followed to address the behavior and

restore the student's behavioral good standing with Bethel University. The procedures may be accelerated at the discretion of the Student Life staff.

A. Confrontation and Referral Procedure

Personal confrontation regarding the student's behavior will occur with an appropriate Student Life staff member. An incident report will be completed and reviewed by a Student Conduct and Concerns committee, which will recommend actions appropriate to the behavior and intended to be redemptive and educational. A Student Life staff member will be appointed to work with the student throughout the completion of assigned actions. Documentation, including the Student Life Incident Report and follow-up meetings, will be retained for an appropriate time period in the Office of Student Life.

B. Disciplinary Actions

Disciplinary actions are determined by a Student Conduct and Concerns committee, comprised of Student Life deans and resident directors, and representatives of Campus Ministries, Counseling Services, Security and Safety, and faculty.

Disciplinary actions include, but are not limited to:

- **Educational follow-up meetings**

A student may be expected to meet with a Student Life staff member for a specified number of times for the purpose of accountability, discussion regarding the Covenant for Life Together, and reflection on learning gained through completing other disciplinary actions.

- **Mentoring**

A student may be expected to identify a mature, adult mentor on campus and meet with that individual for a specified number of times for the purpose of personal and spiritual growth, goal setting, accountability, etc.

- **Educational activities**

A student may be expected to complete activities such as participate in an online educational program, conduct research relevant to the disciplinary situation, write a reflection paper, attend an educational program on campus, meet with professional staff in an office providing services such as career development, counseling, disability resources, etc.

- **Fines**

A student may be subject to fines for policy violations and certain behaviors, particularly those causing harm to property, expense to the University, or disruption to the processes of the University.

- **Community Service**

A student may be expected to perform community service hours on or off campus as part of the disciplinary outcome.

- **Written Warning**

A student may receive a written notice, by letter or email, stating the nature of the violation and stating that further violations may lead to additional disciplinary steps.

- **Behavioral Agreement**

The student and the Office of Student Life enter into an agreement, often signed by both parties, stating the nature of the student's violation and the steps that the student and/or the Office of Student Life will take as a result of the student's behavior.

- **Behavioral Probation**

The student is permitted to remain on campus and continue in classes and academic activities with particular conditions specified. These conditions are often stated in the form of a Probation Letter. Special housing approvals, participation in varsity sports, and other co-curricular privileges may be affected. One or more additional disciplinary activity (educational meeting, mentoring, community service, etc.) may be included in the Probation Letter. Students will be asked to notify their parents and/or other adults important in their lives. A temporary record is kept in the Office of Student Life.

- **Removal from Campus Housing**

A student is not permitted to continue living in campus housing and is required to receive clearance from a dean in order to be eligible for future semesters in campus housing. A student is permitted to continue in classes and academic activities.

- **Withdrawal**

The student is permitted to withdraw without privilege of returning until a time specified by the deans. A temporary record is kept in the Office of Student Life.

- **Suspension**

The student is involuntarily withdrawn from Bethel for a specified length of time, ranging from the remainder of a

current semester up to two years. The student may be permitted to reapply to Bethel after a specified period of time and after completing any requirements given at the time of suspension.

- **Expulsion**

The student is permanently separated from the University. A permanent record of expulsion is noted on the student's academic transcript.

- **Additional Disciplinary Responses**

In addition to the responses delineated above, staff members in the Office of Student Life may use other disciplinary actions when deemed necessary and appropriate. These may include, but are not limited to, loss of privileges, parent notification, notification of faculty or coaches (or other staff members when appropriate), a chemical dependency assessment, restitution of personal or institutional damages, reconciliation to individuals or offended groups, and follow-up sessions with a student life staff person, faculty member, or other individual agreed upon by the student and the Office of Student Life.

C. Determination of Disciplinary Actions

Disciplinary actions are determined based on the level of seriousness of the behavior, prior violations of the student standards of conduct, impact of the violation on the community, and the student's honest participation throughout the disciplinary process.

D. Compliance

Students are expected to respond truthfully throughout disciplinary and non-disciplinary processes, and are expected to comply with the requests, sanctions, and expectations resulting from the disciplinary and non-disciplinary processes. Failure to comply may result in further consequences, including dismissal. In addition, failure to respond to a request for a meeting with Student Life staff may result in a disciplinary response up to and including dismissal from the university.

E. Notification of Parents

It is the policy of the Office of Student Life to notify parents regarding the use of alcohol or illegal drugs. If a student is placed on behavioral probation, or dismissed for other reasons, parents are likely to be notified unless unusual circumstances exist. Students are

encouraged to share information regarding any disciplinary sanctions with their parents. Official notification of parents is at the discretion of the Student Life staff. This policy applies to all students up to 24 years of age.

Disciplinary Appeals Policy and Procedure

Bethel has adopted the following appeal procedures to ensure that a fair process for review is available to any student facing the imposition of a disciplinary response to the student's conduct. When a disciplinary response is made, the student is informed, verbally and in writing, of the nature of the conduct that constitutes the violation in question, the disciplinary response that will be made, and the student's right to appeal that response to the appropriate Student Life personnel. Appeals will be considered on one or more of the following grounds:

1. New information or evidence, not available or not previously considered in the disciplinary process, suggests that the student did not commit the acts in question.
2. The disciplinary response taken by the Office of Student Life is disproportionate to the behavioral violation.
3. Disciplinary procedures were not followed as outlined in the written disciplinary policy.

Appeals of disciplinary responses made by the dean of student programs and or/through the Student Care and Concerns processes in Student Life will be addressed to the Vice President for Student Life or the Judicial Advisory Committee (JAC, comprised of two faculty and Bethel Student Government president and vice president, all of whom are current members of the Co-Curricular Advisory Committee).

If a student chooses to appeal a disciplinary response, the student must submit, in writing before 4:30 p.m. on the business day following written notification of the university's disciplinary response, a letter to the Vice President for Student Life stating: (1) the student's desire to appeal the decision; (2) specific objections to the previous decision; and (3) any material relevant to the objections (see the three grounds for appeal listed above). The Vice President for Student Life may respond in one or more

of the following ways:

- Deny the appeal if it does not meet the grounds for appeal
 - Review documentation in student's Student Life file
 - Request a meeting with the student to gather additional information
 - Meet with the staff member that made the initial decision
 - Make an appeal decision based solely on the merits of the appeal as presented in the student's letter
 - Refer the appeal process to the JAC
- Appeal decisions made by the JAC may be appealed to the Vice President for Student Life on the same three grounds for appeal listed above. The Vice President for Student Life is the final authority for all Student Life disciplinary appeals, with the exception of dismissal or expulsion from the university, which may be appealed to the university provost.

In order to appeal a dismissal or expulsion for disciplinary purposes from the university, a student must first follow the above appeal process with the Vice President for Student Life. If the student chooses to appeal the decision made by the Vice President for Student Life, the student may submit, in writing before 4:30 p.m. on the business day following written notification from the Vice President for Student Life upholding the dismissal or expulsion decision, a letter to the university provost stating: (1) the student's desire to appeal the decision; (2) specific objections to the previous decision; and (3) any material relevant to the objections (see the three grounds for appeal listed above). The Vice President for Student Life shall transmit to the university provost the record of the case maintained by the Office of Student Life, as well as other materials deemed relevant to the appeal. The university provost shall decide the appeal on the basis of the written materials submitted by the student and the record submitted by the Office of Student Life. The Provost may also interview the student in the Provost's sole discretion. Upon deciding the appeal, the Provost shall notify the student and the Vice President for Student Life of the decision in writing within a reasonable time after receipt of the record of the case. The decision of the university provost is final

and not subject to further appeal.

Pending final appeal decisions, the student may continue to attend classes and reside in on-campus housing, unless one of the student life deans determines that to do so, would be detrimental to the health or safety of members of the Bethel community.

Student Concerns and Complaints Policy

Bethel's desire is to provide the best experience possible for students as they pursue their education here. Acknowledging that students may on occasion have concerns or complaints about their experience, this policy is established to guide the quick and efficient resolution of concerns or complaints presented to staff members in the Office of Student Life.

The student life division will resolve student complaints for all issues relevant to the Office of Student Life at the lowest staffing level possible. When receiving a complaint from a student, the student life staff person receiving the complaint should make every effort to determine what office is best able to resolve the student's concern and connect him or her directly to an individual in that office who is able to assist. Examples of student complaints may include but are not limited to:

- Academic concerns— Office of Academic Affairs*
- Concerns about finances or a student's bill—Business Office
- Concerns about financial aid— Office of Financial Aid
- Residence life, roommate concerns, housing issues—Office of Student Life
- Parking or security and safety— Offices of Security and Safety or Campus Services
- Meal plans or food service—Sodexo or Office of Campus Services
- Racial or sexual harassment—Offices of Student Life or Human Resources
- General concerns—Bethel Care Committee

When a student presents a concern or complaint to the Office of Student Life that is relevant to the work of student life, the following procedure will be followed: Office personnel (or the staff member receiving the complaint) will determine who in the office (or division)

is best able to respond to the student's concern. When possible, the student's concern should be addressed and resolved by that individual. As a matter of practice, this should be considered the "normal" resolution process. When concerns can be resolved quickly, no formal record needs to be made.

On occasions when a student's concern or complaint cannot be resolved through this procedure, or when the student is not satisfied with the resolution offered, students may make a formal complaint. Formal complaints should be presented in writing to the Office of Student Life. When a complaint is received, the student life personnel receiving the written complaint will forward it to the dean of student programs. The dean of student programs will review the complaint and assign the case to the student life staff member most able to resolve the situation (deans, directors, resident directors, etc.). The student will be notified by letter or email within two business days that his or her complaint has been received and to whom it has been assigned. Student life staff members will make every effort to respond to and resolve the student's complaint within 10 business days (more quickly when possible). The final resolution will be provided to the student in writing and in person when appropriate. If a student is dissatisfied with the resolution offered, he or she may appeal to the vice president for student life. If a student continues to be dissatisfied, a final appeal can be made to the university provost.

Note: When concerns or complaints are first presented by a student's parent(s), parents will be asked to encourage their daughter or son to present the concern or complaint or write the appeal. As a general rule, written correspondence concerning the complaint will always be directed to the student and meetings concerning the complaint should always happen in the presence of the student. Records of student complaints and resolutions will be kept by the vice president for student life.

Student Advocates

Three or more faculty members volunteer to serve each year as student advocates. In that role they make themselves available to students involved in

disciplinary processes. As student advocates, they help students understand the options available and the appeals process. They may help students prepare for a hearing and offer guidance and support. The student life staff encourages students who are in the midst of an appeals process to access the assistance of the faculty student advocates. While an appeal is in process, the student life staff members are limited in the amount of communication and support they can offer to the student who is appealing a decision of their office. Information about faculty student advocates is available from the Office of Student Life.

Bethel Early Alert Connection (BEACON)

Student files managed by the Office of Student Life are stored in Beacon. Beacon is a software tool used by faculty and staff to relay information about students who may be struggling, allowing the appropriate university staff to provide intervention and support to students by connecting them with the right resources on campus.

Student Conduct Board Policy

A Student Conduct Board process exists for the purpose of assisting the Office of Student Life with adjudicating College of Arts and Sciences student conduct violations. A Student Conduct Board may be convened at the request of the College of Arts and Sciences dean of student programs for the purpose of hearing and making a recommendation on student conduct matters that would likely lead to the expulsion, dismissal, suspension, and removal from campus housing of students enrolled in the College of Arts and Sciences. A Student Conduct Board will comprise faculty, staff, and students trained specifically for this role in the student conduct process. Additional information on Student Conduct Board policies and procedures is available from the Office of Student Life.

Alcohol Possession and Use Policy

The possession and/or use of alcohol is prohibited for students in the College of Arts & Sciences during the academic year

While within the Bethel community and the Christian community broadly there are differing opinions concerning the use of alcohol, the majority of students in the College of Arts & Sciences are under the age of 21. As a primarily residential campus, the College of Arts & Sciences attempts to create a community that facilitates an educationally powerful campus climate focused on academic engagement and interpersonal relationships. Alcohol on college campuses has been found to impede both of these goals. Therefore, Bethel students are required to refrain from the possession and/or use of alcohol, on and off campus, during the academic year. The academic year begins when students arrive on campus for official campus activities such as leadership positions, athletic participation, and work as a Bethel student employee, or when the student returns to college housing for the school year for any other purpose. The school year ends after commencement and when students have moved out of their Bethel housing for that school year. Students attending Bethel classes during the summer or who are employed by Bethel University during the summer months remain under the alcohol use restriction.

