



## **Volume VII - Student Life Policies**

### **7 Introduction**

This Volume VII contains current information regarding Bethany College policies, regulations, and other student life information. Academic policies appear in Volume VI of the Policy Manual. Bethany College reserves the right in its sole judgment to promulgate and change rules and regulations and to make any changes of any kind to its student life policies whenever it is deemed necessary or desirable.

#### **7.1 Student Code of Conduct**

In order to foster a better understanding of the Code of Conduct and its expectations of Bethany College students, please see the stand alone document as linked here:

[Student Code of Conduct](#)

#### **7.2 Title IX/Sex Discrimination Policy**

In order to foster a better understanding of the Title IX policies and expectations of Bethany College students, please see the stand alone document as linked here:

[Title IX/Sex Discrimination Policy](#)

#### **7.3 Student Reporting Procedure/Grievance Procedure**

If a student has a concern or a grievance, please read below:

Students have the right to file a Grievance Report based on the procedure set forth in our Grievance Procedure and Policy. A grievance report is a formal documentation of a perceived wrong or unjust or unfair act committed by a faculty or staff member based on a student's disability that is believed to have caused the student distress. These reports are provided to the department supervisor or chair for follow up or resolution.

Students have the right to report any bias incident. A bias incident is conduct, speech, or expression motivated, in whole or in part, by bias or prejudice. It differs from a hate crime in that no criminal activity is involved. Bias, in and of itself, is not illegal and each state has different laws that govern hate crimes and hate incidents by bias. Therefore, each report submitted is handled on a case-by-case basis in accordance with our internal policies and procedures.

If you submit a report and provide your contact information, you may be contacted to meet in person with the Dean of Students, Assistant Dean of Residence Life, and/or Director of Student Conduct. Working together with the appropriate staff will allow you to develop a plan for the next steps in further collection of information and outcome or resolution.

The Dean of Students may be contacted by phone at 304-829-7630 or via email at [DOS@Bethanywv.edu](mailto:DOS@Bethanywv.edu).

## **7.4 General Student Information**

### **a) Offices, Departments, and Other Student Services**

#### **1. Ambulance Services**

The Bethany Volunteer Fire Department has EMT and Paramedic staffing. Ambulance service is obtained by calling 9-911. As with any other ambulance, there is a fee charged for services. The fee to the patient may vary based on services provided and individual insurance policy coverage.

Bethany College is not obligated to provide return transportation, but will make every effort to accommodate the student's return to campus. A college official may provide return transportation at their convenience or a transportation fee may be charged to the student.

#### **2. Counseling Services**

The purpose of the Counseling Services Office is to provide short-term counseling or referral services for Bethany College students who are experiencing emotional, psychological, or other non-academic problems which are affecting their lives and studies at the College. Students with concerns, stresses or other special needs may be provided with counseling and other support on campus, when feasible and appropriate, at no cost to the student. When a student cannot be directly helped by the Counseling Services Office, the Office will provide referrals to appropriate help off campus. Students are responsible for the costs of any such off-campus help; that cost may be borne by the student or the student's parents and/or their health insurance. The Counseling Services Office aims to provide holistic (body, mind, and spirit) counseling services and other relevant support to all Bethany College students in need of its services in order to assist students in having a positive living and learning experience. Additionally, the Counseling Services Office seeks to promote emotional, psychological, mental and spiritual wellness and growth in the student body as a whole. Except when legally mandated, counseling is confidential. Appointments may be made by calling 304-829-7572. Crisis services are available 24 hours a day through the on-call staff member of the Office of Student Life. To contact the on-call staff member of the Office of Student Life, please contact a Resident Assistant or Security Officer and ask them to have the "On-Call Staff Person" call you.

**FOR EMERGENCY SITUATIONS WHEN A STUDENT MIGHT POSSIBLY HURT THEMSELVES OR OTHERS, CALL CAMPUS SECURITY AT 304.830.3924 OR CALL AN EMERGENCY OPERATOR AT 9-911 FOR IMMEDIATE ASSISTANCE.**

## **b) Americans with Disabilities Act**

1. The College complies with the Americans with Disabilities Act for its employees, students and campus visitors as required by law.

Those students needing special accommodations for housing, meals, classes, or other scholastic needs shall provide documentation from their primary care provider as to the specific nature of those needs, and how Bethany College can work with the student to provide the best possible accommodation. If a student does not disclose the need for special accommodations, the College is not responsible for those needs. The Office of Student Life will work with those students who disclose any special needs to the College to work through appropriate accommodations. Students who need accommodations should see the individual who serves as the Section 504 Coordinator for the College. The Section 504 Coordinator can be contacted at 304-829-7064 by phone.

### **2. ADA/Section 504 Grievance Procedure and Policy**

It is the policy of Bethany College to comply with the requirements of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Bethany College has adopted an internal Grievance Procedure to meet the requirements of the ADA. This Grievance Procedure provides for a prompt and equitable resolution of complaints. It may be utilized by any member of the campus community, including, but not limited to, students, employees, visitors, and contractors, who wants to file a complaint alleging discrimination on the basis of a disability in the provision of services, programs and/or activities by Bethany College or any of its employees.

A complaint should be in writing and contain information about the alleged discrimination. It is helpful to the process for an individual to include name, address, and the phone number of the person who is making the complaint. It is also pertinent to include the location, date, and description of the alleged problem. We will also provide alternative means to file a complaint, such as in person or a video recording, to provide an accommodation for persons with disabilities upon request.

The complaint should be submitted by the individual making the allegation and/or their designee as soon as possible, but no later than 90 calendar days after the alleged violation to:

**Amber Shipley**

Section 504 Coordinator/Title IX Coordinator  
304-829-7064 or [ashipley@bethanywv.edu](mailto:ashipley@bethanywv.edu)

It is against the law for Bethany College to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. The Section 504 Coordinator should be notified immediately if anyone associated with the grievance procedure is subjected to any perceived retaliation as a result of that person's participation in the grievance process.

## **c) Insurance**

All students are required to have some type of medical insurance. Bethany College offers a student medical insurance policy (at an applicable fee) to those who are not covered by their parents' or other insurance. Each year students will receive enrollment information with regard to the medical insurance

plan. Students with medical insurance may opt out of the College offered plan. If they fail to take action to opt out by the specified date, they will be enrolled in and charged for the plan.

#### **d) Immunization and Medical History**

Bethany College requires anyone attending the College to document dates of immunizations. A physical examination and health and medical history form must be completed PRIOR to registration. Failure to comply may result in a denial of registration privileges until compliance is confirmed by the Wellness Center.

#### **e) Lost and Found**

Personal belongings lost on campus should be turned in to, and, may be recovered from, the Lost and Found areas located at the Office of Safety and Security in Cummins Community Center.

Any item that is not claimed within 90 days of being turned in, will become the property of Bethany College and will be disposed of accordingly by the Department of Campus Safety and Security.

#### **f) Student ID**

Each student, upon arrival at Bethany College, will be issued a photo ID. Replacement of a lost ID is \$10.00; replacement of a broken ID card is \$10 (broken ID cards must be turned in at the time of replacement). Replacement cards may be obtained at the Office of Student Life. Student IDs are needed for access to Campbell Village and Cochran residence halls, meals in all Dining Services locations, and services at the library.

### **7.5 Vehicle Parking Registration and Violations Policy**

#### **a) Registration**

Policies and procedures have been adopted by Bethany College to ensure the safety of all drivers on campus. These policies and procedures apply to all full and part-time students. The number of parking spaces available at Bethany College is sufficient for students, faculty and staff if all cars are registered and the following regulations are obeyed. The Department of Safety and Security is responsible for the enforcement of these regulations.

Students are required to register any vehicle they choose to bring to campus. All vehicles parked on campus must display a valid Bethany College vehicle permit issued by the Department of Safety and Security.

#### **b) Violations**

All drivers are expected to obey posted traffic and parking signs at all times. Some parking lots on campus are designated as "Faculty and Staff Only" parking between the hours of 7:30am and 4:30pm, Monday through Friday. Other parking lots on campus are designated as upperclassman only parking and are monitored and ticketed 24 hours per day, 7 days per week during the academic year. All vehicles on campus are subject to the fines and disciplinary actions below:

1. Specific Fines:

- a. **Fire Lane Violation \$100.00**
- b. **Invalid or No Registration \$25.00**
- c. **Failure to obey STOP sign \$25.00**
- d. **Parking on Unpaved Surfaces \$50.00**
- e. **Reckless driving \$50.00**
- f. **Parking in an Unmarked Parking space \$25.00**
- g. **Parking in restricted area \$25.00** (This includes Yellow-lined areas, area behind Campbell Hall, Faculty/Staff lots, etc.)
- h. **Handicapped Space Violation \$100.00**
- i. **Wrong way on a One Way Street \$50.00** (e.g. Campbell Village road, Richardson Hall road)
- j. **Fraudulent Parking Permit \$100.00** - It is a violation of this policy to alter a registration permit or to display or allow the display of a registration permit not registered to a student's vehicle. Permits are non-transferable. Students displaying fraudulent or "borrowed" permits will be fined and be referred to the Director of Student Conduct for resolution.