Educational programs focused on the physical, intellectual, and emotional effects of alcohol use are available to all members of the Bethel community. Those who find themselves struggling with alcohol or substance abuse or addiction can find help through the Office of Student Life, Counseling Services, or Health Services. Students who come to the Office of Student Life seeking help for alcohol-related issues will be responded to under the non-disciplinary policy.

Failure to comply with Bethel's alcohol possession and use policy will result in disciplinary responses up to and including suspension from the university. For further explanation of disciplinary responses to alcohol possession and use, see the Disciplinary Policy and Procedures. See Alcohol and Drug Abuse Resources.

Campus Demonstration Guidelines

Bethel University believes in the importance of freedom of expression and in

the value of permitting all members of the university community to publicly express support for or opposition to issues and actions. It is for the protection of these activities that the following guidelines have been established:

- On-campus groups wishing to demonstrate on the Bethel University campus must submit their plan to the Office of Student Life and receive approval at least 24 hours in advance of the demonstration.
- Groups may submit their plans for a campus demonstration in the Office of Student Life.
- Plans submitted to the Office of Student Life should include the number of people involved, and the location, time, and purpose of the demonstration.
- All protests should be peaceful and respectful of other members of the community and campus property.

The Office of Student Life has the right to discontinue any protests or demonstrations not in compliance with these guidelines. Off-campus protesters are not permitted to participate in a demonstration on the campus without advance permission from the Office of Student Life and may be asked to leave campus at the discretion of Office of Security and Safety personnel or staff members of the Office of Student Life.

Dancing at Bethel University

The *Covenant for Life Together* calls each person in the Bethel University community to work toward becoming a whole and holy person. That commitment requires that we use discretion and think carefully about the choices we make as individuals and the opportunities we offer as a community. Dances at Bethel or at Bethel-sponsored events must be in harmony with the Bethel covenant and guided by biblical principles.

We believe that dance can be compatible with Bethel's mission and its covenant. Dances held at Bethel, or at a Bethel-sponsored function, require careful consideration of music, movement, and atmosphere. We are committed to holding dances that are appropriate to the values of the institution and congruent with our emphasis on becoming 16 whole and holy persons. Therefore, the following guidelines apply:

1. Music at dances, and at all Bethel functions, must be appropriate (refraining from music that is vulgar or overtly suggestive in nature) and pre-approved by Bethel student life staff along with the student leaders responsible for the dance. A Bethel approved DJ should be used for school-sponsored dances to ensure adherence to dancing guidelines.

2. Any Bethel dance, held on or off campus, must be sponsored and overseen by the Bethel Student Government (BSG). Other Bethel departments may collaborate with BSG to hold dances that are in accordance with the stated dancing policies and are approved by the staff advisor for Student Activities (SA). (Generally, not more than 10 dances, on or off campus, will be permitted in a given academic year).

3. Dances may be held only in public areas of campus and must be pre-approved by the Office of Student Life. No dances may be held in nonpublic areas of residence halls.

4. Any off-campus dances should be held at establishments that either do not serve alcohol, or establishments that are closed to the public for a private Bethel event and that agree to abstain from serving alcohol during our event.

5. Each enrolled student may bring one guest to a dance with his/her Bethel ID or advance ticket purchase. Students are responsible for the behavior of guests they bring to Bethel-sponsored dances.

6. Responsibility for maintaining a Bethel-appropriate environment at a dance on or off campus is to be shared by all participants, faculty or staff chaperones, and student leaders in charge of the event. An actively involved staff advisor must be involved with the preparation for, and execution of, all Bethel dances. The staff advisor must be on site for the dance, check in with student sponsors regularly throughout the dance, and be available within minutes to respond to any situations that may arise at the dance. Large dances must have additional sponsors selected by SA members in consultation with the assistant dean of student programs. The number of sponsors will be determined by the assistant dean.

7. Dance movements and clothing must

be appropriate to Bethel and not sexually suggestive. Students whose behavior at a dance is considered to be inappropriate, as judged by the responsible staff and students, will be asked to change that behavior. Students wearing clothing deemed to be inappropriate will be asked to leave and change their clothing. If students persist in the inappropriate conduct, action will be taken based on the severity of the conduct. Possible consequences include: being asked to leave the dance, being denied admission to future dances, and being accountable to the Office of Student Life with sanctions appropriate to the unacceptable behavior.

8. Dancing at Bethel may be reviewed annually by the Office of Student Life and the Bethel Student Government, and evaluated in light of the university's mission and covenant statement.

9. Any major change in dancing policy at Bethel can be made only by approval of the President's Cabinet.

We work together to create an environment at Bethel where dance is a welcome and wholesome social activity that appropriately reflects our Christian commitment and the *Covenant for Life Together*.

Hazing Policy

Hazing of any sort will not be tolerated. Hazing is defined as "committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization." Minnesota Hazing Law, Section 121A.69, Sub. 1 (a). Such misconduct is a violation of Bethel policy and of state and federal law. Appropriate disciplinary action will be taken against any person found to have violated this policy, including the possibility of notifying local law enforcement authorities. Possible consequences may include sanctions against the campus organization, its members, and/or its leadership. Sanctions may include probation, suspension, loss of privileges, loss of funding, or dismissal.

Student Hospitalization & Medical Clearance

Notification of Parents

If a student is seriously ill or has threatened or attempted suicide, official notification of the parents is at the discretion of student life staff. This policy assumes dependent status of students under 22 years of age unless the university is notified otherwise.

Medical Clearance Policy

Prior to clearing a student to return to campus, the Office of Student life desires for students to have proper support. As such, if a student has been hospitalized for physical or mental health reasons, they must complete Bethel's medical clearance process (as stated below) prior to being eligible to resume coursework or return to campus housing.

1. The student should contact a dean in the Office of Student Life. Someone may reach out to the student or parents directly if the student is transported from campus.
2. The Office of Student Life will ask that the student sign a release of information between the treating hospital or medical provider and both, Bethel's Director of Counseling Services and Health Services.
3. The Director of Counseling Services will provide the Office of Student Life with any necessary information regarding the student's hospitalization, diagnosis, and the medical recommendation of the readiness of the student to return to housing and coursework.
4. The assigned dean from Student Life will be in contact with the student following release from the treating clinic or hospital.

Following completion of the above steps, an authorized dean in the Office of Student life will make a final decision whether the student will be permitted to return; whether the student will need to withdrawal or stop-out; or whether more information is needed.

Political Campaigning Policy

Bethel University welcomes political candidates to campus for the purpose of campaigning. In accordance with Fair Campaign Practices (MN Statutes, Section 211B.20), Bethel permits candidates access to campus buildings and campus residences under the following conditions:

Regarding political candidate visits:

1. A candidate must seek admittance solely for the purpose of campaigning.
2. Proper identification of the candidate is required.
3. An appointment is made in advance with the appropriate Bethel office to gain access to the facility (Residence Life for college residences, Office of Student Life for main campus buildings).
4. Campaign workers (up to four in 18 number) must be accompanied by the candidate.
5. The public areas of the campus are available to candidates and their campaign workers from 8 a.m. until 10 p.m.
6. A candidate may reserve a table in the Brushaber Commons on which to display campaign materials. Policies and procedures detailing the reservation of a promotional table in the Brushaber Commons can be found at: cas.bethel.edu/bsg/requests/
7. Residence halls and apartments may be accessed after noon and before 9 p.m.
8. Candidates and campaign workers may go to individual rooms in university residences only during visitation hours, but are welcome in lounges and other public areas in each building during open hours and with prior approval. In apartment settings, including Heritage Hall and the townhouses, individual units may be accessed during open visitation hours.
9. Bethel reserves the right to ask candidates and/or campaign workers to leave campus for good cause.

Regarding political events:

1. Political rallies, forums, or events must be sponsored by official BSG student organizations or clubs.
2. For political events, final approval will be made by the Dean of Student Programs (651.638.6300).

Additionally, Bethel University requires a minimum seven days notice for all campaign related requests. All requests may be made to the Dean of Student Programs at 651.638.6300.

Campaign posters, lawn signs, and similar materials generally may not be posted on university property;

however, notices announcing political events and signage displayed by students in their residences are allowed in accordance with Bethel's advertising guidelines, which can be found at: confluence.bethel.edu/display/stulife/Advertising+Guidelines

Pregnancy Policy

God created us as sexual beings; therefore, we use God's standard as the foundation for addressing sexual behavior in the Bethel covenant. We acknowledge that these standards are sometimes violated by community members and that the result may be a pregnancy occurring outside of a committed, marital relationship. While premarital sexual activity may be subject to the disciplinary process, Bethel's response to pregnancy is to provide support and resources for the students involved. Both the male and female students involved in a pregnancy may remain enrolled at Bethel during and after the pregnancy. Our hope is that we can minister grace to those who are repentant, hold them accountable for future sexual behavior, and restore them to the community. A more complete copy of our guidelines for responding to pregnancies at Bethel is available from the Office of Student Life.

Social Media and Online Communities

Online communities can help students connect with each other in many positive ways. We acknowledge how important these connections can be for you during your college years. We advise you, however, to use discretion when posting personal information on the internet. Be aware that your information is not private and that your personal safety can be compromised by posting information about your whereabouts and activities. All participation in social media and online communities using Bethel University computing resources must be in compliance with the Bethel "Information Technology Responsible Use" policy. Visit <https://iam.bethel.edu/ruptext.html> for additional information.

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Solicitation

No soliciting is permitted in any residence and students are not allowed to operate a business (such as babysitting/childcare, multi-level marketing, etc.), sell any kind of merchandise, solicit subscriptions, or engage in any kind of commercial activity anywhere on the university campus without the written permission of the associate dean of students. Permission will not be given to businesses that 1) compete with campus vendors; 2) use the university computer network, servers, computers, bandwidth, etc.; 3) take up large amounts of university facility space; or 4) use university resources. If you see someone soliciting products, please ask them if they have received permission. Solicitation includes selling or distributing free materials door-to-door, and group parties such as Amway®, Mary Kay®, Tupperware®, etc.

Violent Acts or Threats

The university will not tolerate acts or threats of violence against members of this community or retaliation against any individual reporting a threat or act of violence. This prohibition includes verbal, non-verbal, or written actions and all forms of intimidation. Student life staff and security and safety personnel may require students involved in prohibited conduct to leave campus immediately pending the investigation of the incident. Violations of this policy, regardless of intent, may result in suspension or other disciplinary action, up to and including dismissal from the university

Student Life Resources

LOCKER REQUEST FORM

Visit cas.bethel.edu/student-life/services/commuters/locker-request to request a locker.

ALCOHOL AND DRUG ABUSE RESOURCES

| RESOURCES | |
|--|---|
| <p>Bethel University Counseling Services 651.635.8540 bethel.edu/counseling-services <i>Counseling, support, referral assistance</i></p> | <p>Bethel Office of Student Life 651.638.6300 bethel.edu/undergrad/student-life <i>Counseling, support, referral assistance</i></p> |
| <p>MN Adult & Teen Challenge 612.373.3366; mntc.org 1619 Portland Ave S Minneapolis, MN 55404 <i>Residential and outpatient programs for teens and adults; faith-based recovery programs</i></p> | <p>Hazelden Treatment Center 866.831.5700 hazelden.org <i>Residential treatment program for adults and adolescents, family program</i></p> |
| <p>Fairview Outpatient Programs 612.672.6999 (800.824.1953) fairview.org <i>Consultation, inpatient and outpatient treatment programs, family program</i></p> | <p>MN Prevention Resource Center 651.674.4085 (877.935.4426) mnprc.org <i>A clearinghouse for alcohol and drug abuse prevention, information, and local services</i></p> |
| <p>Narcotics Anonymous 612.822.9472 (877.767.7676) naminnesota.org <i>Help for addicts only, 12-step program for people who are addicted to drugs</i></p> | <p>MN Recovery Connection 651.233.2080 minnesotarecovery.org <i>A clearinghouse for alcohol and drug abuse prevention, information, and local services</i></p> |
| <p>Substance Abuse and Mental Health Services Administration (SAMHSA) 877.726.4727 samhsa.gov <i>A national clearinghouse for alcohol and drug abuse prevention, information, and services</i></p> | <p>Ramsey Co. Mental 651.266.4008 co.ramsey.mn.us/hs/mhc/ <i>Free assessment for any resident of Ramsey County; 24-hour helpline</i></p> |
| <p>African American Family Services 612.871.7878 <i>Walk-ins, referrals, crisis diagnosis, counseling, support groups, family counseling</i></p> | <p>United Way's First Call for HELP Cell Phone: 800.543.7709 Land Line: 2-1-1 unitedwayhelps.org <i>Information referral agency, 24-hour service</i></p> |

ADDITIONAL INFORMATION

- Al-Anon/Alateen: www.al-anon-alateen-msp.org
- National Institutes on Drug Abuse: www.nida.nih.gov
- MN Crimes and Penalties: Drugs: www.revisor.mn.gov/statutes/?id=152
- MN Crimes and Penalties: Alcohol: www.revisor.mn.gov/statutes/?id=169A
- Federal Drug Trafficking Penalties: www.justice.gov/dea/agency/penalties.htm

ADVERTISING GUIDELINES

Visit the online edition of the Student Handbook to view guidelines for advertising in the following areas:

- Brushaber Commons Table Request
- Banner Brackets
- Chalking Guidelines
- Egg Advertising
- Guidelines for Directional Signs
- Mascot Costume Rental
- Monson Dining Center Advertising
- Poster Advertising
- Post Office Advertising Guidelines
- Skyway Advertising

For advertising strategies that do not fit the parameters outlined in these guidelines, a written request for approval must be made to the Administrative Assistant for Student Life at 651.638.6902 a minimum of seven days prior to the first date the advertising will be displayed.

Campus Policies and Procedures

Academic Honesty

Since Bethel University is a Christian academic community, its fundamental purpose is the pursuit of knowledge and the development of growing Christian persons. Essential to the success of this educational mission is a commitment to principles of ethical academic integrity. Every member of the university community is responsible for upholding the highest standards of honesty at all times. Students, as members of this community, are also responsible for adhering to the principles and spirit of academic honesty. Violation of honesty standards can result in denial of credit (U or F) in a course, as well as dismissal from the university. Penalties are given at the discretion of the faculty member, and offenders will be referred to the vice president and dean of the College of Arts & Sciences. Students charged with a violation have the right to appeal any disciplinary action. Contact the Office of Academic Affairs for details on the appeal process. The appeals process is as follows:

As soon as possible following the disciplinary action in question, the student will seek to resolve the matter first with the instructor or with the party directly responsible for the decision, and then with the department chair. (If the instructor is the department chair, the student should contact the appropriate divisional dean.)

If after talking with the instructor and the department chair, the matter is not resolved, the student may appeal in writing to the vice president and dean. This written appeal must be received within

three weeks of the decision or incident in question.

For more information on Academic Appeals Processes visit <http://catalog.bethel.edu/arts-sciences/academic-information/academic-appeals/>

ACADEMIC DISHONESTY DEFINITIONS

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of such activities include, but are not limited to, the following definitions:

1. **Cheating** - Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work. Example: using a cheat sheet on a quiz or exam.
2. **Plagiarism** - Using the ideas, data, or language of another without specific and proper acknowledgement. Examples: misrepresenting another's work (paper, lab report, article, or computer work) as one's own original creation and submitting it for an assignment; using someone else's ideas without attribution; failing to cite a reference or to use quotation marks where appropriate.
3. **Fabrication** - Submitting contrived or altered information in any academic exercise. Examples: making up data for an experiment; fudging data, citing nonexistent resources, or padding bibliography.
4. **Multiple submission** - Submitting, without prior permission, any work submitted to fulfill another academic

requirement. Example: submitting the same paper for two different classes.

5. Misrepresentation of academic records - Misrepresenting, tampering with, or attempting to tamper with any portion of a student's academic record, either before or after coming to Bethel University. Example: entering an unauthorized change to a grade.

6. Unfair advantage - Attempting to gain unauthorized advantage over fellow students in an academic exercise. Examples: gaining unauthorized access to examination materials (either past or present); obstructing or interfering with another student's efforts in an academic exercise; misrepresenting the need for an absence or extension; continuing an exam beyond the prescribed time limit; destroying, hiding, removing, or keeping academic resources.

7. Digital offenses - Unauthorized destruction, modification or duplication of digital assets. Examples: software piracy; hacking; constructing or utilizing viruses; knowingly introducing viruses into a system; copying programs and data belonging to others.

8. Facilitating academic dishonesty - Knowingly helping or attempting to help another violate any provision of this code. Example: unauthorized working together on a take-home exam or other individual assignment; sharing exam content with someone who has not yet taken the exam.

Computer Crimes

Bethel Information Technology Services (ITS) strives to provide high-quality computer hardware and software as well as a secure and reliable network. As a Bethel student you are responsible for adhering to Bethel's Responsible Use of Information Technology Resource Policy. The policy applies to University owned hardware and software as well as privately-owned devices using the Bethel network and resources. Responsible Use should always be in line with Bethel's Covenant for Life together, as well as legal, ethical, and consistent with good stewardship of shared resources. This policy prohibits the use of Bethel's network to access or view pornography or other information or images that are in violation of

Bethel's Covenant for Life together. This includes the use of Bethel hardware, software, or network for illegal activity such as making unauthorized copies of copyrighted material. Security is a vital part of responsible use of technology, this includes things like not sharing your password, remaining alert and informed when using the internet, and respecting the privacy and security of other users.

Confidentiality of Student Records and FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law enacted to establish procedures for disclosing information contained in student records and to protect the privacy of these records.

Visit bethel.edu/registrar/ferpa for information about FERPA, the disclosure of directory information, and the following forms:

- Non-disclosure Form
- Release of Information Form

Criminal Records, Employment, and Financial Aid

Bethel University is required by law to notify students that arrests, charges, or convictions of criminal offenses may limit employment possibilities in specific careers and occupations, and may limit their ability to obtain federal, state, and other financial aid. If students have questions about the possible impact of criminal records, they should further investigate any such requirements for their desired occupation(s) or financial aid.

Drug and Alcohol Free Campus

The standards of conduct at Bethel University clearly prohibit the use, possession, and/or distribution of illicit drugs and alcohol by students and employees on Bethel premises during the school year. Additionally, because of the special community nature of the College of Arts & Sciences and the ages of the majority of its students, students in the College of Arts & Sciences will abstain from the use or possession of

alcoholic beverages during the school year (on and off campus) or while participating in any Bethel-sponsored activity throughout the year. See the Covenant for Life Together expectations, university policies concerning alcohol and drug use, resources for rehabilitation and counseling, and disciplinary sanctions regarding this policy.

Use of these substances may lead to substance dependency, lack of productivity, chronic health problems, and even death in extreme cases. Information about health risks associated with the use of illicit drugs and the abuse of alcohol; about applicable sanctions under local, state, and federal laws; and about available treatment, counseling, and rehabilitation programs for drug users and alcohol abusers will be distributed yearly.

The university will impose sanctions on community members who violate laws and/or campus policy up to and including dismissal or expulsion and may refer them for prosecution under local, state, and federal law. Legal sanctions under applicable local, state, or federal laws may include incarceration, significant monetary fines, probationary terms, and other penalties.

Rehabilitation may become a condition of continuing association with the institution. Appropriate referral to counseling and health agencies will be made for individuals as needed. The Office of Student Life is available to provide support, additional information, and educational opportunities.

Fundraising Guidelines

Overall responsibility for all fundraising rests with the Bethel University Office of Advancement.

All fundraising activities where off-campus individuals, businesses, or organizations are contacted require the authorization of the Associate Vice President for Development. Permission will be granted for fundraising that does not interfere with normal Bethel University fundraising activities and only if funds are to be raised for a purpose consistent with university objectives. All solicitations for gifts of any kind are to be conducted under the

direction of the Office of Advancement.

Faculty and Staff should follow guidelines for grant/fundraising requests processed directly with the Office of Advancement.

Student fundraising projects must meet the following guidelines:

1. All fundraising projects must have prior approval from the Office of Student Life. (The fundraising request form is linked below.)
2. Projects must be sponsored by a Bethel entity (academic department, official club, organization, etc.).
3. Public sales (t-shirt sales, flower sales, etc.) will not be conducted until the organization has sought funding through other channels (Student Senate, intramural funding, etc.).
4. No organization shall conduct more than two fundraising projects during an academic year.
5. Fundraising projects shall not be in direct competition with Sodexo or the campus store. All sales of any kind must be submitted to the director of conference and event services.
6. All required signatures must be obtained before the project start date.

Campus organizations should seek to fund their activities in an orderly manner through membership dues, student government funding, budget processes, etc. Solicitation from the Bethel community and from entities outside the Bethel community should be kept to an absolute minimum.

Students should complete the online form to begin the fundraising request process.

Recording policy

Faculty, staff, and students in the Bethel community have a reasonable expectation of privacy. Recording without consent is not compatible with promoting an environment of trust and open dialogue. As such, audio and video recording of conversations, meetings, and other campus processes, without the knowledge and permission of all involved parties, is prohibited.

Sexual Misconduct Policy Summary

BETHEL UNIVERSITY AND BETHEL UNIVERSITY FOUNDATION

Sexual Misconduct Policy and Procedures Summary

Bethel University and the Bethel University Foundation (hereinafter referred to as Bethel) are committed to maintaining a Christ-centered community, free of discrimination, including sexual harassment, sexual violence, and sexual misconduct in all of its forms. Bethel prohibits domestic violence, dating violence, sexual assault, and stalking. Bethel will not tolerate sexual misconduct by or against its students, faculty, or staff. In addition, visitors, volunteers, vendors, consultants, third parties, or any person that provides services to Bethel are required to comply with the provisions of this policy. All community members must comply with this policy, whether on campus or off campus when engaged in activities sponsored by Bethel, or otherwise related to Bethel or its business. Such activities include, but are not limited to classes, seminars, meetings, and study abroad programs.

All employees are required to report any instance of sexual harassment, sexual violence, and sexual misconduct to the Title IX Coordinator. The only exception to being a mandatory reporter is if one is a confidential resource. Confidential resources are listed at the end of this policy.

The purposes of this policy include:

- Prohibiting all forms of sexual misconduct,
- Creating a work environment that is free from sexual misconduct,
- Encouraging good faith complaints when sexual misconduct has occurred, and
- Providing options for addressing and resolving complaints of sexual misconduct.

All incoming students and new employees are required to attend a program on primary prevention and awareness. Persons who believe that they have experienced sexual misconduct or have witnessed sexual misconduct of another

community member are expected to bring the conduct to the attention of appropriate individuals so that Bethel can take prompt corrective action. Bethel will take prompt corrective action against any sexual misconduct by or against its community members. All Bethel community members are directed to implement and abide by the procedures outlined in this policy.

All complaints will be taken seriously and no one who acts in good faith to report sexual misconduct, including third parties (e.g., vendors), will suffer actual or threatened retaliation or reprisal. Complaints of sexual misconduct will be treated in confidence to the extent feasible, given the need to conduct a thorough investigation and take corrective action. If it is determined through an appropriate and prompt investigation that sexual misconduct has occurred, effective corrective action will be taken to eliminate the sexual misconduct, attempt to ensure that it does not recur, and appropriately care for those who may have been harmed. Depending on circumstances and the severity of the conduct, corrective action will vary. Resolution steps could include one or more of the following for students: counseling, advising or coaching from student life or campus ministry professionals, reflection paper, behavioral probation, suspension, dismissal, or expulsion. For employees resolution steps could include one or more of the following: counseling, training, advising or coaching from a professional, verbal or written warning, termination, or criminal prosecution.

For a full copy of the policy, visit our website: <https://confluence.bethel.edu/x/-oCw>

Reporting Sexual Misconduct

If you have personally experienced any form of sexual misconduct, tell someone as soon as possible. Bethel understands that this is a difficult situation. All persons involved will be treated with dignity. Immediate notification, ideally within the first 24 hours after any sexual misconduct occurs, helps assure the preservation of evidence. Campus Security, at the discretion of law enforcement authorities, shall assist with the preservation of evidence

which may be necessary for the proof of criminal sexual misconduct or to obtain a protection order. In an emergency, call 911 or call the Office of Security and Safety at 651.638.6400.

In order to initiate Bethel's response and resolution process under this Policy, you or another person must notify the Title IX Coordinator. If a member of the Bethel community has a concern or has become aware of an instance of possible sexual misconduct involving a student, faculty or staff member, the Title IX Coordinator must be contacted immediately. You may also choose to remain anonymous and submit an online anonymous report: <https://www.bethel.edu/human-resources/complaints-concerns/submit-anonymous-report/>. This report is separate from initiating an informal or formal complaint through Bethel University.