2. Bethany College will not compromise the safety of its campus community by permitting the unsafe operation of motor vehicles on campus, especially when such behavior is due to intoxication, or the influence of illicit substances. Violations of this provision will lead to the loss of registration, fine, and College disciplinary action. The College also reserves the right to refer students to the appropriate law enforcement authorities.

3. No student shall ride on the top of, or hang out of, any vehicle. Students are not permitted to ride in trunks or the rear of hatchback cars or sport utility vehicles. This is a *serious safety violation* and will result in a **\$50.00** fine to the driver and **\$25.00** fine to each passenger not properly seated. Riding in the bed of pick-up trucks is permitted, but passengers must be seated in the bed. Riding on side rails or fender wells *is not permitted* and is subject to the fines indicated above.

4. After three (3) violations, parking privileges **will** be suspended for the remainder of the school year. Subsequent violations will result in the offender's vehicle being towed from campus at the owner's expense including any storage fees incurred.

5. Fleeing or failure to yield to a Security officer will be considered reckless operation and the student will be subject to a fine of \$100 and/or the towing of the vehicle.

6. Parking in fire lanes or restricted areas is not permitted. Temporary parking using hazard/caution lights is not permitted. Vehicles will be booted or towed, and fined \$50.

7. Driving on footpaths, sidewalks, and grass-covered areas is not permitted and will be considered reckless operation. The student will be subject to a fine of \$50 and/or booting or towing of the vehicle.

### **c) Towing and Booting**

Any vehicle violation mentioned above is subject to having the vehicle towed or booted at the discretion of the College. Should a violation result in towing or booting a vehicle, the student is financially responsible for the cost of removing the boot or the cost of towing and storage of the vehicle plus any property damage caused by the violation.

## **7.6 General College Policies and Procedures**

### **a) Affirmative Action**

Bethany College does not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, disability, disabled veteran status, or on any other basis that would be in violation of any applicable federal, state, or local law in the administration of its educational policies, admissions policies, and scholarship and loan programs. The College is committed to creating a community in which a diverse student population can live and work with tolerance and respect for the rights of each individual. Area Affirmative Action Officers (AAOs) are the administrative officers over each area of College life (President's Cabinet). Individuals who suspect improper actions by other members of the Bethany College community shall report these actions to the AAO of the relevant area. [Someone who suspects that an area AAO has acted improperly shall contact the Chief Affirmative Action Officer (Director of Human Resources).]

### **b) Anti-Harassment Policy**

The College is committed to upholding standards that promote respect and human dignity in an environment fostering learning and professionalism. It is the policy of the College to maintain an educational and work environment free from all types of discrimination and harassment, an open environment which values and protects individual dignity and the integrity of human relationships. Accordingly, all forms of discrimination against or harassment of any member of the College community, whether based on race, religion, color, national origin, gender, sexual orientation, age, disability, disabled veteran status, or on any other basis that would be in violation of any applicable federal, state, or local law, are prohibited.

The educational process at the College is based on mutual trust, freedom of inquiry, freedom of expression, and the absence of intimidation and exploitation. Such an atmosphere of respect and regard for individual dignity among members of the academic community is essential if the College is to function as a center of academic freedom and intellectual advancement. In addition, the College has a compelling interest in assuring the provision of an environment in which learning and work may thrive. Such an environment requires free and unfettered discussion of the widest possible nature, one which encourages expression of all points of view. The College recognizes that the academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the appropriate content and presentation of academic material. Assertions regarding any of the characteristics listed above, however, should be directly related to the exchange of ideas, ideologies or philosophies. Any such assertions in the teaching context that are persistent, pervasive, and not germane to the subject matter may constitute sexual or another form of harassment and will not be tolerated.

### **c) Demonstrations**

Demonstrations shall, under normal circumstances, be registered twenty-four hours in advance with the Dean of Students. All demonstrations (and expression of any form) must be peaceful and orderly. Demonstrations may be organized and led only by members of the Bethany College community. Demonstrations or other forms of expression may not compromise the rights of other members of the College community, nor interfere materially with the general operation of the College. Free speech is a cherished foundation of academia. Forms of expression, however, may not demean or degrade individuals on the basis of race, veteran status, religion, national heritage, cultural background, sexual preference, gender, ability or disability, or any such grounds.

### **d) Animal Policy**

1. Bethany College is committed to fostering a campus environment that is conducive to academic discourse for all individuals irrespective of need. This includes a commitment to a campus community where all individuals feel safe and welcome, as well as for everyone to have the opportunity to participate in activities both inside and outside of the classroom.

For some individuals in our campus communities, the presence of animals in campus buildings can be an access issue due to allergies, phobias, and/or discomfort around animals. It is our wish that individuals should not have to avoid areas of campus due to the presence of an animal.

Therefore, we seek to clarify our policy around animals on campus. Animals, other than College-owned research animals and/or fish in a small aquarium under ten gallons, are not permitted in campus buildings or in outdoor athletic facilities, with the following exceptions:

a. Service animals are permitted within the parameters set out in the Americans with Disabilities Act. Bethany College is committed to allowing individuals with qualifying disabilities the use of a Service Animal as defined in the Americans with Disabilities Act to facilitate their full participation and equal access to activities both inside and outside of the classroom. Please refer to the Service Animal Policy for further information.

b. Emotional Support Animals (ESAs) for students are allowed in the residence halls when they are necessary to provide otherwise qualified students with documented mental health disabilities an equal opportunity to use and enjoy on-campus housing. All ESAs must be registered with the Office of Student Life prior to bringing the animal to campus. Please refer to the Emotional Support Animal Policy for further information.

2. Dogs are allowed in all other outdoor spaces on campus, except for outdoor athletic facilities, under the following conditions:

a. Dogs shall not be brought on campus unless they are under the complete control of the owner and present no hazard to people. An owner shall not regard the wearing of a muzzle by a dog as control;

b. Dogs are not permitted to be brought onto the campus except when they are secured to a leash, cord, chain, or similar direct physical control of a maximum length of six (6) feet, the other end of which is retained by a person; or if the dog is securely confined in a vehicle, cage or similar restrictive conveyance;

c. Dogs are not to be left alone tied, chained, or otherwise attached to trees, poles, fences, bulletin boards, or other stationary objects; and

d. Dogs must have a valid license and tags as evidence of current rabies vaccinations.

3. All animals in open spaces on campus must be under the control and supervision of the owner always. Animals are not to be left alone tied, chained, or otherwise attached to trees, poles, fences, bulletin boards, or other stationary objects. Cleaning up after your animal is the responsibility of the pet owner or individual in control of the animal. All animals are to be on a leash at all times when you are outside of your residence hall room. Failure to clean up after your animal, or to keep your animal in a hygienic state, may result in fines, service hours, or revocation of permission to have the animal on campus. Animal owners are responsible for all costs involved in the maintenance of the animal and/or any damage that the animal may cause.

#### **e) Family Educational Rights and Privacy Act (FERPA)**

The Federal Educational Rights and Privacy Act of 1974, last amended on July 1, 2003, protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The Higher Education Reauthorization Act of 1998 allows, but does not require, colleges and universities to contact the parents of students in disciplinary cases involving drugs and alcohol (please see the Parental Notification Policy in Volume VII, Subsection 7.2.16). The Family Education and Privacy Act was enacted by Congress to protect the privacy of student educational records. This privacy right is a right vested in the student.

1. Pursuant to FERPA, eligible students (those over 18 years of age) and parents have the right to inspect and review their education records maintained by the school. Bethany College is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Bethany College may charge a fee for copies.

There are some records to which the student has no right of access. These are:

a. Professional mental health treatment records to the extent necessary, in the judgment of the attending physician or professional counselor, to avoid detrimental effects to the mental health of the student or of others. These records may, however, be reviewed by a physician or other appropriate professional of the student's choice.

b. Financial information furnished by the student's parents in support of an application for financial aid.

c. Confidential letters of recommendation that were placed in the student's file prior to January 1, 1975.

d. Confidential letters of recommendation concerning admission, employment, or honorary recognition, for which the student has waived access. (The College may not require a student to sign a waiver in order to obtain services, but a person writing a recommendation may insist on a waiver as a condition for writing it.).



e. Personal notes made by a faculty member or counselor that are accessible only to that person and are not shared with others.

f. Materials in any admissions files, until the student has been admitted to, and has attended the College.

2. Eligible students have the right to request that Bethany College correct records that they believe to be inaccurate or misleading. If the College decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth the student's view about the contested information.

However, Bethany College is not required to consider requests for amendment under FERPA that:

a. Seek to change a grade or disciplinary decision; or

b. Seek to change the opinions or reflections of a school official or other person reflected in an education record.

3. Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31):

a. School officials with legitimate educational interest;

b. Other schools to which a student is transferring;

c. Specified officials for audit or evaluation purposes;

d. Appropriate parties in connection with financial aid to a student or the result of a judicial or quasi-judicial hearing;

e. Organizations conducting certain studies for or on behalf of the school;

f. Accrediting organizations;

g. To comply with a judicial order or lawfully issued subpoena;

h. Appropriate officials in cases of health and safety emergencies; and

i. State and local authorities, within a juvenile justice system, pursuant to specific State law.