Contact Information:

24-Hour Emergency
911

24-Hour Emergency On-Campus
Office of Security and Safety
651.638.6400
Office location: HC103

Cara Wald, Chief Human Resources
Officer and Title IX Coordinator/
Compliance Officer
c-wald@bethel.edu
Office: 651.635.8657
Cell: 612.709.4783
Office location: ANC530

Shaune Younkens, Title
IX and Compliance Specialist
s-younkens@bethel.edu
Office: 651.638.6992
Office location: ANC530

If any changes are made to the persons holding these positions, current information will be available on Bethel's website.

CONFIDENTIAL RESOURCES:

Counseling Services: 651.635.8540
Campus Ministries: 651.638.6372
Health Services: 651.638.6215

Ramsey County
SOS Sexual Violence Services
651.266.1000
<https://www.ramseycounty.us/residents/health-medical/>

clinics-services/sos-sexual-violence-services

Racial and Ethnic Harassment Policy Summary

**BETHEL UNIVERSITY AND
BETHEL UNIVERSITY
FOUNDATION**

Racial and Ethnic Harassment Policy Summary

Bethel University and the Bethel University Foundation (hereinafter referred to as Bethel) are committed to principles that enable the educational and professional enhancement of men and women of all ethnic and racial groups. Bethel seeks to emphasize the importance of being an authentically diverse community in pursuit of growth, awareness, and appreciation of both our own diversity as well as that which exists in the broader world. Bethel will not tolerate racial or ethnic harassment by or against its students, faculty, or staff. All community members must comply with this policy, whether on campus or off campus, when engaged in activities sponsored by Bethel, or otherwise related to Bethel or its business. Such activities include, but are not limited to classes, seminars, meetings, and study abroad programs. In addition, visitors, volunteers, vendors, consultants, third parties, or any person that provides services to Bethel are required to comply with the provisions of this policy.

If a member of the Bethel community has a concern or has become aware of an instance of possible racial or ethnic harassment involving a student, faculty or staff member, the Compliance Officer must be contacted immediately. Bethel will investigate and take prompt corrective action against any racial or ethnic harassment by or against its community members. Bethel has adopted the following harassment policy and procedures as a basis for community guidance, education, and complaint resolution.

All complaints will be taken seriously and no one who acts in good faith to report racial or ethnic harassment, including third parties (e.g., vendors), will suffer actual or threatened retaliation or reprisal. Complaints of harassment will be treated in confidence

to the extent feasible, given the need to conduct a thorough investigation and take corrective action.

If it is determined through an appropriate and prompt investigation that racial or ethnic harassment has occurred, effective corrective action will be taken to eliminate the harassment, attempt to ensure that it does not recur, and appropriately care for those who may have been harmed. Depending on circumstances and the severity of the conduct, corrective action will vary. Resolution steps could include one or more of the following for students: training, advising or coaching from student life or campus ministry professionals, reflection paper, behavioral probation, suspension, dismissal, or expulsion. For employees resolution steps could include one or more of the following: training, advising or coaching from a professional, verbal or written warning, or termination.

The purposes of this policy include:

- Prohibiting all forms of harassment based on race or ethnicity,
- Creating and promoting a positive work environment that is free from any form of harassment,
- Encouraging good faith complaints when harassment based on race or ethnicity has occurred, and
- Providing options for addressing and resolving complaints of racial and ethnic harassment.

For a full copy of the policy, visit our website: <https://confluence.bethel.edu/x/oYmw>

Reporting Racial or Ethnic Harassment

If you have personally experienced any form of racial or ethnic harassment, tell someone as soon as possible. In order to initiate Bethel's response and resolution process under this Policy, you or another person must notify the Compliance Officer. If a member of the Bethel community has a concern or has become aware of an instance of possible racial or ethnic harassment involving a student, faculty or staff member, the Compliance Officer must be contacted immediately. You may also choose to remain anonymous and submit an online anonymous report: <https://www.bethel.edu/human-resources/complaints-concerns/submit-anonymous-report/>. This report

is separate from initiating an informal or formal complaint through Bethel University.

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CONFIDENTIAL RESOURCES:

Counseling Services: 651.635.8540
Campus Ministries: 651.638.6372

Disability Discrimination
Policy Summary

BETHEL UNIVERSITY AND BETHEL UNIVERSITY FOUNDATION

Purpose and Policy Summary

Bethel University and the Bethel University Foundation (hereinafter referred to as Bethel) are committed to principles that enable the educational and professional enhancement of men and women of all abilities. Bethel complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 and the applicable state and local laws prohibiting discrimination against qualified individuals with disabilities. Bethel will not tolerate disability discrimination by or against its prospective students, applicants, students, faculty, or staff. All community members must comply with this policy, whether on campus or off campus, when engaged in activities

sponsored by Bethel, or otherwise related to Bethel or its business. Such activities include, but are not limited to classes, seminars, meetings, and study abroad programs. In addition, visitors, volunteers, vendors, consultants, third parties, or any person that provides services to Bethel are required to comply with the provisions of this policy.

In accordance with these laws, Bethel provides reasonable accommodations for individuals with documented disabilities. Qualified individuals with disabilities are encouraged to seek admission to the university and apply for employment. Individuals seeking employment must be able to perform the essential functions of a job with or without reasonable accommodations. Bethel desires to promote institutional programs and employment practices that are accessible to all individuals with disabilities.

The Office of Disability Resources and Services (DRS) seeks to meet individual needs by coordinating and implementing internal policy regarding programs, services, and activities for individuals with disabilities. The DRS functions as a source of information and advice and as a communication link among individuals with disabilities, faculty and staff members, and the community at large. Accommodating qualified individuals with disabilities in a mainstreamed environment is the overall objective of the DRS office.

If a prospective student, applicant, student, faculty, or staff member with a disability requires accommodations to benefit from Bethel's programs, services or activities, he or she should contact the Director of Disability Resources and Services or the Office of Human Resources. DRS receives and reviews disability-related documentation and handles the approval of requested reasonable accommodations. The process of documentation review involves an individual assessment of the individual's disability with respect to the documentation presented and the accommodations requested. DRS focuses on providing services needed by students, staff, and guests of the university with disabilities to minimize the extent to which their disability affects their opportunities in the Bethel academic environment.

If a member of the Bethel community has a concern or has become aware of an instance of disability discrimination involving a prospective student, applicant, student, faculty member, staff member, or third party, the Section 504 Compliance Officer must be contacted immediately. Bethel will investigate and take prompt corrective action against any disability discrimination by or against its community members. Bethel has adopted the following policy and procedures as a basis for community guidance, education, and complaint resolution.

All complaints will be taken seriously and no one who acts in good faith to report disability discrimination, including third parties (e.g., vendors), will suffer actual or threatened retaliation or reprisal. Complaints of discrimination will be treated in confidence to the extent feasible, given the need to conduct a thorough investigation and take corrective action.

If it is determined through an appropriate and prompt investigation that disability discrimination has occurred, effective corrective action will be taken to eliminate the discrimination, attempt to ensure that it does not recur, and appropriately care for those who may have been harmed. Depending on circumstances and the severity of the conduct, corrective action will vary. Resolution steps could include one or more of the following for students: training, advising or coaching from student life or campus ministry professionals, reflection paper, behavioral probation, suspension, dismissal, or expulsion. For employees resolution steps could include one or more of the following: training, advising or coaching from a professional, verbal or written warning, or termination.

The purposes of this policy include:

- Prohibiting all forms of discrimination based on disability,
- Creating and promoting a positive work environment that is free from any form of discrimination,
- Encouraging good faith complaints when discrimination based on disability has occurred, and
- Providing options for addressing and resolving complaints of disability discrimination.

For a full copy of the policy, visit our website: <https://confluence.bethel.edu/x/nYmw>

Reporting Disability Discrimination

If you have personally experienced any form of disability discrimination, tell someone as soon as possible. In order to initiate Bethel's response and resolution process under this Policy, you or another person must notify the Section 504 Compliance Officer. If a member of the Bethel community has a concern or has become aware of an instance of possible disability discrimination involving a prospective student, applicant, student, faculty, or staff member, the Section 504 Compliance Officer must be contacted immediately. You may also choose to remain anonymous and submit an online anonymous report: <https://www.bethel.edu/human-resources/complaints-concerns/submit-anonymous-report/>. This report is separate from initiating an informal or formal complaint through Bethel University.

Contact Information:

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Shaune Younkers, Title IX and
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s-younkers@bethel.edu
Office: 651.638.6992
Office location: ANC530

If any changes are made to the persons holding these positions, current information will be available on Bethel's website.

Confidential Resources:

Counseling Services: 651.635.8540
Campus Ministries: 651.638.6372

Health Insurance

PROOF OF INSURANCE

Bethel University requires all undergraduate students enrolled in the College of Arts & Sciences to have health insurance. The insurance plan must have a minimum coverage of \$50,000 for each accident or sickness (\$90,000 for inter-collegiate athletes), and can be through a family plan, an individual plan, or the health plan Bethel makes available. All students must provide this information by completing an online waiver form.

If the waiver form is not completed, a student insurance policy will automatically be purchased and charged to the student's account. The charge is not refundable.

Students access this online form through their MyBethel account. (MyBethel > Tools & Resources > Banner > Login to Bethel University's Self-Service Banner System > Student tab > Student Health > Insurance Waiver Form.) All students must either provide their current health insurance information (health insurance company name, policy number, and policy holder's name) OR indicate that they would like to purchase the insurance plan that Bethel sponsors.

For more information about the Bethel sponsored insurance plan, or for more information about this requirement, please visit bethel.edu/offices/health-services/health-insurance/requirement

INSURANCE REQUIREMENTS FOR STUDENT ATHLETES

Rates for Student Assurance Services' current school year's plan can be found at bethel.edu/health-services/health-insurance/requirement

MORE INFORMATION ON HEALTH INSURANCE

For more information, contact Health Services at health-insurance@bethel.edu or 651.635.8532 (800.255.8706, ext. 8532).

Leaving Bethel/Returning to Bethel Appeal

OFFICIAL WITHDRAWAL

A student who decides to discontinue their studies at Bethel prior to commencing or completing their program must officially withdraw. To officially withdraw from Bethel University, a student should pick up the appropriate forms in the Office of Student Life or call the office at 651.638.6300 and schedule an appointment for an exit interview. Failure to notify the institution of your intent to withdraw may result in loss of financial aid. A student who has withdrawn from the university for more than one full semester (or who has been withdrawn involuntarily) must apply for re-enrollment.

STOP-OUT

On occasion, it may become necessary for a student to leave school for a semester for a variety of reasons. A student who finds it necessary to discontinue their studies for only one semester, with the intent to return to Bethel after that semester, may be eligible for a stop-out status rather than officially withdrawing from the university. A stop-out status allows a student to return to Bethel after one semester away without reapplying for admission. Students also retain their class-level status for housing sign-up and academic registration. The stop-out procedure may only be utilized once by a student during the course of their academic studies, unless special approval is granted by the university.

A student interested in receiving a stop-out status should inquire about eligibility with a dean in the Office of Student Life. To be granted a stop-out, a student must be in good standing academically and financially, must have been at Bethel at least one full semester, and must plan to be away no more than one full semester. The complete stop-out policy and forms are available in the Office of Student Life.

INVOLUNTARY WITHDRAWAL

Under certain circumstances involving the health or safety of a student or others, a student may be withdrawn from Bethel by one of the deans in student life. Involuntary withdrawals will be

handled on a case-by-case basis as determined by the university.

RETURNING TO BETHEL

A student who has withdrawn from the university for more than one full semester (or has been withdrawn involuntarily) must re-enroll by contacting the Office of the Registrar. In order to return, students must receive clearance from the Office of Student Life and be in good standing academically and financially.

Missing Student Policy

The purpose of this policy is to establish procedures for the university's response to reports of a missing student, as required by the Higher Education Opportunity Act of 2008. This university policy applies to students who reside in university-operated residence halls and apartments, as well as College of Arts & Sciences students residing in non-university housing.

For purposes of this policy, a student may be considered to be a "missing student" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include a reasonable/reliable report or suspicion that the missing student may be endangered. Examples include, but are not limited to, possible victim of foul play, expression of suicidal thoughts, alcohol or other drug abuse, a life-threatening situation, or recent contact with persons who may endanger the student's welfare.

1. Procedures for designation of emergency contact information

a. Students age 18 and above and emancipated minors: At the beginning of each fall semester, all College of Arts & Sciences students of Bethel University and all students in university housing will be notified of the opportunity to designate an individual or individuals to be contacted by the university no more than 24 hours after the time that the student is determined to be missing in accordance with the following procedures. A designation will remain in effect until changed or revoked by the student. Students may change or revoke their emergency contact using the form available on Blink.

b. **Students under the age of 18:** In the event a student who is not emancipated is determined to be missing pursuant to the following procedures, the university is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

2. Official notification procedures for missing students

- a. Any individual who has information that a student may be missing must notify the Office of Security and Safety as soon as possible.
- b. The Office of Security and Safety will work with campus offices, the reporting person(s), and the student's acquaintances to gather all essential information about the student (description, clothes last worn, where the student might be, who the student might be with, vehicle description, information about the student's physical and mental well-being, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.
- c. When a missing student report is made to the Office of Security and Safety, the chief of security and safety will immediately notify the Associate Dean for Residence Life if the student lives on campus, the Dean of Student Programs if the student lives off campus, or the Dean of Student Success and Retention if the student attends the seminary. The appropriate dean (CAS), dean of student success (seminary), or the chief of security and safety will contact the resident director of the student's residence (or RD on duty if appropriate) and the dean of student programs (CAS) or the housing specialist.
- d. The campus staff will take steps to try to locate the missing student, including but not limited to the following:
- Call student's cell phone
 - RD/RA/associate dean for residence life visits student's room
 - Contact roommate(s)
 - Look for student's car on campus
 - Check student locator report for class schedule
 - Access reports to determine the last time he or she used a meal card or card access to residence hall
 - Obtain student's work schedule
- Contact faculty regarding student's last

date of attendance in class

- Call student's home number
 - Request that Bethel Informational Technology Services staff check electronic logs to determine the student's last login to Bethel's computer network systems.
- e. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student may be endangered, the following personnel will meet to determine that the student is missing:
- Dean of Student Programs
 - Associate Dean for Residence Life
 - Chief of security and safety
 - Resident Director
 - Office of Security and Safety
 - Dean for Student Success and Retention
- f. No later than 24 hours after determining that a student is missing, the following will take place:
- The Office of Security and Safety will contact the appropriate local law enforcement agency to report the student as a missing person, and the local law enforcement agency will take charge of the investigation. The Office of Security and Safety will assist external authorities with these investigations as requested.
 - Dean of Student Programs, or designee, will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.
 - For missing students who are 18 years of age or older and did not designate an individual to be contacted, the dean of students, or designee, will act in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and Minnesota Government Data Privacy guidelines with regard to contacting a parent/guardian.
- ## **3. Campus communications about missing students**
- a. In cases involving missing persons, law enforcement personnel are trained to provide information to the media in a manner designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the university's Office of Communications

and Marketing. All inquiries to the university regarding missing students shall be referred to the Office of Communications and Marketing. Any individual with information about the missing student shall be referred to the Office of Security and Safety, who shall refer such inquiries and information to law enforcement authorities.

b. Prior to providing the university community with any information about a missing student, the Office of Communications and Marketing shall consult with the Office of Security and Safety, local law enforcement authorities, and the Office of Student Life to ensure that communications comply with FERPA guidelines and do not hinder the investigation.

Nondiscrimination Policy

Bethel complies with all application of federal, state and local laws and regulations which prohibit discrimination against, or harassment of, protected classes of individuals such as the Civil Rights Act of 1964 and similar laws. Please refer to the following for concerns of disability discrimination, racial and ethnic harassment or sexual misconduct: Disability Discrimination Policy and Procedures, Racial and Ethnic Harassment Policy and Sexual Misconduct Policy and Procedures. For any concerns referenced in the aforementioned policies or any other concerns of discrimination, please direct your communication to: Chief Human Resources Officer and Title IX Coordinator/Compliance Officer Cara Wald, Bethel University Office of Human Resources, 2 Pine Tree Drive, Suite 530, Arden Hills, MN 55112 (651.638.6119) or to: Director of the Office of Civil Rights, Department of Education, Washington, D.C. 20201.

Patriot Act

The USA Patriot Act, signed into law in October 2001, has given the federal government new authority to access education records that previously were protected by FERPA, campus privacy policies, and other laws. In order to minimize any legal liability for Bethel, we must be prepared to respond to any request for access to student or employee records.

The Patriot Act does contain liability-minimizing language (e.g., a college or university shall not be liable to any person for good-faith disclosure of education records in response to a federal law enforcement request).

Since the probability of Bethel receiving a request for information under the Patriot Act is likely very small, Bethel requires a response approach for which the cost is commensurate with the risk.

Therefore, Bethel University adopts the following policy regarding its responsibility under the Patriot Act:

1. Any Patriot Act request (originating internally or externally) must be submitted to the Office of the President.
2. The request will be submitted for counsel to the institution's legal counsel.
3. The institution, under the direction of the president's designee, will respond to the request after review of the legal counsel.

Peer-to-Peer File Sharing

The Higher Education Opportunity Act (2008) requires that Bethel University inform its students each year that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and what steps the university will take to detect and hold students accountable for illegal distribution of copyrighted materials.

The Recording Industry Association of America (RIAA) and other organizations continue their initiatives to stop peer-to-peer file sharing of copyrighted music, movies, and games by students on college campuses. Please be aware that violations of copyright law can lead to criminal charges and civil penalties. Under current law, criminal cases of copyright violation carry a penalty of up to five (5) years in prison and a \$250,000 fine. Civil penalties for copyright infringement include a minimum fine of \$750 for each item. While criminal prosecution for illegal downloading is rare, civil lawsuits are quite common for some institutions. Bethel students have been the target of these lawsuits in the past, and we want to make you aware that this may affect you as a student at Bethel.

Students should be aware that file sharing is automatically turned on when peer-to-peer applications such as Limewire, Bit Torrent, FastTrack, Gnutella, AresWarez, KaZaA, and eDonkey are downloaded. It is illegal to share copyright-protected materials through these programs, whether or not you own the CD or DVD from which the file was taken. It is permissible to have music files on your computer if you own the appropriate copyright (CD or DVD), but you may not share it with others.

Furthermore, the student who owns the computer may be legally liable for the peer-to-peer file sharing violation regardless of who installed the program on the computer and regardless of who is using it at the time of a peer-to-peer sharing violation. In addition, students who allow other persons to use their personal wireless networks may be held responsible for peer-to-peer file sharing violations if those who connect through this private network violate the law.

Students should also be aware and take measures to eliminate these file sharing programs from their computers. If you do not know how to check your computer for peer-to-peer file sharing programs or do not know how to turn them off, we suggest you contact a friend who is familiar with these kinds of programs. The configuration for each installation is different depending on the program that is installed on your computer. If you have questions about these programs, you may also call ITS at 651.638.6500.

If the university is notified of an alleged student violation of copyright laws through peer-to-peer file sharing, the following steps will be taken:

- The student's computer will be black-holed (i.e., the computer will be unable to connect to Bethel's network).
- The student will be required to set up an appointment with a dean in the Office of Student Life to discuss the alleged violation.
- Upon satisfactory removal of the violating materials from the computer, students will be required to pay a \$100 fee for reconnection to the Bethel network. This fee is used to defray the costs associated with handling the violation claim and reconnecting the student's computer.

Weapons

The possession, use, or distribution of any explosives, guns or other deadly or dangerous materials or weapons reasonably calculated to produce bodily injury is prohibited on Bethel property unless specifically authorized by the Director of Security or authorized representative. Weapons of any kind that may reasonably be calculated to produce bodily injury include but are not limited to, handguns, rifles, shotguns, other firearms, knives, stun guns/ tasers, potato cannons, paintball guns, pellet/BB guns, martial arts weaponry, bows, slingshots, and any other devices used in game or sporting activities, including ammunition, arrows, or other types of projectiles associated with such items, are prohibited on Bethel property except by authorized personnel within the security and safety department. This prohibition is to be interpreted in the broadest sense to include any such weaponry and further extends to "toy" or facsimiles (including airsoft guns) thereof, which can cause bodily harm or threat to other persons.

An exception to the above prohibition is that persons who reside in campus housing may possess game hunting or trapshooting firearms as long as they are both (a) registered with Bethel Security and (b) stored by security personnel immediately after being brought on campus, while on campus, and taken from campus immediately after being returned to the owner from security storage.

The weapons prohibition set forth above further extends to all Bethel sponsored or related off-campus activities, including business, academic, sporting or leisure activities, related travel, or any other events involving Bethel. This prohibition against possession of weaponry explicitly includes vehicles owned or operated by Bethel or Bethel personnel.

Bethel Security and Safety personnel and student life staff members are authorized to make reasonable inquiries and searches as necessary to enforce this policy. Anyone in violation of this policy will be subject to confiscation and forfeiture of the weapons and dismissal from the University.

Campus Resources

THE ANNUAL SECURITY AND FIRE LOG REPORT OF BETHEL UNIVERSITY

Skip to end of metadataGo to start of metadata. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Bethel; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

You can obtain a copy of this report by visiting <https://www.bethel.edu/security-safety/annual-security-report.pdf> or the Office of Security and Safety.

ATHLETIC PROGRAM PARTICIPATION RATES AND FINANCIAL SUPPORT DATA (EQUITY IN ATHLETICS DISCLOSURE ACT OR EADA)

This report includes data about participation, staffing, revenues, and expense attributable to Bethel University intercollegiate athletic activities. This report is available on the athletic website or from the athletics department.

BETHEL ALERT SYSTEM

Bethel University's emergency notification system, called Bethel Alert, allows the university to communicate with students and employees quickly in the event of an emergency.

- A Bethel Alert will be sent only to inform you of an imminent emergency or other significant event.
- The Bethel Alert system will send messages to students' and employees' Bethel email addresses and up to six phone numbers that they wish to provide. The Bethel Alert System can also send a text message to a user's cell phone.
- Messages will be automatically sent to

campus phone numbers for employees.

- Test messages will be sent approximately once per year.
 - An FAQ is available at bethel.edu/bethel-alert/faq to answer further questions.
 - Support questions can be directed to the ITS Help Desk at 651.638.6500.
- Policy questions can be directed to the Office of Marketing and Communications at 651.638.6233.
- Go to bethel.edu/bethel-alert/forms to submit your contact information and ensure you are informed in case of an emergency.

The Bethel Alert System uses the Blackboard Connect communication service.

COMMUNICATION FROM BETHEL

Bethel students are assigned a student email account, which is the university's official means of communication with all students. Bethel students are responsible for all information sent to them via email, including attachments, Bethel E-Announcements, and Bethel Alerts. Students may decide to forward their Bethel email to a personal account, but they are still responsible for all information sent to them.

COMPLETION/GRADUATION RATES

This report documents the number of students counted as a completion or graduation, by first and second major. This report covers the one-year period from July 1 to June 30 and is available by contacting the Registrar at registrar@bethel.edu.

FINANCIAL ASSISTANCE AND DIRECT LOAN DEFERMENTS FOR PEACE CORPS OR VOLUNTEER SERVICE

Information concerning available financial assistance is available from the financial aid office (bethel.edu/undergrad/financial-aid/). Information about Public Service Loan Forgiveness programs, for Peace Corps or volunteer service, are available from the U.S.

Department of Education (<https://studentaid.ed.gov/sa/repay-loans/for-giveness-cancellation/public-service>).

MOTORCYCLES, MOPEDS, AND SCOOTERS

Motorcycles, mopeds and can be parked on the sidewalks and concreted areas surrounding buildings so long as they are not blocking a path of egress or blocking maintenance access. They may not be driven on pedestrian pathways and must have a current license. ATVs, dirtbikes or other vehicles that cannot be legally driven on roadways are not allowed on campus.

INSTITUTIONAL INFORMATION

Consult the College of Arts & Sciences Catalog at catalog.bethel.edu/arts-sciences/ for information about cost, refund policies, withdrawing from school, academic programs, accreditation, and study abroad programs.

SECURITY AND SAFETY SERVICES

Security personnel are on duty 24 hours a day, each day of the year, patrolling and monitoring campus grounds, buildings, and parking lots. The following services are provided:

- Emergency medical, fire and violence response
- Crime and injury investigation and reporting
- Security alerts and campus crime notices
- A transport service is available when there are medical or safety concerns. Call 651.638.6400 to request a ride if on campus.
- Limited vehicle assistance (lock-outs and jump starts)
- Fingerprinting (call for an appointment)
- Safety and crime prevention information through our website
- Traffic control for campus events
- Assistance with obtaining disability parking permits
- Lost and Found

LOST AND FOUND

Lost and found is located in the Security Office (HC103). Limited lost and found catches are also kept in the SRC and WLC. Found items should be turned into the Security Office immediately to save owners the cost of replacement or cancellation—especially car keys and wallets. No matter how small, a lost item is worth something to someone, so please turn it in.