4. Bethany College may disclose, without consent, "directory" information. This includes:

a. name;

b. permanent and local address and telephone;

c. The division/department attended at the College;

d. class level;

- e. major field;
- f. dates of attendance at the College;
- g. degree received and date awarded;
- h. honors and awards received;
- i. participation in recognized activities;
- j. previous school(s) attended, and
- k. height and weight of members of intercollegiate athletic teams.

5. The College may disclose directory information for any purpose, without the prior consent of a student, unless the student has forbidden its disclosure in writing. Students wishing to prevent disclosure of the designated directory information must file written notification to this effect with the Registrar's Office. In the event that such written notification is not filed, the College assumes that the student does not object to the release of the directory information.

6. At Bethany College, Information about student rights and responsibilities under FERPA is available at the Office of the Registrar.

7. Outside of the institution, students have the right to file a complaint with the Family Policy Compliance Office, Department of Education, 600 Independence Ave., SW, Washington, DC 20202-4605, concerning any alleged failure by the College to comply with FERPA.

#### **f) Indebtedness to the College**

Financial responsibilities must be resolved before official transcripts are released or other requests for assistance are honored (e.g. Visa assistance). This includes unpaid fines or fees.

#### **g) Legal Liability of the College**

1. The College is not legally liable for damages or loss of personal property or failure or interruption of services due to weather or acts of God.
2. The College does not assume responsibility for lost, stolen, or damaged property. This policy covers not only personal possessions, but also those items in an individual's charge (e.g. keys to the residence hall room, residence hall furniture.)
3. Students are strongly encouraged to insure their personal property by the purchase of insurance against loss from theft and accidental damage.

#### **h) Missing Students Policy**

At the beginning of each academic year, Bethany College will request all on-campus residents to read, complete and sign the missing person policy and voluntarily provide a name and number of an emergency contact person in case a student is reported missing for more than 24 hours.

If a Bethany College residential student is suspected missing for more than 24 hours or missing under suspicion of unusual circumstances, please contact Bethany College Safety and Security at 304.830.3924

or any member of the Bethany College Student Life Staff at 304-829-7631. If a student is a commuter, please contact Bethany College Safety and Security at the number listed above.

All suspected missing persons will be investigated by Bethany College. If, after an investigation, it is suspected the student is missing, a *Missing Person Report* will be filed with the appropriate authorities and law enforcement agencies and a designated contact person or parent or guardian will be notified within 24 hours of the filed report.

#### **i) Political Activities Policy**

To preserve the integrity of Bethany College and to protect the neutrality of the College in political contests, the following guidelines shall apply. The Vice President for Academic Affairs and Dean of the Faculty is responsible for monitoring the guidelines.

Bethany College supports open dialogue on political issues. The College reserves the right to support or oppose issues that affect its values, welfare, the College itself, and/or values and welfare of higher education. The College encourages its faculty, staff, trustees, students, and recognized campus organizations to participate actively in political activities on an individual basis. The policies of Bethany College do not restrict the rights and privileges of faculty, staff, students, and recognized campus organizations to express their opinions freely. The College is committed to preserving and encouraging a diversity of point of view and political opinion.

Political activities on campus must be conducted in a neutral and nonpartisan manner, and in furtherance of the organization's legitimate exempt function (education).

#### **J) Postings**

All posters, flyers, banners, or publications to be displayed or distributed on the Bethany College campus must bear the identification of the group or individual disseminating the information. The only requirement imposed on any student publication, poster, banner, or other printed or written matter is statements in them must not be untrue, libelous, demeaning, or obscene. Postings may only be displayed in appropriate areas, i.e., bulletin boards. Publicity may not be posted on the glass doors of buildings since this is a fire-safety hazard. Tape, pins, or tacks may not be used to affix postings on wood paneling or painted surfaces. Electronic dissemination of events is highly encouraged. All postings on the Bethany College campus must be approved and stamped by the Director of Student Activities.

#### **k) Reservation of Facilities**

Student Activities is responsible for reserving most (but not all) campus spaces for events. For a complete list of the spaces that can be reserved, see the Bethany College Room Guide. Student Activities receives numerous requests for space and events every week. For this reason, we ask that you contact us at least five days in advance for room reservations. Please use the **Room Reservation Form** and allow three business days after you make your request to receive confirmation of your reservation. All events that take place on Campus must be registered and approved by the Student Activities Office. Once you receive a Room Reservation Confirmation number, your room reservation will be tentatively held for one week. At this time, you must complete the **Event Registration Form** to solidify your room reservation. When preparing to complete the Event Registration Form, be sure to have all of your event details and needs handy. Please allow five business days after you make your request to receive confirmation of your

registration. Please remember, student organizations are not permitted to have alcohol at any event they have on campus without consent from Bethany College. In order to have alcohol at your event, a bartender must be present. Everyone being served at the event must be of legal age to consume alcohol. You must have a measure in place to make sure that all those drinking are at least 21 years of age. You are required to contract security or your organization's advisor must be present to have alcohol at your event. This alcohol must go through the on-campus food provider who will provide the alcohol as well as the bartender. The on-campus food provider has first right of refusal for any event that is held on campus that will have food served. If you have any more questions regarding the food and alcohol policy for student organizations, please stop in to the Student Life Office. All forms are available at <https://www.bethanywv.edu/student-life/housing-dining/campus-facilities/>.

### **I) Sex Offenders**

The Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) is a federal law that provides the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. Law enforcement agency information provided by the State of West Virginia can be obtained by visiting [www.wvstatepolice.com](http://www.wvstatepolice.com). Once at this site, click on "sex offender" and then select Brooke County in the "county" section.

### **m) Solicitation Policy and Fundraising Guidelines**

1. Bethany College has established guidelines regarding solicitation of products or services on campus.
  - a. Fund-raising activities may not conflict with the College's own efforts to raise funds for the institution as a whole. Soliciting parents, alumnae, or others is strictly prohibited except with a special exemption from the Dean of Students and the Vice President.
  - b. Door-to-door canvassing by outside vendors is prohibited on the College campus.
  - c. Alcoholic beverages may not be offered as prizes.
  - d. Bulletin boards may not be used to distribute any solicitation material for the purpose of advertising, promoting, or drawing attention to off-campus events that the Dean of Students has not sponsored or recognized.
  - e. Products being sold must be of good quality and from a reputable firm.
  - f. Potentially hazardous or dangerous items may not be sold.
2. Fund-raising on Campus for Non-profit Charities
  - a. Fund-raising efforts for non-profit charities must be sponsored or recognized by a club or organization, academic department, or administrative office.

b. Student clubs and organizations may raise funds for their own benefit, providing they observe the following provisions:

- i. The Dean of Students must approve the schedule for the event.
- ii. The effort must not conflict with previously scheduled fund-raising activities.

**n) Student Financial Obligation Policy**

Students who have unpaid financial obligations to the College for any reason (tuition, fees, room, board, fines, etc.) may not receive the diploma or an official transcript until such debts are resolved. Students who have completed all academic requirements (or who otherwise have met the requirements for marching and been cleared by the Academic Standards Committee) may march in the commencement exercises *if their unresolved obligations total less than \$1,500*. These students will receive a letter explaining their situation and balance in their tube rather than a diploma, but they should be notified well ahead of the ceremony that this will be the procedure to avoid any undue surprise.

Students whose unresolved obligations total \$1,500 or more will not be permitted to participate in commencement. The Student Accounts Office will provide seniors preparing for graduation with clear communications regarding the impact that their debts will have on their graduation plans well in advance of the finalization of the graduation program. These communications will clearly identify the amount owed, the last possible date for payment, and the consequences for failing to resolve these obligations.

**o) Student Withdrawal**

A student wishing to withdraw either during the semester or for the next semester must complete a Student Withdrawal form with the Office of Student Life. This form will be processed to the Registrar's Office, Vice President for Finance, and Office of Student Life. Upon withdrawal, the student must turn in their residence hall keys and student identification card. If these items are not returned, appropriate charges will be placed on the student's account prior to closing that account. Questions about student withdrawal should be directed to the Dean of Students at 304.829.7631.

**p) Timely Warning Policy**

In the event that a situation arises, either on or off campus, that, in the judgment of College Officials, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through, postings, the college supported e-mail system, and other means of communication deemed necessary by Bethany College.

**q) Tobacco Use Policy**

The use of tobacco products including, but not limited to cigarettes, cigars, pipes, smokeless tobacco, electronic or e cigarettes, and vaporizers designed to administer nicotine is prohibited inside any of the College's facilities or vehicles. The use of tobacco products is allowed in designated areas outside any facility. Appropriate signage will be placed at entrances to all buildings advising employees and visitors that Bethany College maintains a tobacco-free environment. Designated tobacco-use areas will be located at least 25 feet away from any building entry way or ventilation intake. This policy relates to all work areas at all times, including before and after normal working hours.

#### **r) Use of College Name, Seal, and Logo**

Members of the campus community, either individually or collectively, shall not officially use the name, seal or logo of Bethany College in any activity outside of the regular work of the College. A student's violation of this rule is regarded as sufficient cause for dismissal or expulsion. Bethany College's name, seal, and logo are the exclusive property of the College and, consequently, may not be used in connection with goods or services offered by any outside organization without the prior permission of the Vice President for Enrollment Management and Marketing. Members of the campus community publish a considerable number of reports in the form of bulletins, circulars, scientific articles, monographs, and books, some of which are copyrighted and others of which are not. Material from such recognized publications is, of course, quotable, and proper recognition should be given to both the individual author and to Bethany College in connection with such quotations.