SHUTTLE SERVICE

Bethel offers a free shuttle service for community members and guests to ride on and off campus. The shuttle service includes a stop at Rosedale Center, a major hub for Metro Transit buses. The shuttle typically runs 7 days a week, but the schedule and availability will change during holidays and breaks. Questions about the shuttle should be directed to the Transportation Office at ext. 6973. Visit bethel.edu/transportation/ for complete information.

Office of Residence Life

Hours: 8:30 a.m. to 4:30 p.m.

Location: Student Life Office, BC252

Phone: 651.638.6300

Email: residence-life@bethel.edu

Website: <http://cas.bethel.edu/student-life/residence-life/>

RESIDENCE LIFE PHILOSOPHY

Residence Life at Bethel University is an integral part of students' educational experience. The intent of a liberal arts education is to help individuals develop their full potential in all areas of life. As we seek to become whole and holy people, we understand that learning opportunities don't just happen in the classroom. At Bethel, the residence hall is more than just a place to sleep and study; it is a place to connect with people, which is one of the most significant aspects of the college experience. It is in the residences halls that social, spiritual, physical, emotional, and intellectual life blend together as in no other campus environment.

RESIDENCE LIFE VISION STATEMENT

Residence Life seeks to provide a home where students grow and thrive in connection with God and others. We want our residence halls to be an environment of growth and learning. Here are some of the things we hope students will take away from living on campus at Bethel:

- Meaningful relationships with others
- Increased understanding of self
- Practical life skills

RESIDENCE HALLS AND LIVING REQUIREMENTS

Bethel University has eight residence areas: Arden Village, Bodien, Edgren, Getsch, Nelson, Heritage, Lissner, and North Village (Chalberg, Danielson, Turnwall, Wessman, Wingblade and Widen apartments).

First and second year Bethel students are required to live in campus housing with the exception of those who commute from their parents' home. Requirement is based on years at Bethel, not students credit status.

Third and Fourth year students (including junior and senior transfer students) are encouraged to live in campus housing but are not required to.

Students need to be enrolled full time to reside on-campus. Student must be 17 years of age by Welcome Week move in day. Housing is available for unmarried, traditional students only. There is no on-campus housing for married students. Non-traditional students age 25 or older who wish to live on-campus must seek approval from the Associate Dean for Residence Life.

Residence Life Housing Procedures

HOUSING APPLICATION

The housing application is found on student's MyHousing and Meal Plan page on MyBethel.

The Bethel Housing Room Draw process for returning students takes place in

Spring term each year.

Room Draw is a three step online process:

1. Complete an online housing application
2. Choose your roommates
3. Select a room

Each step has important deadline dates.

HOUSING AGREEMENT

The Housing Agreement Lease is signed electronically as when a student completes the online housing application.

Visit: [Blink > Student Services > Housingbox > Apply for Housing](#)

HOUSING AGREEMENT CANCELLATION

Housing Agreement Cancellation
The Housing Agreement must be cancelled by Student in writing with the Office of Residence Life. Upon cancellation a Fee will be charged to Student per the following schedule:

- \$100 Cancellation Fee if cancelled before June 1 for the Fall/full-year Agreement.
- \$200 Cancellation Fee if cancelled after June 1 for the Fall/full year Agreement.
- \$300 Cancellation Fee if cancelled after July 15 for the Fall/full year Agreement.
- \$150 Cancellation Fee if cancelled after December 1 to cancel the Interim/remainder of the year portion of the Agreement.
- \$150 Cancellation Fee if cancelled after January 1 to cancel the Spring portion of the Agreement.

Cancellation during a term follows the academic calendar refund schedule listed below.

- 100% refund through the sixth business day
- 75% refund through Friday of the third week
- 50% refund through Friday of the fifth week
- 25% refund through Friday of the seventh week
- No refund after Friday of the seventh week

Students who cancel/withdraw mid-semester must complete a Self Checkout. After cancelling in writing or officially withdrawing with a dean, student must pick up a Self Checkout packet from the Student Life office. Completed packet must be returned within three days of cancellation/withdrawal. Improper checkout fine of \$150 applies if Self Checkout steps are not completed.

To cancel a housing agreement, email the Residence Life office at residencelife@bethel.edu.

To cancel a meal plan agreement, email Dining Services office at dining-services@bethel.edu.

INTERIM HOUSING

Students living in campus housing both Fall and Spring terms, there will be no additional cost for interim housing.

Students living in campus housing for only one of the regular semesters, there will be an additional charge of \$292 for interim.

The rate for occupying Bethel housing only during interim is \$584. No adjustment or credit will be made if a student is not on campus during Interim.

COST

Housing rates are frozen for all continuing students. Housing rate will not increase provided student lives in campus housing every semester.

Rates are based on a student's first year in Bethel housing.

- 2015-2016 academic year remain at their frozen rate of \$2,795 per semester, or \$5,590 for the academic year
 - 2016-2017 academic year remain at their frozen rate of \$2,850 per semester, or \$5,700 for the academic year
 - 2017-2018 academic year remain at their frozen rate of \$2,915 per semester, or \$5,830 for the academic year
 - 2018-2019 academic year remain at their frozen rate of \$2,915 per semester, or \$5,830 for the academic year
- Rate are the same for all Bethel residence locations.

If a student leaves housing for any reason other than an institutionally

approved program, this frozen housing rate is cancelled. The student will assume the rate for the new year upon returning to Bethel housing.

Students away from campus participating in an institutionally approved off-campus program and then return remain at the same housing rate established prior to the off-campus program.

CHECK IN/OUT

The check-in/check-out procedure at Bethel University has been established to help in the assessment of residence repair and replacement needs and to help create accountability for residents who damage rooms or furnishings. In addition, the check-in/checkout procedure is the instrument by which the Office of Residence Life develops and maintains occupancy information necessary for accurate housing occupancy.

When a student moves in or out of any residence within Bethel housing, including room-to-room transfers, a check-in/check-out procedure must be complete. Students must review and sign the appropriate forms as well as turn in room key at the checkout. By following the outlined procedures, check-in/check-out can go quickly, smoothly and economically. An improper check-in/check-out may result in up to a \$150 fine.

Opening and Closing Dates

Fall 2018

- New student move in day is Thursday, August 23. See Welcome Week information for more details.
- New students hired by departments requiring a day of training move in Wednesday, August 22. Students will be notified if training is required and a Wednesday move in is necessary.
- Returning student move in days are Friday, August 24 through Sunday, August 26. RA staff are available to check you in at your residence area Friday 9 a.m. to 5 p.m. Saturday and Sunday 1 p.m. to 5 p.m. Student must check-in prior to entering their room.
- Returning students who have permission to move in early (i.e. fall athletes, student leaders, etc.) must check-in at the Student Life Office on their assigned date. Roommates of these students are

not permitted to move in early unless they are also approved for early arrival. It is each student's responsibility to communicate this to their roommates. A fine of \$25 per day will be charged to anyone who moves in before their assigned date as well as to the student who lets in an unapproved resident.

- Residence halls close for Christmas Break at noon on Saturday, December 15.

Interim 2019

- Residence halls open at noon on Wednesday, January 2. Returning students moving back for the remainder of the year must check in with RA staff.
- Interim move outs must be completed by 5 p.m. on Friday, January 25.

Spring 2019

- Residence halls open for move in on Saturday, February 2.
- New students: refer to your Welcome Week move in schedule for exact move in times for your building.
- All residences close at noon on Saturday, May 25. Graduating seniors may remain until 1 p.m. on Sunday, May 26.

Fall Check-In

Students must check-in with an RA to their assigned room by 3 p.m. of the second official day of classes. If an exception is needed, students must notify the Office of Residence Life prior to the first official day of classes.

A room key and Room Condition form are given to each student. Student is responsible for returning the Room Condition form to the Student Life office the day following check in. Daily late charges apply for missing forms.

Christmas Break

Residences are closed during Christmas Break with the exception of North Village and Heritage Hall. Once a residence is closed, students will not have access to rooms until the residence re-opens. Entry into a closed hall room or suite during these periods will be accommodated by Bethel Security at a cost of \$25.

Students who need to remain on campus during any portion of a break MUST complete an online request by posted deadline. It is the student's responsibility to find a friend, classmate, or teammate who lives in an open

residence area to stay with. This applies to individuals on teams and groups remaining during break.

Mid Year Check-in

Student must check in during specific Check-in hours communicated by the office of Residence Life. Student must notify staff 24 hours in advance if they will not be able to arrive during Check-in hours. Roommates may not allow early access to the room. It is the student's responsibility to contact the RA to check in properly. Avoid an improper check-in fine of up to \$150 by following guidelines.

Mid Year Check-Out

The housing agreement is for the entire academic year. If a student needs to break the agreement during the year, student must cancel in writing with the Residence Life office. Student is responsible for the charges until the office has officially been notified. All cancellation dates apply. See Housing Agreement Cancellation for important deadline dates.

During the year, a Self-Check-out process is used. Student must pick up a Self-Check-out Packet from the Student Life office. Packet includes checkout instructions, cleaning guide, check-out confirmation form to sign and an envelope for the key. Packet is due back to the Student Life office upon move out. Improper Checkout Fine of \$150.00 for any student not completing the Self-Checkout.

Year-End Check-Out

Students must check out of rooms within 24 hours of their last exam. Permission to remain longer must be obtained from the residence life staff.

Each student must sign up for a check-out time with the RA. At the agreed-upon time, the RA will check the residence for damages and cleanliness and collect the key. Students must be present at check-out, and the residence must be clean and in good order before check-out can be approved. Failure to do this will result in an improper checkout fine of up to \$150. A student who is late to check-out will be charged \$25 for every hour late.

Resident Director assesses room for any damages and notifies student of fines or damage charges through their Bethel email account. Charges are made to student's Bethel account.

Residence Life Policies and Procedures

BETHEL UNIVERSITY COMMUNITY COMMITMENTS

Each student is expected to live according to Bethel community standards as described in the Covenant for Life Together. Any infraction of these standards by students will be investigated in accordance with the philosophy and due process statement explained on those pages.

- The possession and/or use of drugs, alcohol, or tobacco is not permitted.
- All movies shown or viewed in residence halls must conform to community expectations.
- Posters must be in good taste. Sexually explicit or suggestive posters are not permitted.
- Clothing that is inconsistent with Bethel's lifestyle and community expectations is not permitted.

BICYCLES

Bicycles may only be parked or stored in designated bicycle racks outside of residence halls. They may not be stored in stairwells, lounges, hallways, etc.

Bicycles must not be left on campus over the summer except for residents living in North Village Summer Housing. Bicycles left in bicycle racks in any other locations after May 31 each year will be considered to be abandoned and will be removed.

RESPONSIBILITY FOR YOUR RESIDENCE HALL SPACE

The key word in residence maintenance is prevention. Anticipating and preventing problems can significantly reduce issues. Some unavoidable problems will

inevitably develop. Staff are committed to preventing as many as possible and to responding quickly to problems that do arise.

There are a number of things students can do to help prevent problems:

1. Students may not paint, install wallpaper/borders, or alter the physical condition of the residence in any way without the permission of the Dean of Residence Life.
2. All posters and pictures should be attached to the walls with blue painters tape or pins. Pins and small nails 1/16th of an inch or smaller may be used. However a large cluster of pinholes in a concentrated area is not allowed. Please use only blue painters tape to attach any items to doors. Pins, small nails or staples cause permanent damage to the doors.
 - a. Do not use 3M Command hooks (or similar items), adhesive-backed tiles, masking tape, duct tape or other types of adhesive. These items have strong adhesion properties and leave glue residue or wall damage. They should not be used anywhere in the residence halls or apartments.
 - b. Be certain that whatever is put on the walls or doors is easily removable at the end of the year. Student is responsible for the cost of repairs caused by use of any of these items.
3. Pets are not allowed in any residence hall. A fine of \$25 a day will be assessed for any animal residing in a room. Exceptions:
 - a. Fish kept in an aquarium not to exceed a 10-gallon capacity. Students are responsible for their care and any damage that may occur as a result of maintaining fish. If your residence hall closes over a break, all fish must be removed from the hall unless they are in a self-sustaining tank.
 - b. Service and Comfort animals approved by the Office of Disability Programs and Services.
4. Screens must not be removed from any windows. A \$25 fine will be assessed to any student who removes his or her window screen. Removing screens often results in damage and, therefore, persons removing screens will be assessed charges for inspection and repair, in addition to the \$25 fine.
5. The roof of any residence is off limits.