Official stationery may not be used in connection with "outside activities" except with respect to those academic and scholarly activities described above. No report or statement relating to outside activities may have the name of Bethany College attributed to it. The use of official Bethany College titles for personal gain or publicity is prohibited without the written approval of the Vice President for Enrollment Management and Marketing.

#### **s) Roof Use**

Students are not permitted on the roofs of campus buildings because of the danger involved and the costs of roof repairs. If the need arises to retrieve an article, the Office of Student Life must be contacted for assistance.

### **7.7 Information Technology Usage Policy**

a) The Information Technology ("IT") Usage Policy applies to the Bethany College community (e.g. faculty, staff, students, and others who from time to time may be granted use of the College's computing and network resources – hereafter referred to as "user").

b) To preserve the security, availability, and integrity of Bethany College computing resources, and to protect all users' rights to an open exchange of ideas and information, this policy sets forth the users' responsibilities in the use of these resources. This policy attempts to consolidate and formalize various policies, practices and activities dealing with the use of technology at Bethany College.

c) Users agree to comply with this and other applicable college policies, as well as all federal, state, and local laws, and regulations. Violations of this policy may result in revocation of access, suspension of accounts, disciplinary action, and/or prosecution.

d) Individuals shall report problems, outages, or inappropriate technology uses to Student Life, the appropriate administrator, or to the Help Desk.

e) Access to computing resources at Bethany College may be granted to accepted students, active students, employees, trustees, and faculty emeritus based on their roles and responsibilities at the College. Temporary access may also be granted to vendors, such as food service employees.

f) The following guidelines set forth the standards of behavior expected of all users:

1. User access is granted to an individual and may not be transferred to or shared with another user. This principle is intended to protect the integrity, security, and privacy of users' accounts. Sharing access with another individual undermines the security of users' accounts, leaving it vulnerable to abuse by others. By not sharing accounts, users protect against unauthorized activities on their account, for which they would be responsible.

a. The College reserves the right to regulate any activity that occurs on the campus network or on any other technology-based system owned by the College.

2. Users must not engage in activity outside the limits of access that have been authorized for them. This includes but is not limited to:

a. Performing an act that negatively impacts the operation of computers, peripherals or networks, or that impedes the ability of others to do their work. Examples include but are not limited to:

i) Tampering with any transmission medium or hardware device, or connecting any unauthorized device or computer to the College network;

ii) Intentionally propagating anything that damages hardware and/or software (virus, worm, spyware);

iii) Damaging or destroying data;

iv) Modifying any disk or software directory provided by the College for any type of special use;

v) Performing an act that places an unnecessary load on a shared computer or the College network.

b. Attempting to circumvent protection schemes for access to data or systems, or otherwise uncover security loopholes.

c. Gaining or granting unauthorized access to computers, devices, software, or data. This includes, but is not limited to:

i) Admitting someone into a locked facility, or unlocking any facility that is normally locked, without permission; and

ii) Permitting the use of any account, including one's own personal account, in a way that allows unauthorized access to resources.

3. Users must abide by all applicable laws or government regulations, and operate within the limits articulated by the College. Examples include but are not limited to:

a. Using any material in violation of any software licensing agreement or copyright law;

b. Using software or data that infringes on the rights of others. Examples include the production or propagation of material that is abusive, profane or sexually, racially or

religiously offensive; or material that may injure or harass someone else, or lead to lawsuit or criminal charges;

c. Monitoring someone else's data communications, or otherwise reading, copying, changing, or deleting files or software without proper permission of the owner; and/or

d. Using College facilities for personal gain, or for the benefit of an organization other than the College or an approved organization.

4. Upon resignation or termination, a faculty or staff member's e-mail and related accounts will be terminated or redirected to an appropriate person at the College.

5. After graduation a student's e-mail and related accounts will be left open for one year before being terminated. If a student transfers or is dismissed, accounts will be deactivated after 30 days.

### **7.8 Self-Destructive Behavior Policy**

a) Bethany College values all of its students and is concerned with their personal safety and development, as well as the safety and security of the campus environment as a whole. Therefore, should the College become aware that a student is engaging in self-destructive behaviors, it will respond in a compassionate manner that serves the best interests of both the individual student and the greater campus community.

b) Examples of behaviors that may be considered self-destructive include, but are not limited to:

1. Inappropriate use of alcohol, including under-age drinking. The effects of alcohol do not relieve individuals of their responsibility to themselves or to the community;

2. Use, possession, or distribution of narcotics or other controlled substances;

3. Physical abuse, or harming oneself, or intentionally placing oneself in danger; and/or

4. Attempted or threatened suicide

c) Students who engage in self-destructive behaviors are encouraged to seek help from resources available within the college community and may be referred to Health Services, Student Counseling, and/or a local hospital for evaluation and treatment recommendations. In the instance that an act of self-destructive behavior threatens serious harm to or significantly impacts the person engaging in the behavior and/or the campus community, it may be necessary to withdraw the student from the College with the possibility of conditional reinstatement, which may include a behavioral contract between the College and the student. Re-entry of the student will be approved at the earliest practicable date.

d) The College reserves the right to notify a student's parent, guardian, or appropriate relative in the case of an act of self-destructive behavior or an apparent threat of serious harm. In some special circumstances it may be in a student's best interest that parents not be notified. Such cases will be handled on an individual basis.

e) Bethany College is committed to maintaining a safe educational environment for all students and recognizes that self-destructive behavior can impact others in the residential community. Concerned residents are encouraged to utilize counseling resources provided to students free of charge. Residents are welcome to contact the Counseling Services Office at 304.829.7572



f) The aforementioned are illustrative rather than exhaustive. In the event that there arises some ambiguity, inconsistency or need for clarification of these statements, such definitions, interpretation or clarification will be determined by the Dean of Students, Director of Student Conduct, the College Counselor or their designee.

## **7.9 Residence Life: Expectations and Policies**

The general philosophy of residence life at Bethany College is to create a community living experience contributing to the total education of the students. The staff of the Office of Student Life is committed to developing a residential environment which encourages and enhances the student's opportunity to achieve academic excellence. Such a climate can only be realized if mutual cooperation, respect, and effort are expressed by both students and staff members. Listed below are policies, procedures, and general information pertaining to the residential community. Please note that the Office of Student Life can and will enact policies during the course of the year, should it be deemed necessary to the operation and healthy living environment of the residential community. In such cases, any additional or revised policies will be disseminated via e-mail and posted in all residential facilities.

Please read all resource documents to be fully informed of Bethany College policies, procedures and expectations. If you have any questions, please feel free to contact the Director of Residence Life at 304-829-7631.

Community living, sharing your space with one, four, eight, or 100 people can be a stressful situation. This situation is made easier for everyone if basic respect is present. This respect includes respect for yourself, your roommate(s), those living around you, the building in which you live, the staff that takes care of that building, and the general surrounding community. The policies, expectations and guidelines outlined below should make the community in which you live a more positive environment.

### **a) Room Selection**

Every attempt is made to assign housing to students based on their requests. However, the Office of Student Life reserves the right to make or change housing assignments.

During the Spring semester, the Office of Student Life conducts a room selection process for all currently-enrolled returning students. (A student participating in a Bethany study abroad program or in another Bethany off-campus program can participate by proxy.) Specific information regarding the lottery is distributed early in the spring semester. Greek housing units submit floor plans to the Office of Student Life. Although Greek organizations generally determine housing internally, the Office of Student Life reserves the right to assign or reallocate rooms based on needs of the campus. Freshmen and transfer students are housed according to information provided on their room reservation forms and the availability of residential space. Students returning from study abroad programs or absences from the College must coordinate their requests for rooms with the Director of Residence Life. Occasionally a student is assigned a double room on a single basis which has not been requested. When this situation occurs, the student involved must see the Director of Residence Life to arrange either to move into a room with another student or to pay the per semester charge for a single room. Students with single rooms pay an additional charge per semester, as well.

## **b) Expectations for Residential Living**

1. Alteration of Residential Rooms or Buildings - No students are permitted to alter their residences inside or outside without the express permission of the Director of Residence Life.
2. Care and Maintenance of Rooms and Living Areas - Students are expected to treat College property with respect. Students must maintain their rooms in as good a condition as when they moved into them. Students are equally responsible for the care and upkeep of common areas of their housing units. Common areas include halls, cubicles, suites, restrooms, lounges, kitchenettes, and exterior grounds. Damages and failure to maintain minimum levels of cleanliness will result in disciplinary action and/or group damage billing from the Director of Residence Life for the individuals responsible.
3. Room Condition Forms (RCF) - Each student will be asked to complete a RCF to record the condition of the room when they move in. Anything more than normal wear and tear, or if a student fails to return the RCF within 2 days of checking in, will result in charges for damage to the room or its furnishings. At the end of each year, each student shall complete the checkout process, including the completion of the checkout portion of the RCF initiated when they moved into that room, with an Office of Student Life staff member or designee. Failure to have a RCF signed by the student and member of the residence life staff will result in forfeiture of any deposit, and an additional improper checkout fee of \$100 and charges for any damages. In addition, if a student does not checkout properly by the official close of the buildings their belongings will be considered abandoned after 48 hours and the contents of the room will be disposed of properly.
4. Cohabitation and Taking up Residence - Residential space is for use by Bethany College students only. A student will not occupy any space that has not been assigned to that particular student. Cohabitation is defined as staying in a residential room, not assigned in your name, for a period longer than three nights consecutively; and/or more than ten days in a 30 day period.
5. Cooking Facilities and Kitchenettes - Kitchenette cooking facilities are available in common areas of some residential buildings (with the exception of Campbell Village and Cochran Hall). These facilities are intended only for limited use. When a kitchenette area is abused in any manner, cooking privileges will be revoked.
6. Emergencies - In the event of any emergency a student shall contact the Resident Assistant, Campus Safety and Security at 304.830.3924, or dial 911 for appropriate emergency services including fire, ambulance, or police services.
7. Entry of Rooms by College Personnel - Bethany College is dedicated to preserving students' rights to study, to reflect, to have quiet time, and to rest in their rooms. However, the College reserves the right to enter and inspect any students' room or vehicle at any time. Members of the staff of the Office of Student Life (including Resident Assistants), College Administrators, staff members of the Department of Safety and Security, and Maintenance Personnel are authorized to enter a student's room to determine occupancy, inspect its contents for health and safety reasons, provide for maintenance or make repairs, and for routine and random inspections. College staff may also enter rooms if there is reason to believe a violation of College policy or Code of Conduct is occurring or has occurred. Except in situations involving violation of policy,

maintenance, or safety concerns which require immediate attention, the personal belongings of students are not disturbed. When emergency situations exist, College staff may enter rooms. College personnel are authorized to enter rooms with law enforcement officials to determine whether a violation of law has occurred. The evidence gathered from this entry may be used in College disciplinary proceedings and in a court of law.

8. Fire Drills - State law requires periodic fire drills. Fire drills will be planned during reasonable hours, and conducted at least twice each academic year. All residents must leave the building any time a fire alarm sounds. Failure to follow directions for fire drills may result in disciplinary action under the Code of Student Conduct and of at least \$250.

9. Group Billing - The College makes every effort to identify the individuals who should be held financially responsible for non-regular housekeeping services, non-regular maintenance services, and vandalism or abuse of common areas in residential buildings. Residents, as members of a community, should be diligent in being aware of their surroundings and other students, and non-students, around them. Students witnessing vandalism or abuse of property shall report it to their RA, the Department of Safety and Security, or the Office of Student Life as soon as possible. If the person(s) responsible for these damages or additional housekeeping or maintenance issues are not discovered, the most directly related students will bear the costs of cleaning, repair, or replacement. The following is a schedule of responsibility for damages:

- a. Bedroom - divided equally among occupants of room.
- b. Cube, Suite, or Wing - divided equally among occupants of area.
- c. Bathroom - divided equally among occupants of the area serviced.
- d. Building, House Lounges, Hallways, and Common Areas - divided equally among all occupants of residence.
- e. Exterior and Grounds - divided equally among all occupants of building.

If an individual is found responsible for common area damages, sanctions for damages may include written warnings, fines, and loss of privileges, community restitution, suspension, or dismissal.

Periodically and at the end of each semester each residence area is checked by a member of the residence life staff or a designee for damages, alterations, and cleanliness.

10. Guests - It is a privilege for a student to entertain a guest. Residential facilities are intended for the particular student who has been assigned that living space and specific room. Residential facilities are not intended as living accommodations for transients, non-students, or students who are not assigned for housing or for students to use a room as a "second home" (i.e., staying in another student's room on a regular basis). It is expected that a student seek approval from roommates prior to inviting a guest. The student and guest shall be considerate of a roommate's right to sleep and study.

Students are expected to escort their guests at all times, to educate them on College policies, and to accept responsibility for their behavior and actions. The Office of Student Life retains the

authority to review and evaluate the Guest policy at any time. Furthermore, for health and safety reasons, the College reserves the right to limit the number and frequency of visits and to address those situations in which a visitor (whether student or non-student) is inappropriately using this privilege.

11. Health and Safety Inspections - Health and Safety inspections are conducted on a regular basis during the course of the academic year. These inspections are normally announced in advance but may take place without notification if deemed necessary by College staff. Staff conducting the search may consist of Office of Student Life Staff (including Resident Assistants) and/or Staff with the Department of Safety and Security. Staff members conducting the search will have the right to open drawers, refrigerators, and other closed containers if a violation is found that could threaten the health and/or safety of the individual, the living environment, or if it is a violation of state or federal law.

12. Housekeeping - The College provides housekeeping services for the cleaning only of the common areas of the residential facilities. Students are responsible for the cleanliness of their individual rooms or apartments. Residents of Campbell Village are to assume individual and group responsibility of caring for the apartment in which they reside. These responsibilities include removal of personal and apartment trash to dumpsters and appropriate cleaning of common areas.

13. Keys - Students will be issued keys to access their building and room, and, when appropriate, their suite. A student who loses a key for a room, apartment, or outside door must contact the Office of Student Life for a replacement. If the lost key is not found within one week the lock is changed and the charges assessed to the student. The cost for replacing a key (which includes key cutting, replacement of the lock core, and labor) is as follows:

- a. Campbell Village Apartment or Bedroom Door - \$100.
- b. Campbell Village: Both keys - \$150.
- c. All other Residential Buildings: Room or Outside Key - \$100.
- d. Phillips and Harlan: Both Keys - \$150

For reasons of safety and security, students must not loan their keys out to others, nor be stolen or duplicated. Unauthorized reproduction or use of keys is subject to judicial referral.

14. Laundry - Laundry facilities are available in each residential building 24 hours a day, 7 days a week during the academic year. The equipment is provided only for the use of the residents of the particular building. A malfunctioning machine shall be reported to the providing company, Office of Student Life, or the Resident Assistant. Each residential student is charged a minimal fee each semester for unlimited use of the laundry facilities.

15. Lock Out Policy - The Department of Safety and Security will unlock a resident's door. Charges will be applied to a student's account for the lock out service provided by the Department of Safety and Security as follows: 1st offense, \$5.00; 2nd offense, \$10.00; 3rd offense, \$20.00. After the 3rd offense, the student will be charged \$150.00.

16. Lock-Up Policy – Residential entry doors, excluding those with meeting, office or classroom space, are locked twenty-four hours per day. Propping of doors is not permitted. Students found propping, prying, yanking, or forcefully pulling open any door will be subject to student disciplinary charges under the Student Code of Conduct.

17. Maintenance Requests - All maintenance problems in residential rooms or public areas are to be reported as soon as possible. Maintenance problems should be reported directly to the Physical Plant at 304.829.7511 to facilitate prompt repairs. Maintenance work will usually be done during the working day but circumstances may dictate otherwise. Therefore, maintenance personnel will enter a room in order to make repairs whether or not a student is present.

18. Opening and Closing of Residential Buildings – Residential buildings open for incoming first-year students and other new students on the first day of the orientation period. Residential buildings open for upperclassmen on registration day. Requests for early arrival must be made, in writing, to the Director of Residence Life or Dean of Students. Students who have employment with the College must have a written statement submitted by the faculty or staff person for whom they are to work. Students who arrive early without permission and are not associated with an approved campus-related activity will be assessed a per day early arrival fee of \$50.00.

All residential buildings remain open until fall and spring semester examinations are completed, except during Thanksgiving, Christmas, and spring vacations. The closing hours for these vacations are posted prior to the closing date. All students are expected to make arrangements to leave their rooms during these vacation periods. A student must have permission from the Director of Residence Life or Dean of Students to return early or remain on campus during scheduled breaks. Students arriving early or staying during break periods will be assessed a daily fee of \$50.00.

19. Dependent Children and Spouses - Under no circumstances may dependent children or spouses live in residential buildings.

20. Quiet Hours - As an academic community the College must protect each student's right to an environment conducive to study, reflection, and rest. Noise shall always be kept at a level acceptable to all residents of the building. At no time shall noise from a room or residential building interrupt classroom activities. Some degree of quiet is appropriate in all areas at all times. Each member of the community is expected to be respectful and considerate of others' needs.

Quiet Hours during the regular semester:

Sunday through Thursday from 10:00 p.m. to 9:00 a.m.

Friday through Saturday from 1:00 a.m. to 10:00 a.m.

Quiet Hours during finals week:

24-hour quiet hours are in effect.

Extended quiet hours are also implemented during Senior Comprehensive Examinations.

21. Room Damage - Students living in residential buildings are responsible for the condition of their rooms upon move-out. The room should be in the original and clean condition in which it

was upon student move-in. Students will be billed for any charges resulting from damages to rooms, suites, and/or common areas.

22. Screens – Residential window screens are not to be removed from windows for reasons of health and safety. Students removing screens from windows will be billed appropriately for repair, re-installation or replacement.

23. Storage - Bethany College does not provide storage for students' belongings. Between the Fall and Spring semesters students may leave personal belongings in their rooms. At the end of the academic year all students' belongings must be taken home or placed in off-campus storage facilities.