Walking on roofs can damage them. An automatic \$100 fine will be assessed on each offense.

6. Water fights are not permitted in or near the residences. Water may not be thrown from or at the windows of the residences. (This includes snow and ice.)

7. Do not dispose of sanitary napkins, paper towels, cleaning wipes (even if described as “flushable”) coffee grounds, leftover food, or other non-dissolvable items in the toilet or bathroom sink.

8. When living in one of the residence areas, take time to keep the areas clean. Be especially conscious of cleaning needs in kitchens and bathrooms, as this will reduce the need for maintenance service. Students are responsible for cleaning and must obtain their own cleaning products.

9. Firefighting equipment is located throughout each residence for the protection of the residents. Tampering with fire extinguishers, exit signs, or fire equipment; placing false alarms; or interfering with the proper functioning of the fire alarm system will be just cause for disciplinary action, a \$250 fine, and prosecution under Minnesota Statutes 609.686. Anyone who intentionally engages in the above activities is guilty of a misdemeanor.

10. Non-Bethel supplied lofts are not permitted in residence halls. Bethel supplies beds that offer lofting options.

11. Students may not alter electrical equipment in housing (e.g., lights, ceiling fans, switches, outlets, etc.). Students tampering with these items will be fined a fire code violation of up to \$250 plus the maintenance charges to return the unit to safe condition. Students overloading circuits, including through the misuse of extension cords, will be warned by maintenance and asked to correct the situation.

12. Students may not alter or rewire phone jacks or equipment. All wiring must be done through a work order request. Failure to comply will result in a \$25 fine on each occurrence plus any charges for maintenance repairs. The only exceptions to this are commercially manufactured plug-in adapters.

13. Cable TV is provided in some common area lounges, shacks and fitness rooms in the various residences. Please check with your RA or RD for the specific location in your residence. Cable TV

service is not provided to the individual suites/rooms in the residence halls, and individual cable TV service contracts are not permitted. Individual Netflix, Hulu or other similar internet viewing accounts are permitted.

14. All maintenance repairs must be done by Bethel Facilities Management. Submit a work request form found on MyBethel for any needed repairs. For maintenance emergencies after hours such as loss of heat or safety-related issues, call the Housing Hotline at 651-638-8250 or Security at 651-638-6400. Failure to follow this procedure may result in a fine that is substantially more than the published amount due to additional time and materials required to correct the attempted repair.

15. Students are responsible for the furniture in their room. Please do not store any furniture or personal items in the hallways, custodial closets, stairwells, lounges or any other room except for the room the furniture was assigned to. Items left in hallways or stairwells are a fire code violation and will be removed by Facilities Management. Students must follow this policy to avoid a year-end charge when they check out.

16. Non-Bethel furniture is permitted, but must be removed from Bethel property at the end of the academic year. Furniture found improperly left on the property or in a dumpster will result in a \$75 disposal fee. No devices or instruments containing mercury are permitted in residence halls; this includes thermometers.

DONATION COLLECTION IN RESIDENCE HALLS

Bethel University Residence Hall Lounges are primarily used for recreation or study purposes. However, in some instances, the main lounge/lobby may be used as a space to collect donated items (coats, blankets, canned goods, etc.).

All groups wishing to collect donated items must first gain approval from the Office of Residence Life. The following factors apply:

- Residence Life will approve up to three drives per semester.
- All groups collecting items must be sponsored by an official Bethel

organization or department.

- No group will be permitted to collect items for more than two weeks.
- Donation containers should be dropped off at the beginning of the two weeks and promptly removed at the end of the two weeks. Each organization is responsible for the delivery and pickup of donation containers, as well as regular collection throughout the specified time frame. If the containers are not properly maintained Residence Life reserves the right to end the drive early.

MAKING A REQUEST: If you wish to make a request to collect donated items, please fill out the online form by clicking [here](#) or contact the Office of Residence Life.

FINES

Bethel University reserves the right to fine a student for behavior detrimental to the living environment such as water fights, vandalism, excessive noise, stealing lounge furniture, leaving trash in the hallways, or other disrespectful actions. Discipline problems will be dealt with through the normal Disciplinary Policy and Procedure. Fines may be incurred if the Office of Residence Life feels it is necessary. It should be noted that housing policies are intended to assist the community in smooth operations, to protect the rights of students, and to prevent dangerous or unhealthy situations. As such, students need to abide by the policies established in the Student Handbook, the university catalog, and the housing agreement. It is hoped that these policies will not be seen as restrictive, but rather as common courtesies necessary to live harmoniously in the community.

GUESTS

Guests are expected to abide by Bethel policies. It is the responsibility of hosts to inform their guests of policies.

- Hosts will be held responsible for their guests' behavior.
- Guests are limited to a total of three consecutive nights' stay in any Bethel residence, not to exceed 6 nights a semester.
- No guests of the opposite sex may stay in a student's room or apartment

overnight.

- Overnight guests must abide by all parking regulations. All cars must be registered with the Office of Security and Safety. Cars not registered are subject to ticketing and/or towing.

Abuse of the above policy could result in cancellation of the students housing lease and/or a fine.

INVASION OF PRIVACY

Any action with the intent to, or resulting in, personal harassment, invasion of privacy, destruction or damage of property, raids, or problems requiring time or money to rectify is not permitted. Students participating in such action will be subject to disciplinary procedures over and above the cost of damage.

KEY REPLACEMENT POLICY

If a room key is lost at any time during the year, student must fill out the Lost Key Request Form to change your lock. For the safety of you and your roommates, the key core to your room/apartment door will be changed and replacement keys will be made for every student in your room/apartment.

The cost for replacing the key core and keys during the academic year before May 1 is \$60. The cost for replacing the core and keys on or after May 1 of the current academic year is \$80. Charges are applied to your student account.

PERIODIC ROOM CHECKS

It is our operating procedure to respect the privacy of students and, therefore, rooms generally will not be entered or searched. However, for the purpose of safety codes, fire regulations, and general cleanliness, the University reserve the right to maintain, repair and routinely inspect individual rooms any time during the school year. Scheduled room checks are done at the end of each semester and before spring break. In circumstances where there is reason to believe that state or federal laws or Bethel policies have been violated, the university reserves the right to inspect, or authorize inspection of, rooms and apartments.

QUIET HOURS AND COURTESY HOURS

The academic and physical health needs of the residents have priority over other considerations, and residents should maintain a sufficiently quiet atmosphere for adequate sleep and study. Quiet hours are specifically enforced from 10 p.m. to 10 a.m. daily. This means no excessive noise in the hallways or near the buildings. The noise level must be contained within student rooms.

It is expected that residents will be courteous and respectful of noise levels in the residence halls during the remaining hours of the day. The responsibility for confronting residents regarding noise level does not belong exclusively to the Residence Life staff but to all residents living in the building.

REMOVAL FROM HOUSING

Under certain circumstances involving the health or safety of a student or others, a student may be immediately removed from university housing by the associate dean for residence life with the concurrence of the dean of student programs. Removal from housing will be handled on a case-by-case basis as determined by the university in its sole discretion.

In the event that a student is removed from university housing:

1. The student will be informed of all pertinent information leading to the decision for removal from housing.
2. The length of the removal will be determined on a case-by-case basis.
3. The conditions under which a student may return to university housing will be identified at the time of removal and provided to the student in writing.

RESIDENCE SAFETY GUIDELINES

In order to maintain a safe environment for students in Bethel housing, a number of safety systems have been installed and regulations have been developed to aid these systems.

Misuse of the firefighting equipment and systems, tampering with the fire alarms, removal of the smoke detector system or

battery, any violation of the fire code, or violation of any of the following safety guidelines may result in any or all of the following consequences: a fine of up to \$250, billing for maintenance repair costs, prosecution under Minnesota statutes, and possible removal from housing.

Candles, incense, hookah pipes, and kerosene lamps: Due to the fire hazard involved burning of any of these items in the residences is prohibited. Exception: candles on birthday cakes.

1. Christmas decorations: The use of live Christmas trees is prohibited in all Bethel housing. Students must remove 2. Christmas decorations in common areas before leaving for Christmas break. Decorations left up during Christmas break will be removed and discarded by Facilities Management.
3. Cooking appliances: The use of cooking appliances is not allowed in the traditional residence halls or townhouses. There is a fire hazard from electrical overload due to cooking; therefore, such activities must be restricted. Exceptions are: toasters (toaster ovens are not allowed), coffee makers, Foreman grills, microwaves, and the use of appliances provided in the common areas.
4. Extension cords: Only grounded (three-pronged) extension cords and circuit breaker protected power strips are allowed. Multiple extension cords cannot be used together.
5. Fire alarms, firefighting equipment: Alarms and fire fighting equipment are located throughout each building for the protection of the residents. Tampering with fire extinguishers or equipment, placing false alarms, or interfering with the proper functioning of the fire alarm system will be just cause for disciplinary action and prosecution under Minnesota statutes. Anyone who intentionally engages in the above activities is guilty of a misdemeanor. Fire doors must remain closed at all times. All the residence halls have centralized fire alarm systems that are checked frequently to ensure they are in proper working order. These systems are provided for students' safety, and any tampering with them is not only unlawful but also risks the safety of others living in that residence. Lake Johanna Fire Department

requires a mandatory evacuation during all fire alarms, including false alarms and fire drills. Failure to evacuate may result in a fine.

6. Fireworks: State law prohibits the possession or use of explosive and aerial fireworks. Prohibited fireworks include (but are not limited to) firecrackers, bottle rockets, missiles, Roman candles, mortars, and shells. Sale, possession, and use of some non-explosive and non-aerial consumer fireworks is now permitted in Minnesota. However, Bethel's policy is that the possession or use of all types of fireworks is strictly prohibited on Bethel's property. Fireworks are potentially dangerous agents presenting serious fire hazards among other types of damage. Any infraction of campus policy or state law will result in fines, confiscation of materials, and possible prosecution in accordance with Minnesota state statutes.

7. Projectiles: Potato cannons and paintball guns are strictly prohibited on campus. The possession and/ or use of these or other items that launch, sling, or put an object in motion at high velocity will result in a fine, disciplinary action, and the confiscation and forfeiture of the items.

8. Furnace rooms: It is unlawful to use furnace rooms for storage. The fire hazard from using furnace rooms for storage is extremely high; therefore, using it for storage is strictly prohibited. No materials of any kind may be put in furnace rooms. Failure to comply will result in a fire code fine.

9. Gasoline: Equipment and containers that contain gasoline or other explosive materials are not allowed in or near the residences. These include but are not limited to motorcycles and filled gas containers.

10. Hallway and common area decorations: Seasonal or holiday decorations may be displayed for limited periods of time to coincide with the appropriate season or holiday. In order to comply with fire code, the following regulations apply:

- a. Paper and other combustible materials may not cover more than 25 percent of a wall and may not be placed over ceiling lights.
- b. No lights may be suspended from ceilings.
- c. Electrical cords may not pass through

doorways so as to be pinched by a closed door.

d. No additional lights in common bathrooms, including Christmas lights. Other fire code violations must be corrected within the time frame established by the fire marshal.

11. Halogen lamps: Because of the extreme fire hazard, halogen lamps are prohibited in all residence areas. Failure to comply will result in a fine.

12. Open flame/grills: The use of personal charcoal, gas, or any other type of grill (exception: Foreman grills) is strictly prohibited on Bethel property. Personal grills will be confiscated. Charcoal grills are provided throughout campus near each residence area. Any kind of open flame is not allowed in Bethel housing facilities. This includes patios, balconies, townhouse stairwells, and window sills. A university-installed open fire pit is available for use behind the seminary and is the only exception to the open flame policy. Portable fire pits are strictly prohibited.

13. Smoke detectors: All rooms, suites, and apartments are equipped with battery-operated smoke detectors, which have been shown to save many lives. Students should ensure their smoke detector is operational. Do not remove the battery; fines will be assessed if the battery is missing. If the battery is low, resulting in the smoke detector "chirping," call Facilities Management during business hours to request a new battery. After business hours, contact your resident director. Tampering with a smoke detector (removing, covering or otherwise disabling it) is grounds for a fine of up to \$250.00 as previously stated.