### **c) Prohibited Items**

Students found in possession of, or having in their residential room, any prohibited items may face student disciplinary charges under the Student Code of Conduct. Sanctions may include confiscation of the item(s), probation, fines, and educational sanctions, up to and/or including suspension or expulsion from the College for serious or repeat offenses. This is not an exhaustive list and additional information can be obtained in the Office of Student Life.

1. Alcohol and Illegal Drugs: Possession of alcohol and prescription drugs is permitted only as stated under state and federal law. Additionally, possession of alcohol by those over the age of 21 shall be limited according to the [Bethany College Alcohol and Drug Policy](#). Student possession of illegal drugs, or prescription drugs other than within the law, on campus is prohibited.

2. Appliances: The use of personal electrical appliances is limited because of sanitation, safety, and electrical concerns. The following (although not exhaustive) are prohibited in all residential rooms: air conditioners (without medical documentation), toasters, toaster ovens, hot plates, space heaters, sun-lamps, halogen lights, hot pots, propane, gasoline, and electrical stoves or grills, ashtrays, oil lamps, any appliance with a heating coil, and extension cords. Refrigerators (not in excess of five cubic feet) are permitted. All approved appliances must bear the Underwriters Lab seal of approval.

3. Candles and Incense: Because of the danger of fire the use or possession of candles, incense, and incense holders or any open flame is prohibited in student rooms.

4. Contact Paper and Tape: The glue on contact paper is highly flammable and destructive to wood finishes; therefore, the use of contact paper in residential space is prohibited. Furthermore, the use of double sided tape, adhesives, nails, or screws to hang items is prohibited because of damage that these items cause to surfaces. Only Plastic-Tak or a similar product may be used.

5. Decorative Items: Students may personalize their rooms as they desire within policy and reason. Hanging fish nets, parachutes, flags, posters, tapestries or other items from the ceilings, sprinklers, heaters and room light coverings is not permitted. Posters or flags attached to walls must be flush with the wall. The Residence Life staff reserves the right to request that students remove any decorations that may be offensive (e.g. pornographic pictures). Residents of a room are responsible for damage to walls and doors caused by decorations. Furthermore, no lights are to lay against fabric due to the potential for a fire hazard.

6. Furniture: The College furnishes all bedrooms and common areas. Furniture issued to students is not to be removed from rooms and if removed, the student will be billed upon check out for items not in the room. Furniture items in rooms on campus are labeled with the room number, and occasionally the side of the room (“A” or “B”). Students may not “borrow” furniture from other rooms or from lounges and other common areas. Such “borrowing” is considered theft and is acted upon accordingly by the College. The College will not, at any time, remove College-owned furniture to accommodate furniture brought by a student. Students are permitted to bring one additional piece of furniture if it does not violate any health, safety, or fire laws. At the end of the academic year all furniture must be returned to its original location and arrangement. Students are charged a minimum of \$50 if furniture has to be moved, removed, or repaired. Greek housing units must make arrangements to store any “house” furniture.

7. Lofts: Students may not bring or construct personal loft bed units in their rooms.

8. Grills: Grills that use charcoal, lighter fluid, propane gas, or other flammable substances are prohibited.

9. Musical Instruments and Stereo Systems: Individuals or groups may not play stereos, amplified musical instruments, or other instruments that disturb others in the residential buildings. Students who wish to play instruments at levels which may disturb others should seek space in designated areas on campus. Stereo speakers and stereos must not be directed out windows as that may be disruptive to the surrounding community.

10. Pets: Because of the health and sanitation problems involved in the maintenance of pets, the only animals allowed in rooms in residential space are working service animals, approved therapy/assistance animals and fish in a small aquarium under ten gallons. For safety reasons, no piranha or other aquatic animals deemed dangerous by the Office of Student Life are permitted. Please see ... for more detailed information on the College’s Pet Policy.

11. Water Beds: The use of water beds in college residences is prohibited because of the potential for water damage and the added stress on building structures from their weight.

12. Weapons: The possession of deadly weapons or destructive devices is prohibited in residential facilities. This includes possession or use of any type of deadly weapon, firearm, imitation firearm, ammunition, explosive, firework, dangerous chemical, or other destructive device while on College premises. “Firearm” means any item which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. “Deadly weapon” means any device, instrument, material, substance, or object, whether animate or inanimate, designed to be used to produce serious bodily injury or death or is readily adaptable to such use. This provision does not apply to those individuals specifically permitted by College policy or procedure to possess such items. This specifically includes replicas of firearms and deadly weapons, as well.

#### **d) Removal from Housing**

Vandalism, actual or threatened violence, possession of any weapon, repeated violations of the Student Code of Conduct, and other serious and inappropriate behaviors may result in judicial referral and removal from College housing. The Dean of Students or designee determines the appropriate sanctions for violations which may include removal from housing. A student removed from housing does not receive a

refund of housing fees or forgiveness of housing fees yet due and is not excused from the residence requirement in subsequent semesters.

#### **e) Roommate Conflicts**

It can be normal that conflict may arise between roommates. It is an expectation that, if a conflict does arise, the involved roommates make an effort to discuss and resolve the conflict. If the conflict cannot be resolved at this level, please contact a Resident Assistant to serve as a mediator. The Resident Assistant, in conjunction with the roommates, may develop a roommate contract between the students. An administrative room change may be implemented in those rare occasions when a conflict cannot be resolved. Such a change is at the discretion of the Director of Residence Life and the Dean of Students.

#### **g) Room Changes**

Room changes will be a last resort for resolving conflict involving one's living situation. Exception is given to those with special circumstances (i.e. medical condition).

Prior to a room change being granted, a student must:

1. Meet with a member of the Resident Assistant staff to discuss the area of conflict, following which the Resident Assistant will either suggest mediation or have the student(s) complete a roommate agreement, or
2. Upon the recommendation of the RA, complete a room change request form, and schedule an appointment to discuss concerns with the Director of Residence Life or designee, or
3. Be granted permission by the Director of Residence Life, who makes the final decision on all room changes. If a change is granted, students will have 72 hours to complete the move and all conditions imposed by the Director of Residence Life. (NOTE: Failure to complete an approved move within the 72 hour window may result in loss of permission to change rooms.)

Room changes will not be made during the first or last two weeks of any semester. Additionally, students changing rooms without the written permission of the Director of Residence Life or designee, will be fined \$100 and may lose privileges for future moves, and be required to move back to their assigned space.

The Office of Student Life reserves the right to order a change in room assignment at any point during the academic year when deemed necessary. This could be as a result of a conduct hearing, a need to consolidate space, or if a move is deemed to be in the best interest of the student or the institution.

All personal items left in a room for three days after the student moves out of the room shall be considered abandoned and will be disposed of by the College at the student's expense.

#### **f) Off-Campus Housing**

Bethany College is a residential college and, as such, all students are required to live in College-owned housing or for members of Beta Theta Pi, in their privately-owned fraternity houses. Residential students are expected to be on a meal plan.

1. Exceptions may be made if one or more of the following conditions apply:
  - a. The student commutes from the address of parents or a legal guardian.



- b. The student is a tenth semester senior or graduate student.
  - c. The student is engaged in student-teaching (only during the applicable semester).
  - d. The student is over 23 years-of-age.
  - e. The student is married.
  - f. The student has dependent children.
  - g. The student has serious medical concerns (validated by the Director of Health Center).
  - h. The student is registered on a part-time basis.
2. Requests for permission to live off-campus must be submitted to the Director of Residence Life at the time of housing registration (mid-April and mid-November). Requests that have not been received one month before the opening of a semester are given low priority.

## **7.10 Student Safety and Security Policies**

### **a) General**

The Department of Safety and Security is located in the Cummins Community Center. The Department is open and provides protection and services, 24 hours a day, 365 days a year. The Department is staffed by both full-time and part-time officers. All of the officers are trained in general security practices, standard first aid, and CPR. The Department cooperates with and works closely with the Bethany Police Department and the Brooke County Sheriff's Department, and coordinates any necessary police responses or arrests on campus. All of the officers are radio equipped for an efficient response to community needs. The department has designated patrol vehicles.

### **b) Campus Safety Tips**

1. Carry room and front door keys at all times and make certain that doors close and lock when entering or leaving buildings.
2. Do not admit uninvited guests or strangers into buildings without acceptable identification.
3. Report any suspicious persons or activity to the Department of Safety and Security (304.830.3924) or to a member of the Office of Student Life.
4. Students, not the College, are responsible for any property stolen or lost.
5. Do not prop doors open. Open doors are a leading cause of campus crime. Every member of the Bethany community must accept responsibility for keeping doors closed and locked at times when buildings are to be secured.
6. Walk in pairs during hours of darkness and use lighted walkways. When desired, students may request a vehicle escort from the Department of Safety and Security (Student Escort Services).

### **c) Fire Safety and Procedures**

The best way to be protected in case of emergency is to be familiar with the environment. Be familiar with the emergency exits and be sure to know two ways out. Leave the building immediately when an alarm

sounds. Inform the Department of Safety and Security if it is believed that someone has not evacuated the building.

1. Preventing Fires: The Fire Marshall has specified a number of items that are fire hazards and, therefore, prohibited in College residences. These items include extension cords, electric heaters, candles, incense, toaster ovens, hot plates, and electric burners. Students are prohibited from hanging anything from the ceiling; including tapestries or flags covering room lights. All prohibited items will be confiscated and the student subject to fines, judicial charges, or both. Specific regulations may be modified to reflect the diversity of residence hall wiring.

\*Serious offenses, such as any tampering with fire equipment (alarm, extinguishers, sprinkler heads, etc.), may result in removal from College housing, restitution, and additional sanctions, should the student(s) be found responsible.

2. Responding to a Fire: Immediate Evacuation is Safest. Use a fire extinguisher if the fire is small and you know how to use it. But be sure the fire department is called first. If the fire cannot be put out, leave immediately. If a fire is discovered or suspected, sound the building's fire alarm. Warn the other occupants by knocking on doors and shouting when leaving. Take your room key in case you are unable to leave the corridor and must return to your room. Leave the building and move to a designated meeting place away from the building and out of the path of the fire department. Stay outside the building until the fire department or College officials say it is safe to go in. Call the Department of Safety and Security to summon the Fire Department. The Department of Safety and Security may be notified by dialing extension 304.830.3924, and give the following information:

- a) Name of Building;
- b) Floor;
- c) Room Number; and
- d) Nature of the Situation.

If for some reason this department cannot be reached, call 9-911 to reach the Brooke County Dispatcher.

3. Surviving a Fire: Crawl if there is smoke. If caught in smoke, get down and crawl. Cleaner, cooler air is near the floor. Cover your nose and mouth with a cloth. Get Low And Go! Before opening doors, feel the door. If it is warm, don't open it. If it is cool, brace yourself against the floor, open it slightly, and if heat or heavy smoke are present, close the door immediately and stay in the room. Go to the nearest exit or stairway: Always use an exit stair, not an elevator. Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Stairway fire doors will keep out fire and smoke-if they are closed-and will protect you until you get outside. If the nearest exit is blocked by fire, heat, or smoke, go to another exit. Close as many doors as possible as you leave to help confine the fire.

4. If You Get Trapped: Keep the doors closed and seal cracks and vents if smoke comes in. If you become trapped in a room and there is no smoke outside, open the windows, from the top to let out the heat and smoke and from the bottom to let in fresh air. Signal for help: hang an object

out the window (a bed sheet, jacket, shirt, etc.) to attract the fire department's attention. If there is a phone in the room, call the Department of Safety and Security and report that you are trapped. Be sure to specify your building and room number.

5. Sometimes it is safer to stay in one place: If all exits from a floor are blocked, go back to your room, close the door, seal any cracks, open the windows if safe, wave something out the window, and shout or phone for help. **DON'T JUMP!**

6. If you are on fire: If your clothes catch on fire, stop, drop, and roll. Rolling smothers the fire. Cool burns: Use cool tap water on burns immediately. Don't use ointments. If the skin is blistered, dead white, brown, or charred, go to the Health Services building or call the ambulance 9-911.

7. Preventing Fires: Smoke carefully and only in designated areas outside of campus buildings. If you smoke, do not smoke near flammable materials. Use large ashtrays and be sure ashes, matches, and cigarette ends are cold before you dump them. Do not smoke while intoxicated. Cook in approved areas or kitchens and use laboratory-tested appliances and stay nearby while appliances are being used. Remove grease and clean appliances as soon as possible. Don't overload outlets. Replace damaged wires.

8. If You Have a Disability: If you have a disability (even a temporary one), be certain to do the following:

- a) Plan ahead for fire emergencies.
- b) Be aware of your own capabilities and limitations.
- c) Notify the College staff so that you can get assistance when needed.
- d) Look for "areas of refuge" like stair enclosures or the safe side of corridor fire doors.
- e) Do not use elevators or try to descend fire stairs in a wheelchair.
- f) Sometimes it may be safer to stay in your room, and follow the advice for being trapped.

9. If You Use Alcohol or Drugs: You are especially vulnerable to smoke asphyxiation. Even healthy people may not be able to escape a fire if they are intoxicated. They may not hear the smoke alarm or be able to find an exit. Take special care of anyone who becomes intoxicated, particularly if the person is a smoker.

10. Report Damaged Fire Equipment: Report to the Department of Safety and Security any damaged fire equipment such as the following:

- a) Fire Doors: Fire doors should close completely and automatically. Fire doors must be kept closed at all times.
- b) Exit Doors: Two exits should be visible from all public areas.
- c) Fire Alarms: Horns, bells, and pull stations should be accessible and operational.
- d) Smoke Detectors: Smoke detectors should not be blocked, disabled or vandalized.

e) Fire Extinguishers: Fire Extinguishers should be functional. Report when they are empty, have been vandalized, or are missing.

11. Fire Alarms: If a fire alarm sounds, students should close the windows, leave the room, closing the door behind them, and leave the building immediately through the nearest safe exit. Failure to evacuate during a fire alarm is a serious safety issue and violation of the Student Code of Conduct and will be dealt with very seriously. Tampering with or disconnecting smoke detectors is illegal and results in severe sanctions. Students with information about the nature of a false alarm shall report the information to College officials when they arrive on the scene. If the false alarm is pulled intentionally, the responsible person(s) will be held accountable under the Student Code of Conduct. Serious offenses such as any tampering with fire equipment (alarm, extinguishers, sprinkler heads, etc.) will result in disciplinary charges with possible sanctions including removal from College housing, restitution, and/or College suspension.

12. Insure Personal Possessions: Bethany College does NOT insure a student's personal property. Therefore, a student desiring insurance protection in the event of a fire must secure renter's insurance or make certain that parents' insurance covers personal property in Bethany. A student relying on parents' insurance should also make certain that coverage is adequate.

13. Report Fire-Related Crimes: Vandalism of fire extinguishers, exit signs, and fire alarms reduces fire protection, and is against the law. Any student found responsible for such vandalism will face disciplinary action with sanctions up to expulsion from the College and face criminal prosecution. A criminal conviction could interfere with one's chances for employment, or prevent a student from being admitted to graduate or professional school. Fires injure and kill people and destroy property. Therefore, anyone setting a fire shall be reported immediately.

#### **d) Selected Ordinance of the Town of Bethany**

Although you are a student at Bethany College, you are also considered a citizen of the Town of Bethany and are not exempt from its regulations. Common courtesy and a respect for the rights of all members of the Bethany community are expected by the Dean of Students and the Town Council. Town ordinances are applicable to you. ***Please refer to the link below for pertinent town ordinances and regulations.***

[www.bethanywv.org](http://www.bethanywv.org)

### **7.11 Student Activities and Organizations**

#### **a) Student Government Association**

The Student Government Association has a President and Vice President who are elected by the student body. The Cabinet is made up of the Vice President and the following appointed officers, approved by the SGA President: Secretary, Treasurer, Assistant Treasurer, Parliamentarian, Clubs/Committees Chair, Clubs/Committees Secretary, Director of Publicity. A listing of the officers is at the end of this description.

The President, Vice President, and the Cabinet make up the executive branch for the SGA. The judicial branch is made up of the Student Court, and the student body makes up the legislative branch. The SGA President meets with the President of the College, the Vice President for Academic Affairs and Dean of the Faculty, and the Dean of Students whenever necessary. Usually the SGA President meets with the

Dean of Students every week to discuss student concerns and what can be done to address problems when they arise.

The Chief Justice of the student court and the SGA President appoint the justices of the student court and recommend same for approval by the student body. The Chief Justice of the Student Court is also appointed and approved by the student body. The President also has the power to approve and veto motions by the student body. The President does not vote in regular meetings except in the event of a tie. The student body is given representation in the SGA meeting through their housing units depending of the number of members in each unit.

Commuters are also given representation through a commuter representative when requested. Commuters must pay the SGA fee as they are a member of and represented by SGA. SGA meetings are governed by Robert's Rules of Order. The SGA President and Cabinet handle the petitions elections for SGA President/Vice President and Class Officers for the ensuing year. Once petitions are turned in, the petitions are handed over to the Student Court to conduct the elections for these positions.

Another major responsibility of SGA is to establish a budget allocating funds to the clubs/committees who are recognized by the Student Government Association. The clubs/committees use the money for trips, speakers, and materials for their clubs/committees. Budget hearings are held each semester to decide how much money should be given to each club for the semester.

Benefits of joining a student organization:

1. Making New Friends
2. Career Exploration
3. Career Information
4. Getting Involved
5. Gaining a Sense of Belonging at Bethany
6. A chance to Share Common Interests
7. Learning to Work in a Group
8. Learning to manage your time
9. An opportunity to learn and practice leadership skills
10. Learning to organize meetings, events and programs
11. Learning new skills
12. Recognition for achievement

Questions to ask before joining a student organization:

1. What am I looking for?
2. Can this group meet those needs?

3. How will the group meet my needs?
4. Does this group have values that are similar to mine?
5. Do the members of this group have interests that are similar to mine?
6. Is this a local group or are there other groups on college campuses elsewhere?
7. What is the relationship of this group to its state or national affiliate?
8. Are there any fees (monthly dues, initiation fees, etc.) that must be paid?
9. What kind of commitment am I willing to make to this group in terms of my time and energy?
10. What are my expectations of this organization?
11. What does this organization expect of me?

A current list of student clubs, service and philanthropy groups, and organizations is available from the Student Government Association.