14. Sprinkler systems: Some residence halls are equipped with sprinkler systems designed to combat and suppress fires. To ensure proper operation in the event of a fire, clothing should never be hung from, laid on, or otherwise be in contact with the sprinkler head or the pipes supplying the sprinkler head. No piece of furniture, loft, or any other object should be placed so as to block the flow of water from the sprinkler head. No student should hang from the pipe.

15. Tampering with any Bethel electrical equipment or device is a fire code violation and subject to a fine.

16. Trash: Garbage and trash left in halls or stairwells is a fire code violation and subject to a fine.

17. Weapons: Weapons of any kind, including but not limited to handguns, rifles, shotguns, other firearms, knives, stun guns/tasers, potato cannons, paintball guns, pellet/ BB guns, martial arts weaponry, bows, slingshots, and any other devices used in game or sporting activities, including ammunition, arrows, or other types of projectiles associated with such items, are prohibited on Bethel property. This prohibition is to be interpreted in the broadest sense to include any such weaponry and further extends to “toy” or facsimiles thereof that can cause bodily harm or threat to other persons. An exception to the above prohibition is that persons who reside in campus housing may possess game hunting or trap shooting firearms as long as they are both (a) registered with Campus security and (b) stored by security personnel immediately after being brought on campus, while on campus, and taken from campus immediately after being returned to the owner from security storage. The weapons prohibition set forth above further extends to all Bethel-sponsored or related off-campus activities, including business, academic, sporting or leisure activities, related travel, or any other events involving Bethel. This prohibition against possession of weaponry explicitly includes vehicles owned or operated by Bethel or Bethel personnel. Campus security personnel are authorized to make reasonable inquiries and searches as necessary to enforce this policy. Anyone in violation of this policy will be subject to confiscation and forfeiture of the weapons and disciplinary action up to and including dismissal. For more information on security and safety guidelines visit the Security and Safety website at bethelnet.bethel.edu/security-safety.

ROOM TRANSFERS

Room Transfers

Room transfers requested prior to the opening of school in the fall will be permitted on a space-available basis only. Once the academic year begins, room changes will not occur during a semester.

Room Transfer Appeal

Some extenuating circumstances

(e.g., health concerns, safety issues, etc.) may necessitate a room change prior to the end of a semester. If a student believes their situation may require an exception to the room transfer policy, they may contact their RD to begin the appeal process. Room Transfer Appeal forms will be reviewed by a committee on an as-needed basis. Appeals will be considered on one or more of the following grounds:

1. New information not available or not previously considered regarding your housing situation.
2. Documented physical or emotional concerns that are affected by the current room placement.
3. Threat or harm to a student’s physical well-being.

Room transfer process: Any pursuit of a room transfer must begin with the RA or RD. Requests initiated by anyone other than the resident will not be considered. Room changes will only be set in motion once a resident director has observed evidence of good-faith efforts to resolve any issue(s) (e.g., completing a Roommate Agreement Form, setting up a roommate meeting with your RA, etc.)

If a room transfer is determined to be appropriate, the RD will direct the student to complete the proper form (Room Transfer Appeal or Mid-Year Room Transfer Request). Students are expected to work with staff to identify available room transfer options. All room changes require the prior permission of both the current and future (if applicable) resident directors. If students change rooms without following proper procedure, they will be required to return to their previous housing until the appropriate procedure is followed and/or an improper checkout fine will be assessed.

Mid-year room transfer policy:

Students who believe they have a compelling reason for moving rooms mid-year (during finals week of December or Interim break of January) must contact their RD to receive the Mid-Year Room Transfer Request form. There are two deadlines to submit this form; before November 15th to move during finals week of December

or before January 16 to move over the January Interim break.

Students must identify an open room that they desire to move into before they submit the request. Requests will be reviewed by a committee. Before students pursue a room transfer, they should consider that there may be a better solution to resolving a situation than moving rooms.

SEARCH AND SEIZURE POLICY

While the university will make reasonable effort to respect the privacy of a student's room, Bethel University maintains the right to enter a student's residence hall room in response to an emergency or concern for a student's safety. If Student Life and/or Safety and Security staff have reason to believe that a student possesses illegal substances, alcohol, weapons, or evidence of illegal or dangerous behavior, they may choose to search the student's residence hall room and property. In the event that it is necessary for local law enforcement personnel to search a student's room, an authorized university official will be present.

SOLICITATION IN RESIDENCE HALLS

No solicitation is permitted in any residence without the written permission of the associate dean for residence life. If you see someone soliciting products, please ask them if they have received permission. Solicitation includes selling or distributing free materials door-to-door, and group parties such as Amway®, Mary Kay®, Tupperware®, etc. Individuals from off-campus desiring personal information about residents should be referred to the associate dean for residence life.

SPORTS

Sports of any kind may not be played in any area of the residence hall. This includes student rooms, hallways, lounges, and stairwells.

VACANCY IN A ROOM

When there is a vacant spot in a room, the Office of Residence Life may assign a new roommate to the open spot per the terms of the Housing Agreement Lease. Should the occupancy of the room, suite, or apartment fall below 50% capacity, the Office of Residence Life reserves the right to consolidate spaces if necessary.

VISITATION HOURS

There are no specific hours when students must be in their residence halls at night. The Residence Life staff does encourage students to incorporate healthy amounts of sleep into their schedule as part an effort toward well-being.

Visitation by the opposite sex is allowed in the residence halls; however, to preserve individual rights and privacy, visitation is limited to certain hours of the week. During visitation hours, room doors should remain open. Visitation is by invitation only, and all students and guests must leave at the designated time. It is each student's responsibility to monitor the time and confront violations of visitation policy. Abuse of visitation privileges will result in fines and disciplinary action.

Approved visitation hours are as follows:

Bodien, Edgren, Getsch, and Nelson:

- Monday, Tuesday & Thursday, 4 p.m. - 10 p.m.
- Wednesday, No visitation hours
- Friday, 4 p.m. - midnight
- Saturday, noon - midnight
- Sunday, noon - 10 p.m.

Arden Village and Lissner:

- Sunday - Thursday, noon - 11 p.m.
- Friday - Saturday, noon - midnight

Heritage and North Village:

- Sunday - Saturday, noon-1 a.m.

Residence Life Resources

KITCHENS

Each residence area has a community kitchen. Residence halls are not

required to provide kitchen materials (pots, pans, dishes, etc.) Use of some equipment may require leaving an ID with the RA on-duty. All equipment must be returned promptly.

It is each students' responsibility to clean up immediately after using the kitchen. Residence Life Staff reserve the right to close community kitchen if students are not properly maintaining the space or cleaning up after themselves.

LAUNDRY ROOM

Washers and dryers, with unlimited use, are provided in each CAS residence at no charge. Directions are posted in each laundry room. Download the CSC ServiceWorks app to your phone to check washer availability, receive notifications on your in process load, report a problem and much more.

To report a problem with a washer or dryer, scan the machine ID using the CSC ServiceWorks app or submit a Facilities Management Work Order (including the six-digit machine ID).

Please be considerate of your fellow students and remove your laundry promptly from the machines when you are done.

LOUNGES AND RECREATION ROOMS

Recreation and lounge space (affectionately known as "shacks") are provided in each residence for students' convenience and enjoyment. Games and equipment are available for use in the recreation rooms. Lounge furniture must be left where it is. Disciplinary action will be taken when furniture or equipment is removed to individual rooms or taken outside the building.

Shack is open from 7-11 p.m. on weekdays (Sunday-Thursday) & 8 p.m. - midnight on weekends (Friday-Saturday). RAs are available to answer questions, listen to concerns, provide additional security, and respond to emergencies.

REFRIGERATORS

Privately owned mini refrigerators are allowed. Rated capacity may not exceed 5 cubic feet and must be in good operating condition. Use of a privately owned full size refrigerator or chest freezer is not permitted.

STORAGE LOCKERS

A limited number of storage lockers are available to rent in Bodien, Edgren and Getsch halls. Students should submit the Residence Hall Locker Request Form to request a locker. A Bethel combination lock will be provided and must be used. Locker rental fee will be charged to students' account.

VENDING MACHINES

Vending machines are located in the common areas of each residence area as well as in the BC and HC buildings, level 2. Contact the Campus Store with any questions or problems.

Index

| | | | |
|--|----|---|----|
| Academic Honesty | 20 | Kitchens | 43 |
| Advertising Guidelines | 20 | Laundry Rooms | 44 |
| Alcohol and Drug Abuse Resources | 19 | Leaving/Returning to Bethel Appeal..... | 27 |
| Alcohol Possession and Use | 21 | Legal Assistance | |
| Annual Security Report | 32 | Locker Request Form | 19 |
| Athletic Program Participation Rates..... | 32 | Lost and Found..... | 33 |
| Bethel Alert System..... | 32 | Lounges and Recreation Rooms | 44 |
| Bethel Royal Care Hotline..... | | Missing Student Policy | 28 |
| Bethel Univ. Community Commitments | 37 | Motorcycles, Mopeds, and Scooters..... | 33 |
| Bicycles | 37 | Non-disciplinary Policy and Procedures .. | 8 |
| Campus Demonstration Guidelines | 15 | Nondiscriminatory Policy..... | 30 |
| Campus Policies and Procedures | 20 | Office of Residence Life | 33 |
| Campus Resources..... | 32 | Office of Student Life | 6 |
| Check-in/Check-out..... | 35 | Official Withdrawal..... | 27 |
| Christmas and Spring Break | 36 | Patriot Act..... | 30 |
| Fall 2018..... | 35 | Peer-to-Peer File Sharing..... | 30 |
| Interim 2019 | 36 | Periodic Room Checks | 38 |
| Mid-year Check-out..... | 36 | Philosophy of Discipline..... | 8 |
| Opening and Closing Dates..... | 36 | Political Campaigning Policy | 17 |
| Spring 2019..... | 36 | Pregnancy..... | 18 |
| Completion/Graduation Rates | 32 | Quiet Hours and Courtesy Hours..... | 40 |
| Computer Crimes | 21 | Racial & Ethnic Harrassment Policy | 24 |
| Confidentiality of Student Records and | | Recording Policy | 22 |
| FERPA..... | 21 | Refrigerators | 44 |
| Covenant for Life together at Bethel | 3 | Removal from Housing..... | 40 |
| Criminal Records, Employment, and | | Residence Halls..... | 34 |
| Financial Aid..... | 21 | Residence Life Housing Procedures..... | 34 |
| Damage Prevention..... | | Residence Life Philosophy | 33 |
| Disability Discrimination Policy..... | 28 | Residence Life Policies and Procedures .. | 37 |
| Donation Collection in Residence Halls .. | 38 | Residence Life Resources | 43 |
| Dancing at Bethel University..... | 15 | Residence Life Vision Statement | 34 |
| Disciplinary Appeals Policy & Proc. | 12 | Residence Safety Guidelines | 40 |
| Discipline Policy and Procedure..... | 10 | Returning to Bethel | 28 |
| Discipline | 8 | Room Transfers..... | 42 |
| Drug and Alcohol Free Campus Policy | 21 | Search and Seizure Policy..... | 43 |
| Expectations and Consequences for | | Security and Safety Services..... | 53 |
| Community Standards..... | | Sexual Misconduct Policy..... | 23 |
| Financial Assistance and FFEL/Direct | | Shuttle Service..... | 33 |
| Loan Deferment for Peace Corps or | | Social Media and Online Communities .. | 18 |
| Volunteer Service..... | 32 | Solicitation in Residence Halls..... | 43 |
| Fines | 38 | Sports..... | 43 |
| Fundraising Guidelines | 22 | Stop-out | 28 |
| Guests | 38 | Storage Lockers | 44 |
| Hazing | 16 | Student Concerns and Complaints Policy .. | 13 |
| Health Insurance..... | 27 | Student Conduct Board Policy | 14 |
| Hospitalization | 16 | Student Life Departments and Staff..... | 7 |
| Housing Agreement..... | 34 | Student Life Policies and Procedures..... | 8 |
| Housing Agreement Cancellation..... | 34 | Student Life Resources..... | 19 |
| Housing Application..... | 34 | Student Life Vision Statement..... | 2 |
| Housing Cost..... | 35 | Vacancy in a Room | 43 |
| Identification/Access Cards | 33 | Vending Machines..... | 44 |
| Interim Housing..... | 35 | Violent Acts or Threats..... | 18 |
| Invasion of Privacy..... | 38 | Visitation Hours | 43 |
| Involuntary Withdrawal..... | 28 | Weapons | 31 |
| Key Replacement Policy..... | 38 | Welcome to Student Life..... | 6 |



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