#### Governing and Representative Organizations

1. Student Government Association (SGA)
2. Interfraternity Council (IFC)
3. Panhellenic Council
4. Freshman Class Council (FCC)
5. Sophomore Class Council (SoCC)
6. Junior Class Council (JCC)
7. Senior Class Council (SCC)
8. Greek Leadership Council (GLC)

#### Fraternities

1. Alpha Sigma Phi
2. Beta Theta Pi
3. Delta Tau Delta
4. Phi Kappa Tau

#### Sororities

1. Alpha Xi Delta
2. Phi Mu
3. Zeta Tau Alpha

## **b) Bethany Greek System Policies and Procedures**

1. Mission of the Bethany Greek System - The object of the Bethany Greek System is to provide an environment which enriches the College experience and provides an opportunity to obtain the intangibles that can only be found outside of the classroom. The College's Greek system is to provide this by encouraging scholarship, fostering leadership, and allowing for experiences, such as philanthropies and community service, on a more accessible scale to the undergraduate student. The position of Bethany College is that the Greek System be an integral part of the Bethany community, and play a prideful role in the overall education of undergraduate students.
2. Greek Organizations at Bethany College - Bethany currently recognizes four fraternities and three sororities. The men's organizations are Alpha Sigma Phi, Beta Theta Pi, Delta Tau Delta, and Phi Kappa Tau. The women's organizations are Alpha Xi Delta, Phi Mu, and Zeta Tau Alpha. All of these organizations are nationally recognized Greek organizations.
3. Greek Life at Bethany College - Bethany is the home of seven (7) Greek social organizations. Greek life has been an integral part of student life at the college almost since its founding. Bethany College was founded in 1840, and the first fraternities appeared in 1858. Since that date, students involved in our Greek organizations have been distinguishing themselves as leaders in the college community.

## **c) Male Organizations**

1. Alpha Sigma Phi Beta Gamma Chapter Founded at Bethany - 1930 Mission – “To better the men through the creation and perpetuation of brotherhood founded upon the values of character...Silence, Charity, Purity, Honor, Patriotism.”
2. Beta Theta Pi, Psi Chapter Beta Theta Pi Founded at Bethany - 1860 Mission Statement – “Beta Theta Pi is dedicated to building men of principle for a principled life. Our brotherhood aids the individual, builds the Fraternity and strengthens the host academic institution through lifelong devotion to intellectual excellence, high standards of moral conduct and responsible citizenship.”
3. Delta Tau Delta Theta Chapter Founded at Bethany - 1858 Mission – “Committed to Lives of Excellence”
4. Phi Kappa Tau Phi Chapter Founded at Bethany - 1923 Mission – “To provide each man that joins our fraternity with the spirit embodied in our cardinal principles, such that each man grows through a quality fraternity experience to be a credit to his fraternity, college/university, community and country.”

## **d) Female Organizations**

1. Alpha Xi Delta Delta Chapter Founded at Bethany - 1903 Mission – “Inspiring women to realize their potential.”
2. Phi Mu Beta Nu Chapter Founded at Bethany - 1939 Mission – “Founded in 1852, Phi Mu is a women's organization which provides personal and academic development, service to others, commitment to excellence and lifelong friendship through a shared tradition. Phi Mu promotes vibrant living, encouraging members to achieve their personal best.”

### 3. Zeta Tau Alpha Theta Chapter Founded at Bethany - 1905 Mission – “Seek the noblest.”

#### **e) Greek Housing**

1. All on-campus Greek housing units are entrusted to be self-governed on a day-to-day basis, as long as they follow Bethany residence hall standards. Six of Bethany’s Greek houses are located on campus property. With the exception of their day-to-day self-governance, they are residences run by the College. This means that all maintenance, safety, and security issues fall under the jurisdiction of Bethany College. In the eyes of the College, two key chapter members are considered as the primary contacts for housing issues: the Chapter President and the House Manager. The Chapter President is considered the official spokesperson for the house on all issues, with the exception of the House Manager, who is seen as the primary contact person for any housing or maintenance issues.

2. Off-campus Greek housing units are expected to be upstanding residents of the community. Due to this housing situation, Bethany College considers these students to be full-time representatives of the College in the community, and as such are expected to act and present themselves in a manner consistent with high standards and ideals of Bethany College. In addition, the College allows all current Greek organizations to exist with the understanding that they uphold the ideals of the College. These students are held to all of the standards set out in the Student Code of Conduct. One of Bethany’s fraternities are located off campus. Each off-campus Greek housing unit is responsible for coordinating its maintenance and security issues with its individual housing corporation. The organizations are financially responsible for the maintenance and upkeep of their respective housing units. It should be noted that the Bethany considers these chapters College representatives in the community, and therefore, reserves the right to sanction them for poor upkeep, lack of cleanliness, or any other display that would not be considered in good taste in representing the College.

#### **f) Formal Recruitment**

The Bethany College Greek system follows a fall recruitment policy. This means that first year students are allowed to join a chapter if they meet the minimum grade point average of 2.5 (based on high school GPA) to be considered eligible. Many of Bethany’s Greek organizations have higher GPA requirements. Upperclassmen are allowed to join a chapter during either semester. In any case, students must be in good standing with the College in order to join a Fraternity or Sorority. The Office of Student Life reserves the right to deny any student entrance to a chapter for academic or disciplinary reasons.

The Greek Leadership Council has formulated a policy, in direct relation to the denial of chapter entrance, if an independent student participates in any actions unbecoming to a student of Bethany College or, more specifically, a Greek student at Bethany College. Examples of this are an independent student ripping down rush posters of a house they are not interested in joining. The GLC will confer on the appropriate time of suspension from joining a Greek organization.

“Formal recruitment” takes place at the end of September. Provided that they meet the requirements stated above, all independent men and women wishing to join a chapter may participate. The specific rules and procedures regarding recruitment are set by both the



Interfraternity Council and the Panhellenic Council, respectively. These rules are on file with the Office of Student Life and are available to all students upon request. All students interested in joining a chapter are invited to bring any questions or concerns they may have to the Office of Student Life. Greek life at a residential college can enhance many opportunities to students who choose to become affiliated with Greek organizations. "Formal Recruitment" is a time when members of the Greek organization provide organized programs to explain and promote the benefits of Greek Life.

No new member processing would occur from Dec. 1 until the first Friday of the spring semester. Organizations may continue to "Open Bid" new members beginning on the first Friday of the spring semester.

#### **g) Contacting the Greek Life Office**

If you have questions or concerns about Bethany College Greek Life, stop by the Office of Student Life in Bethany House or contact the Director of Student Activities at 304-829-7631.

#### **7.12 Student Athletic Policies**

Bethany College is a member of Division III of the National Collegiate Athletic Association. Varsity women's and men's teams participate in the Presidents' Athletic Conference. Members of the Conference, in addition to Bethany, are Chatham, Geneva, Grove City, St. Vincent, Thiel, Thomas More, Washington & Jefferson, Waynesburg, and Westminster. Men's teams compete in baseball, basketball, cross country, football, golf, lacrosse, soccer, swimming, tennis, and indoor and outdoor track. Women's teams compete in basketball, golf, lacrosse, soccer, softball, tennis, volleyball, cross country, swimming, and indoor and outdoor track.

#### **a) Intramurals and Club Sports**

1. Intramurals - Bethany offers students several chances to participate in athletic competitions without playing intercollegiate athletics. In the past, intramural sports that have been offered include soccer – both indoor and outdoor – football, softball, volleyball, basketball, ultimate Frisbee, tennis and table tennis. A wide variety of sports is offered to the entire student body through Bethany's intramural program. Facilities for numerous individual or group athletic, health, and recreation activities are located on or nearby the campus.

2. Club Sports - Club sports often offer students a similar atmosphere with a few key differences. The club sports are supported and recognized by the Student Government Association at Bethany College and must have the work of an executive body to meet SGA standards. Additionally, the organization itself sponsors the sport, meaning the students are responsible for the day-to-day operations associated with have a club team. For more information on what club sports are being offered at Bethany, contact the SGA office at 304-829-7773.

- a. Men's club sports teams provide competition in baseball, equine, soccer, and volleyball.
- b. Women's teams on the club level participate in soccer, equine, volleyball, and softball.
- c. Co-ed - The Outdoor Club provides a variety of activities including hiking, skiing, camping, whitewater rafting, and skydiving for men and women.

## **b) Athletic and Fitness Facilities**

1. Facilities for numerous individual or group athletic, health, and recreation activities are located on or nearby the campus.
2. Thomas Phillips Johnson Recreation Center (1994) is located adjacent to the Hummel Field House. The Center includes the Knight Natatorium, racquetball courts, body building facilities, locker rooms, the Sandwen Arena which includes an indoor track, and a general purpose floor that accommodates a number of sports, including basketball, volleyball, and tennis. This building was designed to support general recreation and intramural athletics.
3. Hummel Field House (1990) provides physical education facilities for men and women. It is the home of the men's and women's basketball teams and the volleyball team. It is also used for concerts and a rain location for large college wide events.
4. Adjacent to the field house are football, soccer, and softball fields, and a quarter-mile track.
5. The baseball team plays at Bethany Park, which is a community park adjacent to Town Hall.
6. The Cummins Community Center houses a 24 hour student fitness center located adjacent to Campbell Village.